

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
JANUARY 28, 2013**

President Whalen called the meeting to order at 5:34 p.m. with the Character Counts statement read by Jerry Brimeyer.

Julie Wells introduced Katherine Manion, our new Collection Development Librarian.

Members present: Jerry Brimeyer, Tom Graves, Marva McCarty, Jeff Merrill, Diana Ripperger and Sheila Whalen.

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

A motion to approve the December minutes was made by Diana, seconded by Tom. Motion carried.

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

Citizen's Forum: No one was present.

Unfinished Business: Jerry and Tom were appointed to serve on the Citizen Survey Committee.

New Business: A motion to approve the revised Collection Development Policy was made by Tom, seconded by Jerry. Motion carried. A motion to approve the revised Computer Use Policy was made by Jerry, seconded by Diana. Motion carried.

Marva and Sheila were appointed to the committee to review the library's current By-Laws. Tom will serve as an alternate.

Julie presented the list of proposed Enrich Iowa expenditures. Some items on the list have already been purchased. The list leaves a little money in reserve which Julie would like to have available if unexpected expenses arise. After discussion, Tom made a motion to modify the list as written to include replacing more computers than designated on the current list. The rest of the items will be purchased in order of importance determined by Julie and the staff.

The Board reviewed weather closing procedures. It was decided that Julie would be able to make the call on whether to close early or not open at all on days with inclement weather without contacting the Board President. Julie will talk to A.J. Johnson, City Manager and Heather Hughes, HR Director, to see if the City will allow the library to set their own policy regarding weather closings and make-up time. Julie will also clarify that overtime is not paid for a 40 hour week that includes vacation hours.

Director's Report: Julie shared an email from the State Library regarding individuals with guns on library property. She will discuss the issue with the Police Chief.

The State Library is presenting a workshop for Library Board Trustees. Julie handed out material regarding this workshop. If anyone is interested in attending, please let Julie know.

The Art Gallery opening will be held on Saturday, April 6th in the library. Letters went out today asking for sponsors.

The FY13-14 Budget will be presented to the City Council at their meeting on Tuesday, January 29th. The meeting starts at 6:00 p.m.

Dion Cobb, Manager of Chapters Café, asked for clarification on whether additional payments were owed. The Board decided that he has satisfied his previous debt and also allowed him to close on Sundays, as he requested.

Marva gave a report on a Digital Lab she visited in a Skokie, Illinois public library.

A motion to adjourn the meeting was made by Marva, seconded by Jeff. Motion carried. The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Sheila Whalen
President

Attest: Debbie Sires