

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
JANUARY 31, 2005**

The meeting was called to order by Vice-President Jose Garcia at 7:02 P.M.

**Members present:** Betty Hamilton, Mark Zlab, Marlyn McKeen, Neva Fowler, Steve Lytle and Jose Garcia.

**Staff present:** Sara Pearson, Trish Dimond and Susan Clemmensen.

**Citizen present:** Tom Guillaume.

Steve Lytle moved, Betty Hamilton seconded the motion to approve the December 27, 2004 minutes. Motion carried.

Steve Lytle moved, Mark Zlab seconded the motion to approve the bill list. Motion carried.

**Unfinished Business:** Sara Pearson reviewed the reductions in the FY05-06 budget.

**New Business:** Roy Kenagy, administrator – Central Iowa Library Service Area – presented a summary of the long range planning group meeting held on January 15, 2005. Staff will take this information to develop goals, objectives and activities. A draft of the long range plan (3-5 years) will be presented at the March 28, 2005 board meeting.

**Citizen's Forum:** No comments were presented.

**Director's Report:** Sara distributed the February 2005 calendar of events. Sara reported on the citizen's survey of city services. The library received a 97% satisfaction rate for 2004.

It was suggested by Betty Hamilton and a consensus by the Board to have an employee recognition lunch provided by the Board.

Marlyn McKeen moved, Mark Zlab seconded the motion to adjourn the meeting at 7:45 P.M. Motion carried.

Respectfully submitted,

Marlyn McKeen  
Secretary

Jose Garcia  
Vice-President

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
FEBRUARY 28, 2005**

The meeting was called to order by President Julie Kroll at 7:03 P.M.

**Members Present:** Julie Kroll, Marlyn McKeen, Jose Garcia, Neva Fowler.

**Staff Present:** Sara Pearson and Susan Clemmensen.

Marlyn McKeen moved, Jose Garcia seconded the motion to approve the January 31, 2005 minutes. Motion carried.

Marlyn McKeen moved, Jose Garcia seconded the motion to approve the bill list. Motion carried.

**Unfinished Business:** A report from the staff long- range planning meeting was distributed. This report will be reviewed in March.

**New Business:** A technology report was given about software filters on an internet experience report as reported by TV13 news.

**Citizen's Forum:** No comments were presented.

**Director's Report:** The Calendar of Events for March was distributed. The staff appreciation luncheon will be held on March 7<sup>th</sup>. A patron has been practicing his bagpipes in the parking lot.

A donation had been received from the Nielands. This would also be matched by Pioneer.

The quarterly report from Chapters had not been received.

A new light (\$300) was installed in the coffee shop. In the men's restroom, the sink was cracked and needed to be replaced at a cost of \$1100.

The Iowa Chinese Association presented 4 boxes of books to the library.

The reference staff will teach the general public how to use the online catalog.

Jose Garcia moved, Neva Fowler seconded the motion to adjourn the meeting at 7:55 P.M. Motion carried.

Respectfully submitted,

Marlyn McKeen  
Secretary

Julie Kroll  
President

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
MARCH 28, 2005**

The meeting was called to order at 7:30 P.M. by President Julie Kroll.

**Members present:** Julie Kroll, Mark Zlab, Neva Fowler, Steve Lytle and Jose Garcia.

**Staff present:** Sara Pearson, Susan Clemmensen, Trish Dimond and Ellen Graham.

**Guest:** Tom Send

Minutes of previous meeting presented. Motion to approve made by Jose Garcia and seconded by Neva Fowler. Motion carried.

Bill list presented by Sara Pearson. Motion to approve payment of bill list made by Steve Lytle and seconded by Mark Zlab. Motion carried.

**Unfinished Business:** Budget for year to date compared to actual expenses. Testing in progress for Computer Stations software.

**Citizen's Forum:** Tom Send, Mortgage Consultant, Advanced Home Lending, 11167 Aurora Avenue, Urbandale. Requested waiver of policy to allow Mr. Send to present two seminars in the public meeting rooms. Seminars to be general information on home financing and to help people to prepare for the upcoming "Home Season" in the Spring. Board determined that the criteria set forth by the present policy was not met and the denial of use decision made by the staff was proper.

**New Business:** Letter from Mr. Michael Bockert received requesting variance to present policy to obtain a library card. Exception for his case not accepted. Policy stands. Information letter will be sent.

The library received a total of \$87,935.04 of Enrich Iowa money for 2004-2005. Monies must be spent by June 30<sup>th</sup>. A list of wants was presented and discussed. Items on the list were mostly items that were removed from the proposed budget. The list was amended and a motion made to approve amended list by Mark Zlab, seconded by Steve Lytle. Motion carried. The list of approved items are as follows:

SIRSI Unicorn Server Upgrade	\$2,150
Disc Keeper	\$1,980
Wiring for 3 OPAC Stations	\$1,450
Auto Loader Warranty	\$2,520
10 PCs	\$14,000
2 Bar Code Scanners	\$400
1 Bench in Lobby @ Book Drop	\$250
2 Shelves Public Restrooms	\$500
DVD Player	\$80
CD Music Packaging Conversion	\$4,000
Frame 5 Sticks "Pillars of Character" Posters	\$840
100 Magnetic Shelf Back Stops	\$2,700
White Erase Board for Study Rooms C & D	\$150

TV/VCR/DVD Player for Study Rooms  
Books & DVDs

\$500  
\$5,000

**Director's Report:** Library Calendar for April presented. Update on Chapter's given.  
Rent is now up to date. No quarterly reports received.

Motion to adjourn made by Mark Zlab, seconded by Steve Lytle. Motion carried.

Respectfully submitted,

Jose Garcia  
Secretary

Julie Kroll  
President

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
APRIL 25, 2005**

The meeting was called to order at 7 P.M. by President Julie Kroll.

**Members Present:** Julie Kroll, Marlyn McKeen, Betty Hamilton, Mark Zlab and Neva Fowler.

**Staff Present:** Trish Dimond, Susan Clemmensen.

**Guest Present:** Roy Kenagy, Central Iowa Library Service Area.

Mark Zlab moved, Marlyn McKeen seconded the motion to approve the March 28, 2005 minutes. Motion carried.

Marlyn McKeen moved, Betty Hamilton seconded the motion to approve the bill list. Motion carried.

**Unfinished Business:** Roy Kenagy presented a draft of the Long Range Plan. This draft will be presented to the Community Group and then brought back to the Board for final approval.

Trish gave an update on Enrich Iowa funding. Marlyn McKeen moved, Mark Zlab seconded the motion to approve the 2 shelves in the public restroom for \$715. Motion carried.

The revised Display and Exhibit Policy was reviewed. Marlyn McKeen moved, Mark Zlab seconded the motion to approve the Display and Exhibit Policy. Motion carried.

**New Business:** An update was given on H.F. 847 Property Tax Limitations. The bill had not been assigned a Senate number yet. The Board was asked to support a resolution adopted by the Polk County Library Association. The resolution stated that Polk County libraries would not serve Polk County residents if the formula was changed and the amount provided dropped by \$300,000. It was agreed that we would not provide service to Polk County at half of what city residents pay. It was felt that the current formula for determining Polk County contributions is equitable. Marlyn McKeen moved, Betty Hamilton seconded the motion to support the resolution. Motion carried.

**Citizen's Forum:** No comments were presented.

**Director's Report:** The Arbor Day celebration will be held April 30, 2005. The Volunteer Luncheon was held with 46 people attending. A new Board member and staff list was distributed. The Calendar of Events was also distributed.

Ellen Graham, Circulation Manager, was injured while at the Curves Gym as a car crashed into the building.

Marlyn McKeen moved, Neva Fowler seconded the motion to adjourn the meeting at 8:28 P.M. Motion carried.

Respectfully submitted,

Marlyn McKeen  
Secretary

Julie Kroll  
President

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
MONDAY, MAY 23, 2005**

The meeting was called to order at 7:00 P.M.

**Members Present:** Jose Garcia, Neva Fowler, Julie Kroll and Betty Hamilton.

**Staff Present:** Sara Pearson, Trish Dimond and Susan Clemmensen.

Minutes of the April 25, 2005 meeting were presented for approval. Motion to approve by Neva Fowler, seconded by Jose Garcia; motion carried.

Sara Pearson reviewed the bill list. Motion by Betty Hamilton to approve, seconded by Jose Garcia; motion carried.

**UNFINISHED BUSINESS:** Sara presented the Long Range Plan for final approval. She noted the plan before the Board tonight is the same as the one presented by Roy Kenagy at the April meeting. The Board again reviewed and motion was made by Betty Hamilton to approve, seconded by Neva Fowler; motion carried. Sara indicated the Long Range Plan would be a part of the annual performance review of the library staff. Julie Kroll requested there be an annual report made to Board on the status of the various goals and objectives of the Plan. Sara advised thank you letters have been sent to those involved in the process.

Sara advised \$32,336 remains in the Enrich Iowa monies. Recommendations for expending those dollars are as follows: Additional 10 computers \$14,000, CD conversion \$4,000, book drop table \$1,000, and the remainder to be used to add to the collection. Motion made by Jose Garcia to approve the expenditures of these funds as recommended, seconded by Betty Hamilton; motion carried.

At a previous meeting, approval was given for the purchase of scheduling software. Staff present provided an overview of the two programs considered. Staff preference, benefit to patrons, ease of reporting and no need to purchase additional hardware resulted in the recommendation to move forward with EnvisionWare at a cost of \$19,455.

**NEW BUSINESS:** Steve Lytle and Julie Kroll were selected to serve on the nominating committee and their report will be presented at the June meeting. Sara requested the Board consider changing the June meeting from the 27<sup>th</sup> to the 20<sup>th</sup> due to staff attending the annual library conference. It was decided that Sara should check with City Hall as to what would work best for them due to end of the year activities. Sara will then advise the Board of the change.

FirstSearch Contract was presented for approval. Jose Garcia moved the Board continue with this contract, Neva Fowler seconded; motion carried. The Interlibrary Loan Contract was presented for approval. Jose Garcia made a motion to approve, Neva Fowler seconded; motion carried.

**CITIZEN'S FORUM:** No one present.

**DIRECTOR'S REPORT:** The Director distributed the June Calendar of Events.

The meeting adjourned at 8:30 P.M.

Respectfully submitted,

Betty Hamilton  
Secretary

Julie Kroll  
President

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
JUNE 20, 2005**

**Members Present:** Neva Fowler, Jose Garcia, Steve Lytle and Julie Kroll.

**Staff Present:** Sara Pearson, Trish Dimond and Susan Clemmensen.

Minutes of the May 23, 2005 meeting were presented for approval. Jose Garcia motioned for approval, seconded by Neva Fowler; motion carried.

Sara Pearson presented the bill list. Motion to approve by Steve Lytle, seconded by Jose Garcia; motion carried.

**Unfinished Business:** None.

**New Business:** The report of the nominating committee was presented as follows:

President:	Jose Garcia
Vice-President:	Marlyn McKeen
Secretary:	Mark Zlab

Motion made by Steve Lytle to approve the nominating committee report as presented, seconded by Neva Fowler; motion carried.

Board of Trustees members appointed to Library Foundation Board:

Marlyn McKeen  
Betty Hamilton

Motion made by Steve Lytle to approve the appointments from the Library Board of Trustees to the Urbandale Library Foundation Board as presented, seconded by Jose Garcia; motion carried.

Sara presented Chapters financial information for review by the Board and also a request from Chapters for use of a sandwich advertising board. Motion was made by Steve Lytle to approve the placement of sandwich advertising board subject to size and placement restrictions as determined by Sara, seconded by Neva Fowler; motion carried.

Julie presented information on the Board responsibilities and format to be used for the Director performance review and requested input from Board members as soon as possible for a summary of performance review comments and suggestions to be prepared. Data is to be submitted to Julie.

Sara presented a draft of a business dress code policy for discussion and adoption by the Board for library personnel. Motion was made to approve the policy as amended by Neva Fowler, seconded by Jose Garcia; motion carried.

**Citizen's Forum:** None present.

**Director's Report:** Sara presented the July Calendar of Events.

The meeting adjourned at 8:10 P.M. Motion by Jose Garcia, seconded by Steve Lytle to adjourn; motion carried.

Respectfully submitted,

Julie Kroll  
Acting Secretary/President



**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
JULY 25, 2005**

**Members Present:** Neva Fowler, Steve Lytle, Betty Hamilton, Jose Garcia and Marlyn McKeen.

**Staff Present:** Sara Pearson and Susan Clemmensen.

Meeting called to order by Jose Garcia at 7:00 P.M.

Minutes of previous meeting not presented. Will be presented at the next Board meeting.

Bill list presented by Sara Pearson. Motion to approve payment of bill list made by Marlyn McKeen and seconded by Steve Lytle. Motion carried.

**Unfinished Business:** None.

**Citizen's Forum:** None.

**New Business:** Open Access Report. Out of a total circulation of 609,000 items, 277,679 were to residents outside of Urbandale. This is for the fiscal year of July 2004 through June of 2005.

Enrich Iowa letter of agreement presented. Terms are the same as last year but more monies are available from the State this year. Motion made to approve signing of agreement made by Marlyn McKeen, seconded by Betty Hamilton. Motion carried.

**Director's Report:** Library calendar for August presented. Interest in having a "Board's Favorites" book selection on "Tidings", the monthly web newsletter from the library, was expressed. Feedback from members is needed.

Motion to adjourn made by Marlyn McKeen, seconded by Steve Lytle. Motion carried.

Respectfully submitted,

Jose Garcia  
President/Secretary

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
AUGUST 22, 2005**

**Members Present:** Neva Fowler, Betty Hamilton, Julie Kroll, Matthew Carver, Marlyn McKeen and Mark Zlab.

**Staff Present:** Sara Pearson, Susan Clemmensen, Trish Dimond and Jeanette Andrews.

The meeting was called to order by Vice President Marlyn McKeen at 7:00 P.M.

Matthew Carver was welcomed and introduced as a new Board member.

Minutes of previous meetings were presented. Minutes from June 20, 2005 were approved as presented. Minutes from July 25, 2005 were approved with the addition of Marlyn McKeen in attendance.

The bill list was presented by Sara Pearson. Motion to approve payment of bill list made by Julie Kroll, seconded by Betty Hamilton. Motion carried.

**Unfinished Business:** Open Access was discussed. Currently 47% of circulations are to non-residents. Sara would like that figure to be closer to 30%. A number of suggestions were presented to achieve such results. Further research will be completed for future discussion.

**New Business:** Those interested in Trustee Workshop should discuss with Sara.

Suggested revisions were presented to the Computer Use Policy. The Board will review and discuss them at the next meeting.

No citizens were present for Citizen's Forum. Sara presented three separate issues regarding problem patrons. These issues are being handled either through local law authorities or the City Attorney.

**Director's Report:** Library calendar for September was presented.

Motion to adjourn made by Betty Hamilton, seconded by Julie Kroll. Motion carried.

Respectfully submitted,

Mark K. Zlab, M.D.  
Secretary

Marlyn McKeen  
Vice President

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
SEPTEMBER 26, 2005**

The meeting was called to order at 7:30 P.M. by President Jose Garcia.

**Members Present:** Jose Garcia, Matt Carver, Betty Hamilton, Marlyn McKeen, Julie Kroll and Mark Zlab.

**Staff Present:** Sara Pearson, Trish Dimond, Susan Clemmensen and Debbie Sires.

Julie moved to approve the minutes of the August 22, 2005 meeting; seconded by Marlyn. Motion carried.

The bill list was discussed. The Manpower charge on the list was to cover custodial duties while Brad was on vacation. The annual maintenance for SIRSI and the enhanced catalog were also included in this month's bill list. The \$250 Jan Way charge was for bracelets purchased by the library to be given out during the Fall Into Urbandale celebration. Marlyn moved to approve the bill list; seconded by Betty. Motion carried.

**Unfinished Business:** The Computer Use Policy was reviewed. Marlyn moved to approve the Computer Use Policy; seconded by Mark Zlab. Motion carried.

Jose appointed Matt and Marlyn to the Budget Committee. They will meet prior to the next Board meeting. The budget will then be presented to the Board at the October meeting.

Sara told the Board that she had been approached about the library serving as a drop off point for a Diaper Drive. It was decided to not set a precedent and Mark moved that we decline but suggest alternate drop off points. Seconded by Matt. Sara will suggest they contact the Urbandale Caring Corps or Senior Center to see if they would be interested in serving as drop off points.

The Johnston contract was discussed. Sara explained that there were a few changes – the technical assistant and technical services hours were reduced. Johnston is also billed for ½ of the Unicorn software hours. The total charge to Johnston was lower this year. Marlyn moved to approve the Johnston contract; seconded by Mark Zlab. Motion carried.

Sara reported that Sam Haim is still proceeding with his lawsuit against the library. Our insurance company is representing us.

**New Business:** A new financial officer has been hired for the City. She has raised concerns about staff being able to order books at a discount from Baker & Taylor. Staff has always ordered books through the library account. The Board can decide whether to allow this to continue. Sara will bring more information regarding a City policy to the next meeting. Jose moved that the policy would stay in force as is until the Board makes a change.

**Citizen's Forum:** There were no citizens present.

The October Calendar of Events was presented and the 5 year anniversary celebration was explained.

Mark Zlab moved to adjourn the meeting at 8:05 P.M.; Julie Kroll seconded. Meeting adjourned.

Respectfully submitted,

Jose Garcia  
President

Mark Zlab  
Secretary

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
OCTOBER 24, 2005**

Acting President Marlyn McKeen called the meeting to order at 7:00 P.M.

**Members Present:** Marlyn McKeen, Julie Kroll, Matt Carver, Neva Fowler, Betty Hamilton and Mark Zlab.

**Staff Present:** Sara Pearson, Trish Dimond, Debbie Sires and Susan Clemmensen.

The September 26<sup>th</sup> minutes were presented. Motion to approve the minutes was made by Mark Zlab, seconded by Julie Kroll. Motion carried.

Motion to approve the bill list was made by Mark Zlab, seconded by Betty Hamilton. Motion carried.

**Unfinished Business:** At the last meeting, the Board discussed staff ordering books at a discounted price and if that should be continued. In talking to City personnel, Sara found out that the City has a “philosophy”, not a written policy. Matt suggested that ordering books be kept as a fringe benefit for employees. Julie made a motion to keep book ordering by staff as is. Seconded by Mark Zlab. Motion carried.

The Annual Report for the State Library was presented to the Board for their information only. This report is filed to be eligible for funding from the State.

The Holiday Schedule for 2006 was presented and a motion was made to approve by Julie, seconded by Betty. Motion carried.

The Board/Foundation 2006 Meeting Schedule was also presented and a motion was made to approve by Mark Zlab, seconded by Neva. Motion carried.

The Temporary Card Policy was presented and explained to the Board. This policy would apply to those patrons who have no permanent residence in Urbandale but are living here temporarily.

Motion to approve the policy was made by Neva, seconded by Mark. Motion carried.

The Subscription Card Policy has been revised and was discussed. This policy applies to people who are from out of state but who come through Urbandale occasionally. The annual fee for this card would be \$100. A motion to approve this policy was made by Mark, seconded by Betty. Motion carried.

The FY2006-2007 budget was discussed. It was pointed out that hiring an assistant custodian was very important. Electronic books were explained and the Board suggested that the Foundation might want to purchase this media. The Board recommended that the budget be taken to the next step.

No citizens were present.

**Director's Report:** Sara went to court for the Sam Haim case. The plaintiff insisted on seeing the Judge's Oath of Office to no avail. The Judge will rule on the case and let us know further instructions.

Urbandale Library is sending 10 computers to Mississippi libraries affected by Hurricane Katrina. Two Men and a Truck have donated boxes and 4 staff members have offered to pay for shipping costs. Donated books are also being saved to be shipped at a future date. Information will be put on the web page to inform Urbandale residents about the project and a box for monetary donations will be at the circulation desk.

Mark moved to adjourn the meeting, Betty seconded. Meeting was adjourned at 8:49 P.M.

Respectfully submitted,

Marlyn McKeen  
President Pro Tem

Mark Zlab  
Secretary

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
NOVEMBER 28, 2005**

Acting President Marlyn McKeen called the meeting to order at 7:00 P.M.

**Members Present:** Marlyn McKeen, Julie Kroll, Matt Carver, Neva Fowler and Mark Zlab.

**Staff Present:** Sara Pearson and Susan Clemmensen.

The October 24<sup>th</sup> minutes were presented. Motion to approve the minutes was made by Mark, seconded by Julie. Motion carried.

Motion to approve the bill list was made by Julie, seconded by Matt. Motion carried.

**Unfinished Business:** Budget to date expenditures slightly ahead of projected budget for year to date. Budget update: Data processing components have now been prioritized, budget will now be submitted. Motion to submit made by Matt, seconded by Neva. Motion carried.

**New Business:** The Mission Statement was reviewed. Motion to maintain as is made by Mark, seconded by Matt. Motion passed.

The Bylaws were reviewed. Motion to maintain with correction of the word “a” to “the” in paragraph IIIA. Motion made by Mark, seconded by Matt. Motion passed.

The Collection Development Policy was reviewed. Motion to accept as presented by Julie, seconded by Mark. Motion passed.

**Director’s Report:** An email from a patron was discussed. A mother whose lost child was located quickly by the staff emailed her appreciation. The policy regarding this matter was reviewed. Staff was commended.

The Sam Haim case has been dismissed. He has until 12/11/05 to appeal.

The December Calendar of Events was discussed.

No citizens were present.

Urbandale Library is sending 10 computers to Mississippi libraries affected by Hurricane Katrina. Two Men and A Truck have donated boxes. Donated books are also being saved to be shipped at a future date.

The next meeting is scheduled for 12/19/05. Prior to the meeting, a recognition dinner for Steve Lytle will be held at Taki Japanese Steakhouse.

The Board requested to review the lease for Chapters at the next meeting.

Motion to adjourn the meeting at 8:50 P.M. made by Mark, seconded by Matt. Motion passed.

Respectfully submitted,

Marlyn McKeen  
President Pro Tem

Mark Zlab  
Secretary

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
DECEMBER 19, 2005**

Marlyn McKeen called the meeting to order at 8:12 P.M.

**Members Present:** Betty Hamilton, Neva Fowler, Julie Kroll, Matt Carver, Marlyn McKeen and Mark Zlab.

**Staff Present:** Sara Pearson, Trish Dimond, Susan Clemmensen and Debbie Sires.

The minutes of the previous meeting were presented. Julie moved to approve the minutes; Matt seconded. Motion passed.

The bill list was presented and approved with a motion by Mark; Betty seconded. Motion passed.

Sara distributed copies of the lease for Chapter's Coffee Shop for the Board's review. Piers will let Sara know if he will attend the January Board meeting.

Sara told the Board that she will be on vacation from January 13<sup>th</sup> through the 22<sup>nd</sup>. The Board meeting will be on the 5<sup>th</sup> Monday in January, rather than the 4<sup>th</sup>.

Information brochures about the Central Iowa Library Service Area were handed out to the Board to acquaint them with the services offered by CILSA.

Sara reported that Sam Haim has filed an appeal and we will wait to see what happens next.

Matt moved that the meeting be adjourned; seconded by Neva. Meeting adjourned at 8:20 P.M.

Respectfully submitted,

Marlyn McKeen  
President Pro Tem

Mark Zlab  
Secretary