

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
DECEMBER 22, 2014**

MEMBERS PRESENT: Jerry Brimeyer, Tom Graves, Marva McCarty, Jeff Merrill, Diana Ripperger, Greg Ward, DeDe Zaun.

STAFF PRESENT: Julie Wells, Susan Nass.

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

APPROVE AGENDA: The agenda was reviewed and no changes were made.

APPROVE NOVEMBER MINUTES: Diana moved to approve the November minutes. Marva seconded the motion. All approved and the motion was passed.

APPROVE BILL LIST: Jerry moved to accept the bill list. Marva seconded the motion. All approved and the motion was passed.

CITIZEN'S FORUM: None present.

UNFINISHED BUSINESS:

Organization/Restructuring-Assistant Director: Julie shared the job description for the Assistant Director position. Greg expressed his hope that the search would be focused on internal candidates. Julie stated that she would open up the position to all department heads. Diana hoped that this would resolve the issue of having a "second in command" when Julie is not available. Julie's plan is to have a supervisor in charge when the Director and Assistant Director are not available. Tom made a motion to approve the Assistant Director position. Greg seconded the motion. All approved and the motion passed.

Carpet Update: Julie showed the group the samples of the carpet that have been selected. Her hope is that the selections will be a neutral base for the furnishings in the Library. She provided copies of the design of the children's entry feature. The Parks and Recreation Department built a prototype, which revealed the feature needs to be altered in size.

Proposed FY15/16 Budget Update: Julie met with Nicci Lamb and A.J. Johnson from the City to discuss the proposed FY15/16 budget. The next step is the budget review with the City Council.

NEW BUSINESS:

Katherine Manion has added e-books from Recorded Books. This will provide more access to downloadable books.

The group agreed to January 20th, 2015 as the date for the next Lunch and Learn with the topic to be determined later.

Director's Report: Julie will let everyone know the date of the upcoming City Council meeting when she has the information. She will be on vacation through January 5, 2015. She will inform the Board of any decisions she must make due to bad weather closings of the Library.

Greg made a motion to adjourn, Jerry seconded, and the motion passed.

Respectfully submitted,

Jeff Merrill
President

Attest: Susan Nass