

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**September 25, 2017**

**MEMBERS PRESENT:** Jeff Merrill, Diana Ripperger, Jerry Brimeyer, Dede Zaun, Tom Graves, Marva McCarty, and Greg Ward

**STAFF PRESENT:** Julie Wells, Katherine Manion, and Susan Nass

**CALL TO ORDER:** President McCarty called the meeting to order at 5:45 p.m. Greg read the Character Counts statement.

**APPROVE AGENDA:** Greg made a motion to approve the agenda. Jerry seconded the motion. All voted in favor and the motion passed.

**APPROVE MINUTES:** Jeff made a motion to approve the August 28, 2017 minutes. Greg seconded the motion. All voted in favor and the motion passed.

**APPROVE BILL LIST:** Jerry made a motion to approve the bill list. Greg seconded the motion. All voted in favor and the motion passed.

**CITIZEN'S FORUM:** None

**UNFINISHED BUSINESS:**

- A. Exterior Book Return Proposed Designs: Julie provided two potential designs for the exterior book return. The board liked Option #2 but suggested a couple revisions. The revised design will be available at the October meeting. Julie and department heads, along with Kristi Bales, Chief Planning/Zoning, are exploring locations in the western part of Urbandale for possible sites to place the book return.
- B. Outreach: The board agreed not to move forward with pursuing a marketing plan with an outside company.

**NEW BUSINESS:**

- A. 2018 Proposed Holiday Closings: The Board discussed the list of proposed holiday closings for 2018. Tom made a motion to accept the list with the exception that the library be open on Sunday, December 23, 2018. Greg seconded the motion. All voted in favor and the motion passed.

**DIRECTOR'S REPORT:**

Julie distributed copies of the Reverse Open Access Report. The board was informed of the final \$48,000 installment of the Jackson trust. Laura and Jenny have applied for Endow Urbandale Grant funding to purchase books for summer program prizes. The Dinner with the Singers will be held on November 4, 2017. Proceeds from this event will support the establishment of an Artist-in-Residence Program.

Greg made a motion to adjourn and Tom seconded the motion. All voted in favor and the meeting was adjourned at 6:30 p.m.

Marva McCarty  
President

Attest: Susan Nass