

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
NOVEMBER 25, 2013**

President Graves called the meeting to order at 5:30 p.m. Jerry Brimeyer read the Character Counts statement.

**Members present:** Jerry Brimeyer, Tom Graves, Marva McCarty, Jeff Merrill, Diana Ripperger, Greg Ward and DeDe Zaun.

**Staff present:** Julie Wells, Trish Dimond and Debbie Sires.

A motion to approve the October minutes was made by Diana, seconded by Jerry. Motion carried.

After discussion, a motion to approve the bill list was made by Marva, seconded by Greg. Motion carried.

**Citizen's Forum:** Linda Buckelow, a student at Des Moines Area Community College, was in attendance.

**Unfinished Business:** There was no unfinished business.

**New Business:** After meeting with the Board's budget committee, Julie presented the proposed FY14-15 budget. After City Hall inputs the salary information, this proposed budget will be presented to the City Council for their approval. Julie explained that 3 budget scenarios were prepared with 1 budget including funds for a new integrated library system (ILS) totaling \$72,000. To make up for this possible expense, other budget lines were reduced. Those reductions will be documented so they can be reinserted if the proposed ILS is not approved. A motion to approve the proposed budget including the request for the new ILS was made by Greg, seconded by Jeff. Motion carried.

Car allowances are paid to all City Department Directors currently with the exception of the Library Director. Tom proposed that Julie should be receiving this allowance of \$400/month for transportation expenses. Jerry thought that Tom should contact the City and request that Julie start receiving this benefit.

Julie has talked with Dion Cobb, the manager of Chapters Café, about purchasing a pizza warmer to enable pizza to be sold by the slice in the Café. There is a fund available for purchasing equipment for the Café. This does not impact the budget. A new pizza warmer may be purchased for \$1,200. The Board told Julie to proceed with the purchase.

Chapters Café would like to be closed on the Saturday of Thanksgiving weekend. The Library will be closed on Thursday and Friday and the Café is currently closed on Sundays. Greg made a motion to approve the closing on Saturday, November 30<sup>th</sup>, seconded by Marva. Motion carried.

**Director's Report:** Julie distributed the Chapters quarterly report. She noted that the 6 month trial period for the Café is now expired. Dion is fine to continue paying on a month to month basis as he is doing now. The Board decided to continue this agreement.

After being told by the City insurance adjuster that the damage to the fireplace chimney was not caused by a lightning strike, Dave McKay contacted an architect for his opinion. He felt that lightning was a factor in the damage. A second opinion will be sought. The chimney service we use for annual cleanings also thought lightning was the cause of the damage.

The December Board meeting will be held on Monday, December 16<sup>th</sup> due to the Christmas holiday.

A motion to adjourn the meeting was made by Greg, seconded by Diana. Motion carried and the meeting was adjourned at 6:35 p.m.

Respectfully submitted,

Thomas P. Graves  
President

Attest: Debbie Sires