

**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

Urbandale Public Library Board of Trustees
Minutes
February 25, 2013

Vice President Graves called the meeting to order at 5:30pm with the Character Counts statement read by Jerry Brimeyer.

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

Staff present: Julie Wells and Trish Dimond.

A motion to approve the January minutes was made by Diana, seconded by Marva. Motion carried.

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

Citizen's Forum: Derek Kopacek attended for government class.

Unfinished Business: Julie presented a list of potential questions for the proposed survey that will go out with May 24 water bill. After discussion, it was decided that the questions needed to be reviewed with an eye toward brevity while getting the most usable data. Tom, Jerry, and Julie will continue to fine tune the survey with input from the rest of the board members.

The Board discussed the topic of weather closings of the library. Julie presented data regarding other area library's practices as it relates to employee pay for missed time. Julie relayed information from A.J. Johnson, City Manager and Heather Hughes, HR Director, regarding city policy. After discussion, the topic was tabled for later review.

Julie presented a proposal for a six month trial of a number of variations on updating Chapters. After discussion, it was determined that Julie would price out the options and talk to Dion Cobb, Manager of Chapters Café, to get his feedback. Additionally, it was proposed that a more formal survey of meeting room users be conducted as a way to determine catering needs/wants.

New Business: The Board reviewed the updates proposed by Julie for the Bylaws. Discussion was held regarding Annual Meetings, absences, and process for vacancies. Marva made a motion to adopt the changes with clarification on the Annual Meeting requirement, seconded by Jerry. Motion carried.

Julie proposed changes to clarify and update the Interlibrary Loan policy. After discussion of the policy changes, a motion to approve the changes was made by Diana, seconded by Jeff. Motion carried.

Discussion was held regarding Personnel Policies and Rules. Marva made a motion to approve the policies, seconded by Jerry. Motion carried.

The Board discussed the outcome of the January 29, 2013, City Council budget meeting. The Council took exception to Zinio, a digital magazine service currently offered by the library. Discussion by the Board centered on the separation of responsibilities between the Board and the Council: the board being charged with responsibility for the collection and services of the library by Code. A motion was made by Jeff to approve a resolution presented by Tom stating the need for separation of oversight in general as stated in Iowa Code and in favor of maintaining Zinio in particular; seconded by Diana. Motion carried. Tom will present this resolution to the members of the Council.

Director's Report: Julie provided an update on the Art Gallery opening scheduled for April 6, 2013. The next meeting of the committee is Thursday, February 28.

A motion to adjourn the meeting was made by Jerry, seconded by Diana. Motion carried. The meeting was adjourned at 7:00 pm.

Respectfully submitted,

Tom Graves
President Pro Tem

Attest: Jeff Merrill

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

President Whalen called the meeting to order at 5:55 p.m. Diana Ripperger read the Character Counts statement.

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

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

A motion to approve the February minutes with a correction to the spelling of Diana's name was made by Diana, seconded by Marva. Motion carried.

A motion to approve the bill list was made by Diana, seconded by Marlyn. Motion carried.

Citizen's Forum: No one was present.

Unfinished Business: At a previous Board meeting, Julie brought suggestions of how to use the Chapters café space. One of these ideas involved changing the décor in Chapters. Julie told the Board ideas she had to make the space more inviting along with pictures of how the space could change. After discussion, Marlyn made a motion to go ahead with this idea and approved up to \$2,000 for the changes, seconded by Jerry. Motion carried.

Julie passed out a survey she had developed for the Board's approval. This survey would be distributed to patrons as they use the library and will also be available online. This survey will gauge satisfaction with library services and any suggestions for improvement. Because this survey was initially suggested by Tom Graves and he was unable to attend tonight's meeting, the survey will not be distributed until after he has had a chance to look at it.

The City Council did not approve funding for Zinio, a digital magazine service in the FY2013-2014 budget. This service will expire in November 2013. In order to continue this very popular service, different funding ideas will be explored.

New Business: A motion to approve the Art Gallery Policy was made by Marlyn, seconded by Jerry. Motion carried. The Art Gallery Gala will be held April 6th from 6 to 8 p.m.

Director's Report: A preliminary ILS (Integrated Library System) search is being conducted in a joint venture between Urbandale Library and Johnston Library.

Julie reported that lights have been installed in the Art Gallery.

The April Calendar of Events was distributed.

A motion to adjourn the meeting was made by Marlyn, seconded by Jeff. Motion carried and the meeting was adjourned.

Respectfully submitted,

Sheila Whalen
President

Attest: Debbie Sires

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
APRIL 22, 2013

President Whalen called the meeting to order at 5:35 p.m. Character Counts statement was read by Jerry Brimeyer.

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

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

A motion to approve the March minutes was made by Diana, seconded by Jeff. Motion carried.

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

Citizen's Forum: No one was present.

Unfinished Business: Julie suggested June would be a good month for survey responses because the library is busier in the summer. The survey will be online from June 1st through June 30th. Ways to promote the survey were discussed. Julie will have the final survey questions ready for the May meeting.

Redesign of Chapters Café is very close to being done. Julie will take Board members on a tour of coffee shop after the meeting. She also had ideas for possible programs that could be presented in the coffee shop to bring in potential customers.

Enrich Iowa funds must be used before June 2013. After looking at a list of ideas for possible purchases, the Board told Julie to use the funds at her discretion.

In our ILS search, demos of different library systems have been scheduled. On May 1, Innovative will present their product, on May 9th, Polaris will be presented and on May 15th, SIRSI, our current system, will show some new software and how their system may be tweaked to provide more services. These demos will be presented to all interested staff.

New Business: There was no new business.

Director's Report: Julie reported that a patron fell in front of the building.

A program on Grant Wood in conjunction with the Art Gallery was very well attended on Sunday, April 21st. The next program is scheduled for May 19th. Art from the senior class at Urbandale High School will be the next display in the gallery.

A motion to adjourn was made by Jerry, seconded by Diana. Motion carried and the meeting was adjourned at 6:15.

Respectfully submitted,

Sheila Whalen
President

Attest: Debbie Sires

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
MAY 20, 2013

President Whalen called the meeting to order at 5:32 p.m. Jeff Merrill read the Character Counts statement.

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

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

Tom made a motion to approve the April minutes, seconded by Jerry. Motion carried.

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

Citizen's Forum: No one was present.

Unfinished Business: The approved survey will be available online and in paper form from June 1 through June 30th.

Julie brought a list of possible expenditures for the remaining Enrich Iowa funds. Of that list, it was suggested that the LCD projector expense be removed and the funds put into purchasing Freegal, a downloadable music program. Tom made a motion that we try Freegal for 1 year and see how it is received, seconded by Jeff. Motion carried.

ILS demos have been completed. Trish Dimond and Julie Wells from the Urbandale Library and Maurine Myers and Willona Goers from the Johnston Library will get feedback from their staff and determine whether to pursue a new system.

New Business: The Director's job evaluation form was passed out. Sheila will get a copy of last year's evaluation for reference. Julie handed out copies of her accomplishments to Board members to help them with filling out the form. The job evaluation is due by the end of June.

Marva moved that the Board serve as a committee of the whole for the nomination of officers. Sheila made a motion to appoint Tom Graves as President, Jeff Merrill as Vice-President and Diana Ripperger as Secretary. The motion was seconded by Jerry. Motion carried.

Director's Report: The June calendar of events was distributed.

Dion Cobb, manager of Chapters, supplied a quarterly statement for the café from January through April 2013.

Julie suggested replacing the Conference Room table rather than refinishing it. Cost of refinishing the existing table is \$2,000. A Hon brand laminate table can be purchased for \$1,200 - \$1,500. The chairs are also in need of repair. The arms can be replaced for \$200. The Board gave approval to go ahead with the purchase of the laminate table and replacement arms if the Director chooses.

A motion to adjourn the meeting was made by Jerry at 6:25 p.m., seconded by Jeff. Motion carried and the meeting was adjourned.

Respectfully submitted,

Sheila Whalen
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
JUNE 24, 2013**

President Whalen called the meeting to order at 5:45 p.m. Marva McCarty read the Character Counts statement.

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

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

A motion to approve the May minutes was made by Jerry, seconded by Marva. Motion carried.

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

Citizen's Forum: No one was present.

Unfinished Business: Julie had printed some of the responses we have received from Survey Monkey. Paper copy responses will be compiled at the end of the month.

Quotes have been received from 2 ILS vendors. The third vendor did not submit a quote. More information will be available at the July meeting.

New Business: There was no new business.

Director's Report: Donated materials that have not been added to our collection or the book sale have been distributed to various charitable organizations in the community and metro area. Recipients of these materials have been very appreciative.

Julie handed out the July Calendar of Events.

A motion to go into closed session to discuss the Director's evaluation was made by Marva, seconded by Diana. Motion carried.

A motion was made at 6:52 p.m. to come out of closed session and the meeting adjourned concurrently.

Respectfully submitted,

Sheila Whalen
President

Attest: Debbie Sires

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
JULY 22, 2013

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

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

Staff present: Julie Wells, Trish Dimond.

Each new and current Trustee made a self-introduction and told a little about themselves. Staff members then did the same.

Dave McKay, City Engineer, gave a brief explanation of the work that needs to be done to repair the pillars/columns at the entrance of the Library as well as other masonry repairs needed to the building's exterior. The cost of the project could range from \$11,000.00 to \$111,000.00 depending on whether we repair just the pillars or make all the necessary repairs. Dave also discussed some potential structural issues with the roof. He then explained the bid process and some history on the building maintenance. He will keep the Board of Trustees informed as the project progresses.

A motion to approve the June minutes was made by Jeff and seconded by Marva. Motion carried.
A motion to approve the bill list was made by Diana and seconded by Jeff. Motion carried.

Citizen's Forum: None present.

Unfinished Business: Results from the Customer Survey were discussed. Overall the responses were very positive. Julie suggested some solutions for improving on the areas that got less than positive comments on the survey. All Trustees gave their thoughts on the survey and its results.

The Integrated Library System (ILS) Vendor search continues. Quotes have been received from 3 vendors. Julie and Staff are weighing the pros and cons of each vendor. No decision has been made.

A motion to approve the completion of the Director's goals for FY 12-13 was made by Jeff and seconded by Marva. Motion carried. This particular way of setting goals will not be used in the future.

New Business: A request to purchase two LCD projectors to be installed in two meeting rooms was discussed. The Trustees decided to put this request on hold until they can see a complete list of Enrich Iowa fund expenditures for FY 13-14.

Director's Report: Julie distributed a list of Enrich Iowa Expenditures for FY 12-13. Trish and Russ are working to get Freegal up and running. A soft launch is expected in three weeks.

Jeff made a request to see a year-end income statement. Julie will e-mail that to all Trustees.

Marva moved and Jeff seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:50.

Respectfully Submitted,

Thomas Graves
President

Diana Ripperger
Secretary

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
AUGUST 26, 2013

President Graves called the meeting to order at 5:32 p.m. Diana Ripperger read the Character Counts statement.

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

Staff present: Julie Wells and Debbie Sires.

A motion to approve the July minutes was made by Jeff, seconded by DeDe. Motion carried.

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

Citizen's Forum: No one was present.

Unfinished Business: Julie gave each member a copy of the letter she received from Willona Goers, Library Director at Johnston Library, terminating their agreement with Urbandale Library. Because of this termination, Julie has signed a contract with SIRSI to allow them to split the database removing Johnston's data from our system. Johnston has decided to use the Polaris system. Once Polaris has assigned a project manager to Johnston, the process of splitting the 2 databases will begin. Johnston has been told by Polaris that they should have their own system up and running by November 30, 2013. They will continue to pay the remainder of their contract with Urbandale for this fiscal year which ends June 30, 2014. This termination will impact our budget in the future by approximately \$47,000. The major impact of this split will most likely be felt by the patrons.

Urbandale Library explored different systems at the same time as Johnston Library. If we switched systems now, we would have to break our contract with SIRSI and pay a penalty besides paying for a new system. Enterprise is the new enhanced SIRSI catalog. SIRSI has made a one time offer to Urbandale Library which would allow us to upgrade to Enterprise at a cost of \$3,255. This system is normally \$13,035. Enterprise adds many more features and makes our catalog more patron friendly and attractive. Jeff made a motion to pay \$3,500 with Enrich Iowa funds to upgrade to Enterprise, seconded by Jerry. Motion carried.

New Business: A motion to appoint Jerry Brimeyer to the Foundation was made by Diana, seconded by Marva. Motion carried.

Members of the staff have been revising and drafting a new dress code policy for library employees. After discussion, a motion to approve the proposed dress code policy was made by Jerry, seconded by Jeff. Motion carried.

A discussion of library hours was tabled until after we see how the Johnston split affects our budget.

Director's Report: Julie received a financial statement from Dion Cobb regarding his profits/deficits from Chapter's Café. Because of the change in hours, the café is losing less each month than it has in the past.

Database Usage Statistic report was distributed.

A Lunch and Learn will be presented to enable Board members to attend and meet accreditation requirements. Members chose a topic and date that would work for them. Julie will compile the results and set up the Lunch and Learn.

Julie encouraged everyone to attend the 1900s celebration that is coming up on September 14th.

A motion to adjourn was made by Marva, seconded by Jeff. Motion carried and the meeting was adjourned at 6:30.

Respectfully submitted,

Thomas Graves
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
SEPTEMBER 23, 2013**

President Graves called the meeting to order at 5:45 p.m. DeDe Zaun read the Character Counts statement.

Members present: Jerry Brimeyer, Tom Graves, Diana Ripperger and DeDe Zaun.

Staff present: Julie Wells and Debbie Sires.

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

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

Citizen's Forum: No one was present.

Unfinished Business: Regarding the separation of Johnston Library, Urbandale has done what they need to do to prepare for the separation. SIRSI is working on splitting the records on the database. Software for the enhanced SIRSI catalog, Enterprise, is loaded and should be running by the end of November.

New Business: Jerry made a motion to appoint Greg Ward and Tom Graves to serve on the FY14-15 Budget Committee. A second to the motion was made by Diana. Motion carried.

FEH architectural firm was hired to assess the condition of the building's exterior. They estimate that over \$100,000 in masonry repairs is needed. It was proposed to move the \$50,000 in CIP funding earmarked for electrical upgrades to partially fund the masonry repairs. Jerry made a motion to redirect the CIP funds from electrical repairs to masonry repairs, seconded by Diana. Motion carried.

Because of the Christmas holiday, the December meeting will be held on Monday, December 16th.

A motion to reappoint Diana as a Board Representative to the Foundation for another term was made by DeDe, seconded by Jerry. Motion carried.

The 1900s event held recently at the library, primarily funded by the Foundation, was very successful. Over 500 individuals attended the event.

FEH architectural firm has been working on a reconfiguration plan that would include replacing the existing carpet in the library's public areas. The cost of the reconfiguration is estimated to be \$400,000 with \$100,000 of that total for carpet replacement. The City will be asked to fund ½ of this cost through a CIP fund with the Foundation paying the other half.

The October Calendar of Events was distributed.

A Lunch and Learn will be presented for the Board on October 15th. The topic will be Downloadable Materials with a demonstration by the Reference Staff.

A motion to adjourn was made by DeDe, seconded by Diana. Motion carried and the meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Thomas Graves
President

Attest: Debbie Sires

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

President Graves called the meeting to order at 5:30 p.m. Diana Ripperger 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 September minutes was made by Jerry, seconded by Diana. Motion carried.

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

Citizen's Forum: No one was present.

Unfinished Business: Julie met with Eric Melton, the new Johnston Library Director. Johnston will go live with their new Polaris catalog system on November 20th.

Trish and Rus are training with SIRSI on the new Enterprise enhancement to our catalog. They hope to have Enterprise up and running by December 1st.

Julie reported that only 1 bid was received for the masonry repair to the building's exterior and it was high. Dave McKay will open the bidding again in January 2014.

New Business: Julie passed out a list of suggested closing dates for 2014. A motion to approve the dates was made by Jeff, seconded by Marva. Motion carried.

Food for Fines day was proposed to be held Monday, January 20th which is Martin Luther King day. Food and personal care items may be donated. Each item will forgive \$1 in fines. All items are then donated to the Urbandale Food Pantry. A motion to approve Food for Fines day was made by Marva, seconded by Jerry. Motion carried.

Director's Report: Julie distributed the State Report. The numbers show both a decrease and an increase in different areas of usage. E-books are down because of a change in residency requirements to use Wilbor.

The Art Gallery is still attracting attention. The Art Gallery Committee is pursuing purchasing a custom made table. The table will be used for displaying promotional materials and storing supplies.

No one has volunteered to do a program for Armchair Travelers. No programs are scheduled for November or December.

Booked for Dinner has been very popular with 12 to 15 participants each time.

A motion to adjourn was made by Greg, seconded by Marva. Motion carried and the meeting was adjourned at 6:00 p.m.

Respectfully submitted,

Thomas P. Graves
President

Attest: Debbie Sires

**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 30th, 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 16th 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

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
DECEMBER 16, 2013**

President Graves called the meeting to order at 5:15 p.m. in conjunction with the Foundation meeting. The two meetings were combined for a proposed reconfiguration presentation by FEH Architectural Services. During the Foundation's business meeting, the Board's meeting was suspended. The Board reconvened once the Foundation meeting was adjourned. Greg Ward read the Character Counts statement.

Members present: Jerry Brimeyer, Tom Graves, Marva McCarty, Jeff Merrill and Greg Ward.

Staff present: Julie Wells, Trish Dimond, Debbie Sires, Janine Bauer, Carmen Epstein, Katherine Manion and Karen Smith.

A motion to approve the agenda was made by Jeff, seconded by Marva. Motion carried.

A motion to approve the November minutes was made by Jerry, seconded by Greg. Motion carried.

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

Citizen's Forum: No one was present.

Julie introduced the staff who were present at the meeting. Tom thanked them for taking their time to come to the meeting and explain their requests.

A motion is needed for Julie to receive a car allowance. Greg made a motion to approve payment of a car allowance as given to other City Directors. Jeff seconded the motion. Motion carried.

Cell phones are currently not allowed in the library. Staff asked the Board to lessen this restriction. It was suggested that phones be allowed if set to silent or vibrate. Quiet conversations should also be allowed. Jeff moved that if phones are set to vibrate and staff is prepared to make a judgment on what is considered disruptive conversation that cell phone use be allowed. Marva seconded the motion. Motion carried. All were in favor with the exception of Greg.

Julie handed out a list of suggestions for Enrich Iowa expenditures. Staff in attendance then explained the reasons for their individual requests in their departments. It was decided that Freegal Music will not be renewed but Zinio will be funded with Enrich Iowa money as it was last year. Requests from the staff totaled \$160,000. The library received \$91,000 from Enrich Iowa with \$4,000 already spent. Tom, Greg and Julie will work as a sub-committee to prioritize the requests and make up a new list for the Board's approval. Marva made a motion to approve funding for Vital hours and Zinio expenses. Jeff seconded the motion. Motion carried.

Julie met with the City Manager and City Finance Officer to discuss the proposed FY14-15 budget.

There will be another Lunch N Learn in January. Julie suggested different dates in January to hold the Lunch N Learn and asked that members email her with a date that would work for them.

A motion to adjourn the meeting was made by Greg, seconded by Jeff. Motion carried and the meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Thomas Graves
President

Attest: Debbie Sires