

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
MAY 19, 2014**

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

Staff Present: Julie Wells, Lynnae Dingeman, Julie Finch, Katherine Manion, Jeanette Andrews

President Graves called the meeting to order at 5:32. Jeff Merrill read the Character Counts Statement.

Approve Agenda: The agenda was reviewed. Under New Business the topic of 'Dishwasher' was added as item C.

Approve April Minutes and Special Meeting Minutes: DeDe moved and Jeff seconded a motion to approve the April minutes. Motion carried.

Jeff moved and DeDe seconded a motion to approve the May 5, 2014 Special Meeting minutes. Motion carried.

Approve Bill List: Diana moved and DeDe seconded a motion to approve the bill list. Motion carried.

Citizen's Forum: One citizen, John Jeffrey, was present. He had no comments.

New Business:

Committee for Election of Officers: DeDe and Diana agreed to serve on the Committee for Election of Officers. Officers will be elected at the June meeting.

Director's Annual Performance Evaluation: Included in the board packet for today's meeting was a copy of the performance evaluation form which the board will use to evaluate the director. The deadline for this evaluation is June 20th, but since the board will not meet next until June 23rd, that deadline has been extended. Each board member is asked to fill out this evaluation form to the best of their ability and include number evaluators as indicated on the form. The board will then combine their results and meet with Julie.

Dishwasher: Dion, from Chapters, has received quotes on a new dishwasher. No firm decisions have been made at this time. The account designated for Chapters maintenance has a balance of \$10,000. The money to purchase a dishwasher will come from that account. Greg moved and Jeff seconded a motion to use *up to \$4,000* from that account to purchase a dishwasher for Chapters. Motion carried. Julie distributed statements of operation for the time period Nov – Dec 2013 and Jan – March 2014 for DCSS Incorporated (Chapters). The reports show that Chapters experienced a positive net profit at the end of March as opposed to a net loss at the end of Dec. Julie reviewed these reports with the board.

Unfinished Business:

ILS Contract Approval: Staff members that participated in the ILS selection process were present. They each gave their opinion as to which they would recommend, either making a change to Polaris or staying with SirsiDynix. There was a mixed review. All staff present agreed that they would support which ever system was selected and would willingly work with it. Pros and Cons to each system were discussed. Board members asked many questions. After a lengthy conversation, Greg moved and Jeff seconded a

motion to accept the five year contract with Polaris. Motion carried with a 5 to 1 vote with Marva casting a nay vote.

The board discussed whether it would be better to go with having Polaris host our system or have the server housed in the library (turnkey). The advantages of having the system hosted are that Polaris will be able to handle upgrades and we will not have the costs associated with a server (purchase, maintenance, etc.). Julie told the board that over the life of the five year contract, a hosted system would cost \$215,806 and a turnkey system would cost \$165,265. She also pointed out that, while there is quite a savings over the five year period, the turnkey quote costs more up front, and we would need to find an additional \$5,000 in order to implement a turnkey contract this year.

Jeff made a motion that the board sign a 5 year turnkey contract with Polaris. Greg seconded the motion. Everyone voted in favor.

There was some further discussion about the next meeting. At 6:55 pm, Jeff made a motion to adjourn and Greg seconded. Everyone voted in favor.

Respectfully Submitted,

Diana Ripperger
Secretary

Katherine Manion
Collection Services Manager