

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
December 17, 2018**

**MEMBERS PRESENT:** Jeff Merrill, Diana Ripperger, Marva McCarty, Tom Graves, Dede Zaun, Kerry Vande Kieft, and Greg Ward

**STAFF PRESENT:** Julie Wells and Susan Nass

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

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

**APPROVE MINUTES:** Jeff made a motion to approve the November 26, 2018 minutes. Tom seconded the motion. All voted in favor and the motion passed.

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

**CITIZEN'S FORUM:** None

**UNFINISHED BUSINESS:**

- A. Agenda Item: The board decided to add this item to the January agenda.
- B. Strategic Plan Quarterly Update: The board reviewed the strategic plan quarterly update.
- C. FY19/20 Budget Update: January 22 and January 23 are tentative dates for the budget workshops with council members. Julie will inform the board of firm dates.

**NEW BUSINESS:**

- A. Food for Fines: Approval is requested for the Food for Fines event tentatively scheduled for Martin Luther King Jr. Day, January 21, 2019. Tom made a motion to approve and Marva seconded the motion. All voted in favor and the motion passed.
- B. Credit Card Processing Fee: Approval is requested to charge a percentage based processing fee when customers pay fines/fees with a credit card. The processing fee has not been determined, but will be 2.5% or less of the transaction amount. The Library currently pays approximately \$1,500 per year in credit card processing fees. The City is charging its customers a fee beginning in January 2019. Marva made a motion to approve this request. Kerry seconded the motion. All voted in favor with the exception of a negative vote from Tom Graves. The motion passed.

**DIRECTORS REPORT:** Julie will be on vacation from Christmas to New Year's Day and back on January 2. Dick Lily is preparing for the replacement of the carpet in the staff area. Julie is working on purchasing the approved Enrich Iowa requests.

Jeff made a motion to adjourn. Kerry seconded and the meeting adjourned at 6:15 p.m.

Respectfully submitted,

Greg Ward  
President

Attest: Susan Nass