

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
JANUARY 22, 2007**

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

Mark Zlab read the Character Counts statement.

Members Present: Jose Garcia, Mark Zlab, Marlyn McKeen and Matt Carver.

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

The minutes of the December 18, 2006 meeting were presented. A motion to approve the minutes was made by Mark, seconded by Jose. Motion carried.

Sara went through the bill list. A motion to approve the bill list was made by Matt, seconded by Jose. Motion carried.

Unfinished Business: Carmen Epstein, Adult Services Librarian, presented her revised policy to the Board. She had made the changes suggested last month. Carmen also wrote up a Statement of Concern for patrons who have any complaints about programs presented by the library. Matt suggested adding the word "limited" to the term public forum. Sara will send the revised policy to Bob Laden for his review.

Sara went through the budget with the Board explaining the few changes that were made. A Budget Hearing will be held at the City Council meeting on Tuesday, January 23, 2007.

New Business: An information sign and drawing of the proposed Community Center will be displayed in the library entry. Mark moved that the Board allow the sign to be displayed, seconded by Jose. Motion carried.

Citizen's Forum: No one was present.

Director's Report: The Iowa Library Association would like to increase its membership. They would like a member of each library board to join. Sara will enroll Marlyn from our library Board.

The Polk County Board of Supervisors is offering \$600,000 for \$890,000 worth of service from Polk County libraries in 2007-08. They are further proposing to reduce funding by \$100,000 each of the next 3 years, eventually proposing to pay only \$300,000 annually. The Polk County Library Association is not in favor of this proposal and will be working with the Board of Supervisors. Sara will keep the Board informed of further developments.

A new web page is coming!

Mark moved the meeting be adjourned at 7:40 P.M, seconded by Jose. Motion carried.

Respectfully submitted,

Marlyn McKeen
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
FEBRUARY 26, 2007**

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

Julie Kroll read the Character Counts statement.

Members present: Marlyn McKeen, Matt Carver, Julie Kroll and Bruce Bernard.

Staff present: Sara Pearson, Debbie Sires, Susan Clemmensen.

The January 22, 2007 minutes were presented. A motion to approve was made by Julie, seconded by Matt. Motion carried.

Sara explained a few of the higher priced items on the bill list for the Board. Bruce moved for approval of the bill list, seconded by Julie. Motion carried.

Unfinished Business: A letter from the Polk County Board of Supervisors was discussed. Sara explained to the Library Board how the formula to charge the county was originally set up. She also explained what the Supervisors are now proposing to the libraries and why the Polk County Library Association is against their proposal. This matter is still under discussion and Sara will continue to bring new developments to the Board as they arise.

The revised Program Policy was sent to Bob Laden, the City Attorney. He found the policy acceptable. A motion to approve the revised Program Policy was made by Bruce, seconded by Matt. Motion carried.

In a past meeting, concern was raised that patrons are not required to sign a written policy when they book a meeting in the library. Because we have online booking of meeting rooms, our procedure is different from most libraries in the area. On our online application, a box is checked by the person booking the meeting confirming that they will abide by the rules set forth in our meeting room policy. It was decided that this, along with the cameras we have installed, is sufficient for our needs.

New Business: The Unattended Child and/or Disruptive Behavior Policy has been revised. The procedure followed by the library personnel to find a child reported lost has been taken off the policy and will be available only to library staff. A motion to approve the revised Unattended Child and/or Disruptive Behavior Policy was made by Bruce, seconded by Matt. Motion carried.

Enrich Iowa preliminary funding requests were presented to the Board. Sara explained why these requests were being made and that all items listed fit the criteria of how the Enrich Iowa money is intended to be spent. A motion was made by Julie, seconded by Matt to approve expenditure of the Enrich Iowa funds on the following items:

Children's materials	\$5,000
Books on CD	\$3,000
Compact Discs	\$2,000
Books	\$10,000

Landscaping (continuation of 2006)	\$4,000
3 Gigabit switches and 4 redundancy cables	\$33,031
Keyless entry	\$4,500

Items to be tabled for a later time are 4 OPACS, 100-2007 Office Pro Licenses, e commerce with 4 years of maintenance and upgrades to the ICN classroom. Before the money is spent on e commerce, it was decided to check with Parks to see how they handle online payment of fees.

After stats on ICN bookings were presented to the Board, the decision was made to wait until the current analog system is no longer working before deciding whether it is economically feasible to upgrade to a digital system. The room could be converted to another meeting space and would be used more often than it is now as an ICN classroom. Discussion followed as to whether the ICN should be maintained for emergency management. Sara will check with Jerry Holt. The Board will revisit this idea at a later meeting.

Marlyn asked if the Coffee Shop had sent their financial report to the Board as requested numerous times. They have not. Marlyn will send a letter requesting this report for the April Board meeting. Matt asked if Palmer's might be approached about taking over the coffee shop when the current lease with Piers expires.

Citizen's Forum: None present.

Director's Report: Sara handed out a copy of Guidelines for Internet Behavior so Board members would be informed of how problems are handled by staff members.

Sara also informed the Board that a patron had sent an email questioning our purchase of the Newbery Award winner. Sara explained our selection policy to him and didn't hear anything back so she felt the matter had been resolved.

A Filtering Bill has been introduced in the Iowa Legislature again by Brad Zaun. The Iowa Library Association is opposed to this bill.

A painted soybean will be "planted" in our garden area by the Iowa Soybean Association to promote soybeans.

Several substantial donations have been received this month.

The next meeting will be held April 2nd. A motion to adjourn the meeting was made by Bruce, seconded by Matt. Meeting was adjourned at 8:15 P.M.

Respectfully submitted,

Marlyn McKeen
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
APRIL 2, 2007**

President Marlyn McKeen called the meeting to order at 7:15 P.M. Bruce read the Character Counts statement.

Members Present: Marlyn McKeen, Julie Kroll, Bruce Bernard.

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

The minutes of the February 26th meeting were presented. Bruce recommended a motion to approve the minutes, Julie seconded. Recommendation carried.

Sara discussed the bill list explaining some of the annual charges. Julie recommended approval of the bill list, Bruce seconded. Recommendation carried. Jose Garcia approved the bill list April 3rd. Bill list was approved for payment.

Sara had a preliminary list of ideas for Enrich Iowa funds:

- Add an extra camera to the security system.
- Additional storage for CDs.
- New color printer for staff with more capability.
- Additional Altiris licenses
- Keyless entry
- \$8,000 to help Foundation finance butterfly garden.

Julie recommended approval of these expenditures, Bruce seconded the approval. Recommendation carried. Matt Carver, Jose Garcia, Betty Hamilton and Mark Zlab approved the list via email April 3rd.

Marlyn told the Board that he had received a letter from Piers Plaskitt explaining why no financial report has been received from Chapters. Piers will be at the May meeting.

Director's Report: After lots of hard work, the new web page is up. Sara reminded the Board members of the upcoming Volunteer Luncheon and encouraged any members who could come to attend. Next Reads, a monthly newsletter, will be coming out next month.

Bruce recommended that the meeting be adjourned at 7:45 P.M., Julie seconded. Meeting was adjourned.

Respectfully submitted,

Marlyn McKeen
President

Attest: Debbie Sires

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
April 30, 2007

The meeting was called to order by Vice-President Mark Zlab. Matt Carver read the Character Counts statement.

Members Present: Bruce Bernard, Matt Carver, Betty Hamilton, Julie Kroll, and Mark Zlab.

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

Julie made a motion to approve the April 2, 2007 minutes, seconded by Bruce. Motion carried.

After Sara explained the bill list, Bruce made a motion to approve it, seconded by Betty. Motion carried.

Sara updated board on year-to-date expenditures.

Unfinished Business:

Enrich Iowa Funds - Sara gave update on purchase of switches, as well as the purchase of nine (9) Dell computers. \$7,646 remains in this year's Enrich Iowa Funds. Sara gave update regarding security doors. Julie made a motion to spend the remaining \$7,646 on the audio visual and print materials collections, seconded by Bruce. Motion carried.

Polk County Update - Sara stated that the parties believe they have a formula worked out for the distribution of funds. Urbandale would likely see a reduction of \$8,000.

New Business:

Piers Plaskitt -Chapter's - Piers shared that Chapter's made a nominal profit this past year, and apologized for failing to timely provide financial statements to the board. Piers stated that Chapter's has had numerous personnel and bookkeeping problems, but he believes they have their problems worked out. Kat has done an excellent job. Piers also reminded the board that he believes the five (5) year agreement is coming to an end in June. After Piers left, Sara and Matt reviewed the agreement, which has an end date of June 30, 2007. The agreement does state that each party is to give the other party 90 days' notice if they are not wishing to extend the agreement. The board briefly discussed options if Piers decides not to extend the agreement, and agreed that the status of Chapter's should be discussed at future meetings.

Citizen's Forum: There were no visitors present.

Director's Report:

Next Reads - Sara shared that the library's website now has a Next Reads link, which allows patrons to sign up for newsletters concerning a variety of different genres. Sara stated that they are also doing staff picks and a monthly library newsletter that will be e-mailed.

Staff Update - Sara shared that Ellen Graham will retire in April, 2008. There are also two other upcoming staff departures, one new hire, one promotion and one staff with additional hours.

May Calendar of Events - Reviewed.

Sara shared a legislative update.

Bruce moved for adjournment at 8:10 P.M., Julie seconded his motion. Meeting was adjourned.

Respectfully submitted,

Mark Zlab
Vice-President

Matt Carver
Secretary

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
MAY 21, 2007**

Acting President Mark Zlab called the meeting to order at 7:00 P.M and read the Character Counts statement.

Members Present: Bruce Bernard, Mark Zlab, Matt Carver, Betty Hamilton, Julie Kroll and Jose Garcia.

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

Betty moved that the minutes from April 30, 2007 be approved, seconded by Julie. Motion carried.

Sara presented the bill list. Bruce moved that the bill list be approved, seconded by Matt. Motion carried.

Unfinished Business: Sara talked to the Board again about the Polk County Board of Supervisors recommendations for future library funding, which was discussed last month. Myrna Anderson, Director of the Ankeny library, is not going to accept their recommendations and is hopeful that other libraries will follow their lead and refuse service to those patrons who do not contract with any library. Bob Layton, Urbandale City Manager, is also against an arbitrary reduction. The question raised was “Why should rural residents pay ½ or less of what Urbandale residents are paying for the same service?” Sara told the Board that we have 3 options – accept their recommendation, not accept their recommendation or have a proposed formula that reflects our costs. Jose moved that we inform the Board of Supervisors of the Board’s decision as follows:

The Urbandale Public Library Board of Trustees’ primary responsibility is to the citizens of Urbandale. We should not expect our own citizens to pay more than rural residents for the same service – that is unfair to the citizens we represent. The formula adopted by the Board of Supervisors should reflect the same cost for rural residents as Urbandale citizens pay.

Julie seconded the motion. Motion carried.

Chapters: Piers asked for more computer services at Chapters. Trish said we could hook their computer to the public side of our computer service but we would have access to any of their business files. It is their responsibility to install fire walls to protect their privacy or we could provide them with one of our old computers to ensure that it is protected the way we want it to be from our side. Piers also requested a new credit card machine but it was decided that is Chapters expense. Matt suggested that anything provided by the library be put in the lease.

New Business: Evaluation forms for Sara’s position were sent out to all the Board members. They will send their comments to Marlyn by July 1st.

Enrich Iowa, Open Access and Access Plus contracts were presented. Julie moved that the Board accept all the contracts, seconded by Bruce. Motion carried.

Bruce and Julie will serve as the nominating committee. Two members will represent the Library Board on the Foundation. Mark is unable to serve as a Foundation member because of time constraints and he will resign from the Foundation effective July 1, 2007. Jose's term on the Board is up and he will not accept another term because of job travel conflicts.

Citizen's Forum: No citizens were present.

Director's Report: A woman was collecting signatures on a petition in front of the library and Sara asked her to leave. She has written a letter to the city questioning her right to do so. The Board will be kept informed of any further developments.

Jose moved that the meeting be adjourned at 7:53 P.M., seconded by Matt. Meeting adjourned.

Respectfully submitted,

Mark Zlab
President Pro Tem

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
JUNE 25, 2007**

Acting President Jose Garcia called the meeting to order at 7:16 P.M. and read the Character Counts statement.

Members Present: Jose Garcia, Betty Hamilton, Matt Carver and Bruce Bernard.

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

Minutes from the May meeting were presented. A motion to approve the minutes was made by Bruce, seconded by Matt. Motion carried.

The bill list was discussed. Betty explained that 2 benches and 2 chairs were purchased to be used as interim seating until an artist can be found to design special seating for the garden area in front of the building. The benches and chairs will then be used in the butterfly garden. A motion to approve the bill list was made by Betty, seconded by Matt. Motion carried.

Unfinished Business: The Board asked if there were any new developments from the Board of Supervisors. Sara will update the Board at the next meeting.

New Business: Bruce and Julie served as the nominating committee and presented the new slate of officers for the Board's approval as follows:

Mark Zlab – President
Matt Carver – Vice President
Bruce Bernard – Secretary

A motion to approve the officers was made by Betty, seconded by Matt. Motion carried.

Two representatives from the Board were then appointed to serve on the Foundation – Julie Kroll and Bruce Bernard. A motion to approve this appointment was made by Matt, seconded by Betty. Motion carried.

The Interlibrary Loan Contract was accepted as written. A motion to approve signing the contract was made by Bruce, seconded by Matt. Marlyn will come in to sign the contract and it will then be sent in to the Central Iowa Regional Library System.

The Board was informed of a patron complaining about being asked to show his identification once a year. This patron has 2 residences and is only in Urbandale for a portion of the year. When he returns and uses the library, he is asked to show his identification to renew his card which expires annually. He felt he was being inconvenienced, questioning why we need to expire cards so often. The Board decided to uphold our policy of expiring cards once a year and requiring address verification because of the sheer number of patrons and the transient population. This is the only way we feel we can be responsible to the taxpayers by trying to keep current records of changes. Marlyn will send a letter as the Board President informing the patron of their decision.

Bruce explained the Memorial Tree Park in which he is an involved participant. This project will be to the south of the library's butterfly garden. Bruce will bring updates to the Board as the project progresses.

The Youth Services Department approached the Board about donating to Operation Iraqi. The staff would bring educational items to donate to students in Iraq. The Board thought it sounded like a nice project but was concerned about setting a precedent by supporting this project. The question was raised if the precedent was already set by having the mitten tree project. However, if this project is only for "staff" participation, is a precedent being set? It was decided to table this issue until Sara is here to elaborate on the details.

Citizen's Forum: No citizens were present.

Director's Report: Trish read a memo from Deb Mains which is attached. Bill lists for all City departments will now be published. The July Calendar was presented.

A motion to adjourn the meeting was made by Matt at 8:02 P.M., seconded by Bruce. Motion carried.

Respectfully submitted,

Jose Garcia
President Pro Tem

Attest: Debbie Sires

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
JULY 23, 2007

Acting President Matt Carver called the meeting to order at 7:01 P.M. He read the Character Counts statement.

Members Present: Matt Carver, Bruce Bernard, Marlyn McKeen, Julie Kroll, Jose Garcia and Betty Hamilton.

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

The June 25, 2007 minutes were presented. Bruce moved the minutes be approved, Marlyn seconded the motion. Motion carried.

The bill list was discussed. Marlyn moved the bill list be approved, Julie seconded the motion. Motion carried.

Unfinished Business: The project, Operation Iraqi, was discussed again. Sara suggested that we might want to do something for kids in Urbandale instead. Bruce mentioned that he would have liked to participate in the project by gathering supplies for Urbandale students the first half of the month and Iraqi students the second half of the month. Sara will look into doing something next year in order to have more time to organize the project.

New Business: The First Search contract was presented and explained to the Board. Marlyn moved that the Board sign the contract again this year, Betty seconded the motion. Motion carried.

Citizen's Forum: No citizens were present.

Director's Report: Sara reported that a letter had been sent to Larry Rembold, the patron who questioned our policy of expiring cards annually, but no response from him had been received as yet. She also reported that another patron had fallen outside the library and the insurance carrier has the accident report. The patron admitted that she had tripped on the curb.

The butterfly garden is taking shape. The path is being put in now.

The library purchased a free standing bulletin board called Pop Vision. This board displays programs and information electronically. This is in addition to the print calendar.

Sara reported that she had sent in 3 annual reports – Open Access Annual Report, Direct State Aid and Interlibrary Loan Annual Report to the State Library.

The Calendar of Events for August was handed out. Summer Reading Club ended with a party for participants at the Urbandale Pool. The Adult Book Club has been very successful for staff and the public.

Marlyn moved that the Board go into a closed session to discuss the Library Director's employee evaluation. Bruce seconded the motion. Motion carried and the Board went into closed session.

Meeting adjourned at 8:45 P.M.

Respectfully submitted,

Matt Carver
President Pro Tem

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
AUGUST 27, 2007**

The meeting was called to order at 7:00 P.M. by acting President Marlyn McKeen. Bruce read the Character Counts statement.

Members present: Betty Hamilton, Julie Kroll, Marlyn McKeen, Jose Garcia, Bruce Bernard and Matt Carver.

Staff Present: Sara Pearson, Debbie Sires, Trish Dimond.

The July 23, 2007 minutes were presented. Julie made a motion to approve the minutes as amended, seconded by Betty. Motion carried.

Sara discussed the bill list. Two new public phones have been ordered. She also explained the Johnston Control charges for our maintenance contract. Bruce moved the bill list be approved, seconded by Betty. Motion carried.

The meeting was turned over to Matt Carver who arrived after Marlyn had called it to order.

Unfinished Business: There was no unfinished business.

New Business: Sara explained the manual that was sent out in the Board packets regarding hiring a new library director. Preparing this manual was her goal for the last year. It was done to help the Board when it becomes necessary. Sara told the Board that she plans to give them a year's notice when she is ready to retire but that this will be a big project. The budget will also be prepared to include recruiting, advertising and any payout costs to Sara when necessary. Urbandale uses a West Des Moines HR person who will also be available to assist the Board. Matt asked if the Board should be looking now at which options to consider in hiring, i.e. whether or not to hire a consultant. Sara felt a year's notice would give them sufficient time to make those decisions. Betty mentioned that current Board members might not be involved in the hiring process and new Board members might feel differently. So some decisions will need to be made later. The Board concluded that this manual would be very helpful to them in the future.

The Open Access Annual Report was shown to the Board members. This report shows how many items are checked out to patrons by City. The numbers are pretty close to last year's.

Citizen's Forum: No citizens were present.

Director's Report: Sara went through the September activities with the Board.

Sara told the Board that, due to the popularity of book clubs, we have been buying multiple copies of books and putting them in a group discussion kit. These books are trade paperbacks with discussion questions. These books can then be exchanged between libraries to accommodate more book clubs.

Linda sent her reading club statistics so the Board could see how many patrons participated in the summer reading programs, story times and tours.

Sara told the Board that a patron had fallen down after tripping over the front curb. She did admit in a letter that it was her own fault. There were numerous medical bills for this fall. The City's insurance company denied her claim.

Sculptures for the butterfly garden were shown to the Board. Sara thought it would be nice to add some in the future.

There is money in the budget for replacement of the front sidewalk that is cracking. Bids will be coming in and there will be an alternate bid for the patio in front of the coffee shop.

Library staff members participated in the City school supply drive.

Trish and Sara met with Piers and Travis about the new contract for Chapters. Sara never received any changes from them so she has made her changes to the contract and sent it to the City Attorney for his comments. Piers had expressed an interest in a 5 year contract. The old contract with suggested changes was given to the Board for their review.

Sara handed out copies of her completed job evaluation form to all the Board members. Plans will be implemented to help make the process easier next year.

Julie moved that the meeting be adjourned at 7:56 P.M., seconded by Marlyn. Motion carried.

Respectfully submitted,

Matt Carver
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
SEPTEMBER 24, 2007**

President Mark Zlab called the meeting to order at 7:15 P.M. He read the Character Counts statement to open the meeting.

Members Present: Marlyn McKeen, Julie Kroll, Betty Hamilton, Bruce Bernard, Mark Zlab, Matt Carver.

Staff Present: Trish Dimond, Rus Mumme, Debbie Sires.

The bill list was presented. Marlyn moved to approve the bill list, seconded by Julie. Motion carried.

Unfinished Business: There was no unfinished business.

New Business: Chapter's brought over their financial statement earlier that day. Trish handed it out to the Board. Julie noted that the Board needs to be given a balance sheet – this has never been provided by Piers. The Board went over the Chapter's contract with Sara's suggested changes. There was discussion concerning Section #17, Items B and J. Marlyn moved that the contract be accepted as written with the changes, seconded by Bruce, giving Mark as President the authority to sign the changed contract.

The Adult Services department proposed a new Gaming Night for young adults earlier at the Foundation meeting. The Foundation agreed to fund the program with the Board's approval of the content being offered. Rus Mumme, Library Network Systems Administrator, presented the program to the Board, explaining the Star Wars game that will be played that evening and how other libraries and venues in our area have offered these events to their patrons. Carmen Epstein, Adult Services Librarian, and Rus will be in charge of the program with help from other library staff that evening as chaperones. Mark suggested that the participants be required to give parent's names, address and phone numbers when they register for the program and understand that their parents will be notified if they leave early. Participants will be limited to 40 due to the number of computers available and it will be decided after registration if additional supervision is necessary. It was suggested by the Board that a ratio of 1 adult to every 7 participants would be necessary for adequate supervision. If we need to approach outside parties as chaperones, Matt suggested doing a background check before allowing them to be in the building after hours with the gaming night participants. If this program proves to be as popular as it is believed it will be, the Board will be informed of the games being offered for each gaming night so they can approve the content before it is offered in the event the public has concerns and questions for Board members. This is an audience that has never been reached with much success and staff is anxious to try to include them in activities offered at the library. The Adult Services Department would like to offer a gaming night once a quarter as a start, eventually having it once a month after it is established. The Board asked that the program not be advertised using the word gaming to avoid confusion.

The Johnston Budget was presented and explained. Marlyn moved to approve the budget as listed, seconded by Julie. Motion carried.

Mark appointed Matt and Bruce to serve as the Budget Committee. They will meet with Sara the week of October 16th.

Bids for the sidewalk were presented. Matt recommended we move forward with doing the alternate bid as well, fixing the coffee shop patio at the same time. Matt moved the Board approve the bid from Hockmuth Services for \$13,948 to include the base bid and patio bid and move it on to the City Council, seconded by Marlyn. Motion carried.

The Annual Report was discussed. Numbers were pretty much the same as last year. Three questions were directed to Sara to clarify at the next meeting.

Citizen's Forum: No citizens were present.

Director's Report: Trish, in Sara's absence, passed out letter sent to 2 patrons for the Board's information. The Calendar of Events for October was presented. Output Measures will be done in November.

Marlyn moved that the meeting be adjourned at 8:34 P.M., seconded by Bruce. Meeting was adjourned.

Respectfully submitted,

Mark Zlab
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
OCTOBER 29, 2007**

New Board member Sheila Whalen was introduced.

Matt Carver called the meeting to order at 7:30 P.M. He read the Character Counts statement.

Members Present: Bruce Bernard, Betty Hamilton, Marlyn McKeen, Julie Kroll, Matt Carver and Sheila Whalen.

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

Marlyn made a motion to approve the minutes of the September 24th meeting, seconded by Betty. Motion carried.

The bill list was presented and discussed. Julie made a motion to approve the bill list, seconded by Marlyn. Motion carried.

Unfinished Business: Sara pointed out the changes to the revised Chapter's Contract. Marlyn made a motion to approve the contract as revised, seconded by Bruce.

The 2008-2009 contract price for Johnston Public Library was changed. Sara explained to the Board that we removed the acquisitions module they had requested.

Sara answered the questions that the Board had at the September meeting on the Annual Report.

The Holiday Schedule for the library was presented for the Board's approval. Marlyn moved that it be approved, seconded by Julie. Motion carried.

The Board and Foundation Meeting Schedule was also presented to the Board. The March meeting will be moved to April 7th. Betty moved that the meeting schedule with the March meeting change be approved, seconded by Julie. Motion carried.

The FY08-09 Budget was explained to the Board. Sara went through each line item, explaining what each expenditure was to the Board members.

Citizen's Forum: No citizens were present.

Director's Report: Sara reported that Ellen Graham will be retiring February 1st, 2008. The ad for her replacement states that a BA in library science is preferred along with library experience.

Two patron problems were discussed. Sara sent a letter to a mother whose son was asked to leave the library for visiting inappropriate sites. His card is expired and his privileges are blocked. He and his friends have been able to access our database offline. A letter was received from Chuck Davis regarding our video checkout policy. Sara explained once again that the Library Bill of Rights gives everyone the right to check out any information in the library.

Bruce moved that meeting be adjourned at 8:50 P.M., seconded by Betty. Meeting adjourned.

Respectfully submitted,

Matt Carver
President Pro Tem

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
NOVEMBER 26, 2007**

Bruce Bernard called the meeting to order at 7:00 P.M. Betty Hamilton read the Character Counts statement.

Members Present: Betty Hamilton, Sheila Whalen, Julie Kroll, Bruce Bernard, Marlyn McKeen and Mark Zlab.

Staff Present: Sara Pearson, Trish Dimond, Debbie Sires.

Marlyn made a motion to approve the October 29, 2007 minutes, seconded by Betty. Motion carried.

The bill list was discussed. Marlyn made a motion to approve the bill list, seconded by Julie. Motion carried.

Mark arrived and presided over the rest of the meeting.

Unfinished Business: The budget will be put into an electronic format and sent to the City Manager by December 14th.

New Business: Piers Plaskitt is having financial difficulty at Stella's which also affects Chapters. He hoped to keep Chapters open to enable Travis Huett, his manager to take over the operation. Today Piers informed Sara that Chapters will be closed through the end of the year. Sara will talk to Bob Laden, the City attorney. There is no signed contract for Chapters currently. Sara asked that a Board member accompany her to any meetings with Piers to act as a liaison. The Board felt Matt Carver, due to his legal expertise, would be a good representative for the Board. The library has never received any financial statements from Piers, despite repeated requests.

Citizen's Forum: No one was present.

Director's Report: Carmen Epstein, Adult Services Librarian, will fill the Circulation Manager position which will be open when Ellen Graham retires. Carmen wanted a full time position. This now opens the Adult Services Librarian position which is a part time position.

Sara presented the December Calendar of Events. Mittens are being collected on the mitten tree again this year.

Sara reported that the Gaming Night was a big success. The next gaming night will be December 7th. There were no problems with any participants and no negative publicity.

A motion to adjourn the meeting was made by Bruce at 7:40 P.M., seconded by Julie. Motion carried.

Respectfully submitted,

Mark Zlab
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
DECEMBER 17, 2007**

President Mark Zlab called the meeting to order at 7:15 P.M. He read the Character Counts statement.

Members Present: Mark Zlab, Bruce Bernard, Marlyn McKeen, Julie Kroll, Betty Hamilton, Matt Carver and Sheila Whalen.

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

A motion to approve the November minutes was made by Marlyn, seconded by Bruce. Motion carried.

Marlyn made a motion to approve the bill list, seconded by Julie. Motion carried.

Unfinished Business: Bob Laden, Urbandale City Attorney, attended the meeting to appraise the Board of their rights regarding Chapter's Café. Bob will send out a letter telling Piers he is in breach of his contract and Piers will not be allowed to lease or sell the café. Suing Piers for the back rent he owes would probably be a waste of time and the City Council is very conscious of how it looks to file suit against a citizen. Marlyn moved that the locks on the café be changed, seconded by Matt. Motion carried. The Board can start looking for a new tenant right away. A letter of intent should be sent to any interested parties along with an outline of what the Board wants, summarizing what is in the contract. The possible tenant should then appear before the Board and submit financials and references. Board members may email Sara with any suggestions for changes regarding the coffee shop hours of operation, rent, exclusive catering rights, etc. Matt recommended that some established businesses such as Panera's or Palmer's be contacted about possible interest in the coffee shop. Sara will also check the square footage of the café and see what restaurants pay for rent per square foot of space.

New Business: Bruce handed out information about the memorial tree park and showed the Board a layout map of the park and a donor form. The park will be located southeast of the library and is a joint project of the Friends of the Park and the Tree Board. The Board was approached about the possibility of keeping a book with completed donor forms in the library for the public to access. The forms would state who purchased a tree and in whose memory. This would encourage other people to make donations and it would be a valuable historical record. A drawing of the tree park would also be put on display in the library display case for publicity and to foster more donations.

Citizen's Forum: No citizens were present.

Director's Report: Sara reported that the teen video game night was very successful. We have had 2 programs so far and both were popular with young adults. Rus prepared a synopsis for the Board with patron's comments. The Foundation will be purchasing 21 racing games for the next gaming night. Because these are interactive games, video cards are needed to play the games. Sara said there is money available in the data processing budget to purchase these cards. Bruce moved that the money in the data processing budget be used to purchase 21 video cards, seconded by Betty. Motion carried.

Sara presented the January Calendar of Events. Ellen Graham will be retiring February 29th and her retirement party will be held on that day. Carmen Epstein is taking Ellen's position and we will be advertising for an adult services librarian and reference desk position to fill Carmen's job.

Marlyn moved that meeting be adjourned, seconded by Betty. Meeting was adjourned.

Respectfully submitted,

Mark Zlab
President

Attest: Debbie Sires