

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
JANUARY 23, 2012**

Vice-President Kris Winter called the meeting to order at 6:00 p.m. Tom Graves read the Character Counts statement.

**Members present:** Tom Graves, Marlyn McKeen, Jeff Merrill, Sheila Whalen and Kris Winter.

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

**Guests:** Tiffany De Masters – Des Moines Register, Ann Carothers-Kay – Urbandale Patch.com and Dion Cobb, Chapters.

Marlyn made a motion to approve the December minutes, seconded by Sheila. Motion carried.

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

**Citizen's Forum:** No one was present.

**Unfinished Business:** Dion Cobb, manager of Chapters, talked to the Board about their idea for the future of the coffee shop. He would be interested in staying on as manager if changes could be implemented to allow him to make a profit. Dion suggested reducing hours of operation or adjusting the rent according to monthly sales. Sales would be reported on a monthly basis and Dion offered to pay a couple months ahead. The Board asked Dion to submit a formal proposal that would include the coffee shop menu, changes to hours and proposed monthly rent. The Board will use this proposal to decide if they should keep the space as a coffee shop or move in a different direction.

**New Business:** The Polk County contract is due for renewal. The contract states a decrease in county funding for the next 3 years. The metro libraries are proposing a counter offer which asks the county to provide a yearly grant equal to the proposed reductions. The Board of each metro library is asked to approve the wording of the counter proposal. Tom made a motion to approve the Polk County contract, seconded by Jeff. Motion carried.

Kris Winter will serve as the Board representative on the Urbandale Art Council.

**Director's Report:** Julie Wells was asked by the City Manager to come up with a strategy to reduce the library's budget. The library was the only city department asked for this information. Julie handed out proposed changes that will be submitted to the City Manager with the Board's approval. Of the changes suggested, the Board agreed to changes that would include raising overdue fines to 20 cents, raising Interlibrary Loan fees to \$2.00, raising the sale of items in the book sale to 50 cents, raising photocopy charges to 20 cents and charging for profit businesses \$50 for use of the meeting rooms. Julie added that the library could also change their hours to close 1 hour earlier per day for 6 days. The budget will be discussed at the City Council meeting on Tuesday, January 31<sup>st</sup> at 5:30 p.m. in Conference Room A at City Hall.

The Food for Fines day was a great success.

Jeff made a motion to adjourn the meeting, seconded by Marlyn. Motion carried and the meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Kris Winter  
Acting President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**February 27, 2012**

President Julie Kroll called the meeting to order at 6:00 p.m. Julie Wells read the Character Counts statement.

**Members present:** Julie Kroll, Tom Graves, Marlyn McKeen, Jeff Merrill, Sheila Whalen and Kris Winter.

**Staff present:** Julie Wells and Trish Dimond.

**Guests:** Ann Carothers-Kay – Urbandale Patch.com, Karl Kaufman – FEH Associates, Inc. and Dion Cobb, Chapters.

Sheila made a motion to approve the January minutes, seconded by Marlyn. Motion carried.

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

**Citizen's Forum:** No one was present.

**Unfinished Business:** Karl Kaufman, FEH Associates, Inc. presented findings for repairing the roof above the children's story room. One bid was received today from Hansen Company. FEH needs approval from the Board so that the contractor can be notified and appropriate insurance and bonding reports can be attained. The bid was reported to be \$16,750. Karl gave an overview of the proposed fix. No interior repair work was included in the roof repair plans. More snow guards will be added along with heat cabling to keep snow melting in that area of the roof. This will aid in run off of water thru the gutter system already in place. Funding for the repair will be thru the City Capital Improvement money. Tom Graves moved to approve the acceptance of the bid of \$16,750 from Hansen Company pending the Capital Improvements funding confirmation. Marlyn seconded the motion. Motion carried.

Dion Cobb, manager of Chapters, presented a proposal for a new contract with Mustards. He proposed rent of \$250 with an additional \$250 each time sales reached \$4,350 a month. He also proposed a good faith \$250 quarterly payment for unpaid monthly rent due the Library since February of 2011. He proposed going back to steamed milk for coffee drinks with the Library's barista or Mustards would purchase a steamer according to what the Board wishes. He proposed better communication between Chapters and the Library Board by having a Mustards representative at Library Board meetings quarterly. He would like to make changes in the hours for Chapters. There was discussion about marketing ideas for promoting the coffee shop. Dion presented financials for January and will provide February financials for the next Board meeting. Mustards would be willing to sign a contract that would begin January 2012 and end December 2012. If the Board would like he would consider a shorter contract that he would need to discuss with his partner. Discussion by the Board about a new contract followed.

Marlyn moved to enter into an agreement with Mustards with the following guidelines: The lease would be from 1/1/2012 to 12/31/12. The monthly rate will be \$500, but will be discounted to \$250 if rent is paid by the 5<sup>th</sup> of each new month for that month (and by April 5, 2012 for January, February, March and April); Each party has a right to terminate with 60 days written notice; Chapters will provide financials for the previous month the 15<sup>th</sup> of each month, with the first financials due April 15 for the first three months; In order to compensate for \$5,000 owed for 2011, an additional \$250 payment is due six times during 2012, by the last day of February, April, June, August, October and December. This will not constitute total repayment of previous amounts owed; Non-payment by Chapters of any rent due is grounds for immediate termination; If sales for any month top \$4,000, an additional rent of \$250 is due; Chapters may specify reduced hours to be approved by the Board of Trustees. The Board requests that Chapters consider opening Sundays; a representative from Chapters will attend a Board meeting quarterly. Motion seconded by Kris. Motion passed. Tom will send a copy of the proposed contract to all Board members for approval before Julie W. sends the contract to Bob Laden for his review.

The Board asked Julie W. to get bids for replacing carpet in the public area of the library.

The Board asked Julie to bring fine and fee information from other libraries to the next meeting and present suggestions for changes in fines and fees by July 1, 2012.

**New Business:** Julie W. mentioned that she did not have her 6 month review from the Board. Julie Kroll requested evaluation input from the rest of the Board so that an evaluation can be prepared.

The Board discussed acquiring an email address for patrons to be able to contact the Library Board without having to go through library staff. It was pointed out that all Library Board members' phone numbers are listed on the web site for contact information.

**Director's Report:** Julie mentioned that the Staff In-Service held on February 20, 2012 was a great success with good comments and suggestions for next year.

Julie reported that all staff job descriptions are being updated with help from the City's Human Resources department.

Julie distributed the March Calendar of events.

Jeff made a motion to adjourn the meeting, seconded by Marlyn. Motion carried and the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Julie Kroll  
President

Attest: Patricia N. Dimond

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
MARCH 26, 2012**

President Kroll called the meeting to order at 6:15 P.M. Mark Zlab read the Character Counts statement.

**Members present:** Tom Graves, Julie Kroll, Marlyn McKeen, Sheila Whalen and Mark Zlab.

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

**Guest:** Dana Boone, Urbandale Patch.com.

Sheila made a motion to approve the February minutes, seconded by Marlyn. Motion carried.

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

**Citizen's Forum:** No citizens were present.

**New Business:** Bob Laden, City Attorney, suggested to Julie that the Board visit with Dion about the new terms of his contract before he writes them up formally. Julie reported that Dion agrees with Terms 1-3 and 6-8 of the contract. He would like to submit his financial statement once a month with the March board meeting statement being through the end of January. He would like to have the wording of Term 5 changed to read "1,500 on non-contractual year lease". Sheila suggested the wording be changed to read month to month contract rather than non-contractual lease. However it is written, the Board wants to be assured they get their full \$5,000 back which is \$3,500 short of being fully paid.

Roof repairs will total \$16,750. After this bill is paid, the remaining money in the CIP fund may be used for carpet work. Denny Sharp, FEH Associates is doing a plan for carpet repair and will submit a quote. A special meeting will be held to discuss their recommendation.

Julie prepared a document comparing fines and fees for other G size libraries and other libraries in the area. Increased fines and fees will be posted on our website and the public will be invited to attend the next Board meeting. Any concerns will be addressed at that meeting.

A list of expenditures for the Enrich Iowa money was passed out. Marlyn made a motion to approve the \$52,620 proposed Enrich Iowa expenditures as well as another \$5,000 for mobile software for a total of \$57,620. Tom seconded the motion. Motion carried. Once these expenses have been paid, Julie will submit a list to use any remaining funds.

The monument on 86<sup>th</sup> Street will be changed to read "Library" rather than "Urbandale Public Library" as it is now worded.

Kris Winter has accepted a job with the City which leaves her Board and Foundation seats empty. It was suggested that Jeff Merrill be appointed to serve as Board Representative on the Foundation. He will be formally asked at the next Board meeting.

Polk County rejected the metro libraries counter contract. Directors of the metro libraries will meet to discuss how to proceed.

The April Calendar of Events was distributed.

A motion to adjourn the meeting was made by Mark, seconded by Marlyn. Motion carried and the meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Julie Kroll  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
APRIL 23, 2012**

Vice-President Sheila Whalen called the meeting to order at 6:03 p.m. Jeff Merrill read the Character Counts statement.

**Members present:** Tom Graves, Marlyn McKeen, Jeff Merrill and Sheila Whalen.

**Staff present:** Julie Wells and Debbie Sires

**Guest:** Anne Carothers-Kay, Urbandale Patch.com

A motion to approve the March minutes was made by Marlyn, seconded by Tom. Motion carried.

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

**Citizen's Forum:** Sorrel Brown was in attendance to discuss the proposed fines and fees changes.

**Unfinished Business:** The revised copy of the Chapters lease has been received from Bob Laden, Urbandale City Attorney, and is ready for Dion's signature. A motion to approve the contract as rewritten was made by Jeff, seconded by Marlyn. Motion carried.

FEH Associates, Inc. has recommended that the existing carpet be patched using the surplus carpet that has been stored in the mezzanine. Brian Poindexter had stated that it would not cost more than \$2,300 to do the carpet repairs. Tom moved approval of the Poindexter bill if we do not need to go out for bids, seconded by Marlyn. Motion carried. Any remaining Enrich Iowa money will be used to pay for the carpet repair.

A copy of a proposal from FEH Associates to reconfigure spaces in the library was handed out. Marlyn made a motion to request that the Foundation pay FEH's reconfiguration fees, seconded by Jeff. Motion carried.

**Fines and Fees Changes:** Sorrel Brown asked that the Board reconsider the proposed increase in interlibrary loan charges. Currently, the library charges \$1.25 to mail, process and handle interlibrary loans. This would increase to \$2.00. After discussion, Marlyn made a motion to increase fees as follows:

Fines – Increase from 10 cents to 15 cents.

Interlibrary Loans – Increase from \$1.25 to \$1.50

Meeting Room Use by for-profit companies - \$25 per hour

Book Sale Materials – Increase from 25 cents to \$1.00 per item, Magazines – 10 cents

Fax – Increase from 25 cents to \$1.00 per page, sent or received

Unclaimed Holds: \$1.00 per item not picked up

Tom seconded Marlyn's motion. After more discussion, the original motion was amended to charge 50 cents for unclaimed holds, seconded by Tom. Amended motion carried. All fines and fee changes will take effect July 1, 2012 with the exception of the meeting room. Because meetings are booked in advance, that change will take effect January 1, 2013.

At the March Board meeting, in his absence, Jeff Merrill was nominated to serve as a Board Representative on the Foundation. Jeff accepted the appointment to the Foundation. The Foundation will meet again in June.

Julie went over changes made to the Polk County contract. With those changes, a motion to approve the contract for submittal to Polk County Supervisors was made by Tom, seconded by Marlyn. Motion carried.

**New Business:** Copies of the Confidentiality Policy and Patron Participation Policy were passed out. Board members will review the policies and vote on approval next month.

**Director's Report:** Roof repairs are not yet completed. They expect to finish by the end of the month.

A motion to adjourn the meeting was made by Marlyn, seconded by Jeff. Motion carried and the meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Sheila Whalen  
Acting President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
MAY 21, 2012**

President Kroll called the meeting to order at 6:27 p.m. Trish Dimond read the Character Counts statement.

**Members present:** Tom Graves, Julie Kroll, Jeff Merrill and Marlyn McKeen.

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

A motion to approve the April minutes was made by Marlyn, seconded by Tom. 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:** Dion Cobb, Manager of Chapters, has received the new contract. He has proposed changing the hours of operation in the coffee shop to be open Monday through Saturday from 9:00 a.m. to 6:00 p.m. and open Sunday from 1:00 to 4:00 p.m. Dion would also like to change the current wording in the contract to read "In consideration for 2011 an additional \$250 payment is due six times during 2012, by the last day of February, April, June, August, October, and December." Jeff moved that we accept the new wording and accept a signed contract from Dion. This motion also includes accepting the proposed new hours of operation. Tom seconded the motion. Motion carried.

Julie Wells reported that the library is not governed by the City purchasing policy. If we were to follow the City policy, we would be required to get 3 verbal quotes for our carpet repair. We have a quote from Brian Poindexter to patch the existing carpet. Jeff moved we hire Poindexter for the patch repair, seconded by Tom. When the vote was called, Marlyn voted No and noted that he thought we should get verbal quotes. Julie Wells will send the Board members a copy of the City purchasing policy to use for setting a purchasing policy for the library.

Confidentiality Policy – Tom moved adoption of this policy on May 21, 2012, seconded by Marlyn.

Public Participation Policy – The Board will discuss this policy at their next meeting.

Officers appointed to the nominating committee are Jeff and Tom. Julie Kroll's term expires June 30, 2012 and she will not serve again. A new Board member to replace Kris Winter will be appointed for the June meeting.

Unique is the new collection agency replacing our previous collection agency who went out of business. The threshold for sending a patron to the collection agency has been changed from \$25 to \$50 and the collection fee will be lowered from \$25 to \$15. A motion to accept these changes was made by Tom, seconded by Jeff.

Roof repairs are almost completed.

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Julie Kroll  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
JUNE 25, 2012**

President Kroll called the meeting to order at 6:28 p.m. Julie Kroll introduced Diana Ripperger as a new Board member and welcomed her to the group. Diana read the Character Counts statement.

**Members present:** Tom Graves, Julie Kroll, Jeff Merrill, Diana Ripperger and Sheila Whalen.

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

**Guest:** Anne Carothers-Kay.

Jeff made a motion to approve the May minutes, seconded by Tom. Motion carried.

Julie Wells passed out the bill list and noted that this is the last bill list for this fiscal year. Enrich Iowa expenditures are included in this list. Only \$1,500 remains in the current budget and additional bills will be submitted if possible. A motion to approve the bill list was made by Sheila, seconded by Tom. Motion carried.

**Citizen's Forum:** No one was present.

**Unfinished Business:** The Polk County contract is now ready to be signed. A change was made in the wording of the contract to allow libraries to cancel certain services if funding is reduced. This change requires notifying Polk County 60 days before the change would take effect. Tom moved we accept the contract, seconded by Sheila. Julie Kroll and Tom Graves then signed the contract.

The Public Participation Policy is a new policy being drafted. This policy will put a specific time limit on public discussion if a citizen has an issue they are bringing to the Board. A motion to approve the policy was made by Sheila, seconded by Jeff. The policy will be adopted as of June 25, 2012.

The Board discussed setting up their own purchasing policy. The library is not required to follow the City guidelines but could use their parameters to help in setting our own. Julie Wells will prepare a draft for the Board to discuss at their next meeting.

A Board member is needed on the Foundation to replace Mark Zlab who resigned. Diana Ripperger was asked to consider accepting the appointment. This will be discussed further after another Board member has been appointed by the mayor to see if they are more qualified for this position.

The nominating committee brought their recommendations to the Board. Their proposed slate of officers are:

Sheila Whalen – President  
Tom Graves – Vice-President  
Jeff Merrill – Secretary

Tom made a motion to accept the slate of officers, seconded by Diana. Motion carried.

**New Business:** There was no new business.

**Director's Report:** The newest budget update was given to the Board.

The Foundation approved funding of \$10,000 for the Urbandale Art Committee.

The Board went into closed session to discuss the Director's evaluation.

Respectfully submitted,

Julie Kroll  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
JULY 23, 2012**

President Sheila Whalen called the meeting to order at 6 p.m. Jeff Merrill read the Character Counts statement.

**Members present:** Tom Graves, Marlyn McKeen, Jeff Merrill, Diana Ripperger and Sheila Whalen.

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

Diana made a motion to approve the June minutes, seconded by Jeff. Motion carried.

Fifteen new computers were replaced in June and those costs are on the June bill list. After going through other items on the bill list, a motion to approve was made by Marlyn, seconded by Tom. Motion carried.

**Citizen's Forum:** No one was present.

**Unfinished Business:** Julie went over her proposed Purchasing Policy. Tom recommended a policy be drafted so the Director will have guidelines for large purchases. Marlyn suggested the City's policy be followed. Tom made a motion to have the Director follow the policy she presented with her proposed dollar amounts, taking out exceptions of library materials and to explain thresholds that are set. Jeff seconded the motion. Motion carried.

**New Business:** Residency requirements to obtain a library card were discussed and the types of cards now offered were explained. According to the Urbandale Police Chief, a person can establish residency in a City if they have lived there for 30 days. The question to the Board was if a motel resident should be considered eligible for a library card without a fee. It was decided to follow our current guidelines of requiring a valid driver's license with an eligible address. If a motel resident has a valid ID with the motel address, they are entitled to a library card with no fee according to our current policy. Non-residents of Urbandale who own property in the City may also obtain a library card with no fee if they present a valid record of their property ownership. Temporary cards will no longer be issued. Subscription cards will replace temporary cards. Subscription cards are issued for 1 year with an annual fee of \$100. Julie proposed offering a subscription card with different fees assessed by the number of months a patron might wish to have library privileges. If someone is here for 3 months, the cost of the subscription card would be less according to the length of time it is issued. Tom was opposed to offering different fees assessed by number of months requested for library privileges.

Items donated to the library that are not put in our collection or sold on the book sale will periodically be donated to specified charitable organizations as part of a new library outreach program. Marlyn asked that Goodwill be considered as an organization to receive these materials.

**Director's Goals:** Julie presented a list of proposed goals for the next year. Currently, the City pays a bonus to employees who complete their goals based on a monetary amount set for each goal. Marlyn made a motion to approve the proposed goals as presented by Julie, seconded by Tom with the Board President setting the monetary amount for each goal. Motion carried with Diana abstaining.

Julie Kroll will meet with Julie Wells to go over her evaluation.

Julie gave the Board a list of final expenditures for the Enrich Iowa FY11-12 funds.

**Director's Report:** Julie reported that the FY11-12 budget came within \$100-\$200 of using all available funds.

The Chapters contract has been signed by Dion with the stipulation that he is only signing as a representative of Mustards, not personally. It was decided to accept the contract.

The Mayor will have 2 new Board members appointed by August 8<sup>th</sup>.

After changing our book sale fee from 25 cents per item to \$1, book sales have been down and some patrons have complained.

A motion to adjourn the meeting was made by Jeff at 7:25 p.m., seconded by Marlyn. Motion carried and the meeting was adjourned.

Respectfully submitted,

Sheila Whalen  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**AUGUST 27, 2012**

The meeting was called to order at 6:03 p.m. by President Sheila Whalen. Jerry Brimeyer read the Character Counts statement.

Sheila introduced Jerry Brimeyer and Marva McCarty, newly appointed Board members.

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

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

A motion to approve the July minutes was made by Marlyn with a correction to be made to the paragraph noting the results of the vote for subscription cards. Tom was opposed to the structural fees that were proposed which will allow patrons to purchase a library card according to the number of months they wish to have service. Tom's nay vote will be noted in the July minutes. Tom seconded the motion. Motion carried.

The bill list was discussed. Carmen explained the literacy stations that were purchased for the Youth Services department and were included on this month's bill list. These stations were purchased with Enrich Iowa and Gabus memorial funds. Diana requested the bill list be included in the packet of information that is sent out before the meeting so she would have more time to study it before the meeting. Julie will check with City Hall to see if this can be done. Tom made a motion to approve the bill list, Jerry seconded the motion. Motion carried.

**Citizen's Forum:** No one was present.

**Unfinished Business:** There was no unfinished business.

**New Business:** Because Windsor Heights does not have a library in their community, the City contracts with other metro libraries for library service. This contract allows Windsor Heights residents to use metro libraries and Windsor Heights pays a fee assessed by the number of check-outs by their residents. Instead of a 3 year contract as it has been in the past, the new contract will be for 5 years. Windsor Heights has put a cap of \$172,155 on the amount they will pay for library service. Diana asked how Windsor Heights had arrived at this budgeted amount. Julie will verify how this number has been determined and will email Board members with that information. Tom moved approval of the contract, Diana seconded. Motion carried. President Whalen signed the contract, notarized by Carmen.

Julie proposed changing the Meeting Room Policy. As it is currently written, small non-profit groups, such as Girl Scouts, are allowed to bring in cookies, candy, popcorn and other snacks for their meeting with prior approval from the library. Chapters has reported that other groups are bringing in food and violating the policy continually which states that all food must be provided by Chapters. In order to remedy the situation, Julie suggested taking the entire phrase out and allowing no snacks at all unless they are purchased through Chapters. Julie has also added a statement to the policy about charging \$50 per hour for use of the meeting room by for profit groups. Marlyn approved the changes to the meeting room policy, seconded by Marva. Motion carried.

The Circulation Policy has been revised by Julie to make it more detailed but also easier for patrons to understand. Julie went through the changes with the Board, explaining each change and why it was being made. Department heads had been consulted about the policy and Julie passed out a list of amendments that department heads felt should be included. Tom made a motion to approve the

revised Circulation Policy with the suggested amendments included, seconded by Jerry. Motion carried.

**Director's Goals:** Sheila talked to the City HR representative for help in setting monetary and priority levels to Julie's proposed goals for FY12-13. It was questioned by several Board members if some of the proposed goals are already a part of her job duties. It was decided that promoting the library and rewriting the purchasing policy should be considered part of her normal job duties and so will not be considered goals. Sheila will look over the strategic plan and get together with Julie to discuss setting different goals to replace the two that were removed from the list. Sheila is also going to discuss with the City the possibility of a 360 review for next year's evaluation.

**Director's Report:** Julie passed out the September Calendar of Events.

Jeff asked about the financial statements from Chapter's and wondered when we had received the last one. Julie will talk to Dion about bringing the Board up to date on his financial situation.

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

Respectfully submitted,

Sheila Whalen  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
SEPTEMBER 24, 2012**

President Whalen called the meeting to order at 6:30 p.m. Marva read the Character Counts statement.

**Members present:** Jerry Brimeyer, Tom Graves, Marva McCarty, Marlyn McKeen, Diana Ripperger and Sheila Whalen.

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

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

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

**Citizen's Forum:** No one was present.

**Unfinished Business:** Discussion was held on the proposed Director's goals. The Board asked that more emphasis be placed on how to best use the coffee shop space. When Sheila met with Julie regarding the proposed goals, they eliminated 2 goals and reallocated the money rewarded for each goal. Julie will meet with the Department Heads and revisit the strategic plan. A motion to approve the proposed goals was made by Tom, seconded by Marlyn. Motion carried.

Diana accepted the Board's appointment to the Foundation. A motion to approve the appointment was made by Marlyn, seconded by Tom. Motion carried. Diana will attend the December Foundation meeting.

**New Business:** Julie presented the Johnston budget for FY12-13. After discussion, a motion to approve the Johnston budget was made by Tom, seconded by Diana. Motion carried.

Sheila and Tom will serve as the Budget Committee for FY13-14.

**Director's Report:** The October Calendar of Events was distributed.

The Foundation is donating \$10,000 to the Urbandale Art Committee. The Art Committee is also applying for a grant to fund the remaining \$4,000 in projected costs.

Julie is meeting with a representative from FEH on October 4<sup>th</sup> to discuss the reconfiguration of space in the library.

A list of databases and their usage was compiled by Jeanette Andrews, Reference Librarian. These statistics were given to the Board to show how well these databases are being used by patrons.

A motion to adjourn was made by Marlyn, seconded by Tom. Motion carried and the meeting was adjourned at 7:00.

Respectfully submitted,

Sheila Whalen  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
OCTOBER 22, 2012**

President Sheila Whalen called the meeting to order at 6:03 p.m. Tom Graves read the Character Counts statement.

**Members present:** Jerry Brimeyer, Tom Graves, 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 September minutes was made by Marlyn, seconded by Jerry. Motion carried.

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

Paul Gillespie, a representative from Recorded Books, attended the meeting to present Zinio, a digital magazine software program. Johnston Library has had Zinio available to their patrons for about a month. Zinio has an annual fee of \$4,000 with an additional charge for magazines. Julie proposed using Enrich Iowa funds to purchase Zinio this year. It was also suggested that the Foundation might be willing to purchase e-readers for using Zinio in the library. Tom made a motion to use \$5,300 from Enrich Iowa funds for the annual fee and purchase of magazines, seconded by Marva. Motion carried.

**Citizen's Forum:** No one was present.

**Unfinished business:** The Johnston budget that was approved last month was revised with the addition of E-resource, a program that helps with downloading digital audio and e-books from Wilbor. Because Johnston Library receives computer services from Urbandale Library, they will be paying a portion of this cost. Their budget has been revised with this additional cost. A motion to approve the revised Johnston budget was made by Tom, seconded by Marlyn. Motion carried.

A request to purchase a new tape library was presented by Trish Dimond, Assistant Director. The tape library currently being used was a hand-me-down from the City and is old and outdated. Maintenance can no longer be purchased for it. After discussion, the Board asked Trish to research other ways of backing up data with a more updated method.

Trish also asked the Board to approve purchasing a third E-commerce transaction station. It was decided to table this request until we have statistics on how many patrons are paying on-line.

On Martin Luther King day, the library would like to have another Food for Fines day. If a patron has fines on their card, they may "pay" the amount with food brought in for the Urbandale Food Pantry. In 2011, 400 items were donated to the pantry as a result of this program. Tom made a motion to repeat the Food for Fines day again this year, seconded by Marlyn. Motion carried.

The State Library Annual Report has been completed and filed with the State Library. Julie prepared a comparison chart for the Board showing how funding and usage has changed in the past year.

At next month's meeting, the Board will discuss ways to encourage more public input to know what the public would like to see in their library.

A schedule of 2013 meeting dates was distributed. Tom made a motion to change the meeting time from 6:00 p.m. to 5:30 p.m. This motion was seconded by Diana. Because the Foundation currently

meets at 5:30 p.m., they will be asked to have their quarterly meetings after the Board meeting rather than before. This change would take place with the January 1, 2013 meeting. The December Board meeting will be held on December 17<sup>th</sup> instead of December 24<sup>th</sup>.

A motion to adjourn the meeting was made by Marlyn, seconded by Jeff. Motion carried and the meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Sheila Whalen  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**NOVEMBER 26, 2012**

President Whalen called the meeting to order at 6:02 p.m. Jeff Merrill read the Character Counts statement.

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

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

A motion to approve the October minutes was made by Marlyn, seconded by Jerry. Motion carried.

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

**Citizen's Forum:** Tom O'Donnell and Cheryl Critelli O'Donnell were present. Tom was attending the meeting to earn points for a Scouts Merit Badge.

**Unfinished Business:** Trish Dimond brought a proposal to the Board for \$5,782 from Highly Reliable Systems, a company who sells data backup equipment. This equipment will replace our current tape backup system. The library would then work with National Records Management to store our data off-site. Jeff made a motion that the proposal for \$5,782 with Highly Reliable Systems be accepted with National Records Management storing our data off-site, seconded by Marlyn. Motion carried. References for Highly Reliable Systems equipment will be checked before the deal is finalized.

**New Business:** Sheila and Tom met with Julie and Trish to go over the FY13-14 proposed budget. The City had requested no more than a 3% increase but after many cuts, the proposed budget is 6.6% over last year's budget. Julie went through each category with the Board and had prepared a chart showing the differences between last year's budget and the proposed budget. The budget is due to the City Manager by December 7<sup>th</sup>. A motion to approve the proposed budget with a Plan B that would meet the 3% increase was made by Marlyn, seconded by Tom. Motion carried.

**Citizen's Participation Forum:** Tom would like to know how to get feedback from patrons regarding how their needs are being met by the library and the library board. Julie will contact other libraries in the area for suggestions on how to best contact those patrons who do use the library and those who do not. It was suggested that we might put a survey online or send it out in a water bill mailing. Julie will also ask other libraries about a list of questions they might have used.

**Chapters Space Recommendation:** Julie presented a power point demonstration showing Makerspace, a digital media lab. This lab would allow patrons to make all kinds of audio presentations, copy and format pictures, slides, movies and could also be used for youth services programs and demonstrations. Schools could also work on projects in this space in conjunction with the library. Questions were raised about architectural problems, demographics the lab would appeal to, training costs for staff, policies that would need to be

set and competition with existing community businesses. Julie will continue to pursue this idea but will also explore other options for the space. Dion did say Mustard's would continue to operate Chapters paying month to month until a final decision on how to best use the space is made.

The December Calendar of Events was distributed.

Julie will be interviewing 5 candidates for the Collection Development Librarian position that we have available.

A motion to adjourn the meeting was made by Marlyn, seconded by Jerry. Motion carried and the meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Sheila Whalen  
President

Attest: Debbie Sires

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
DECEMBER 17, 2012**

President Whalen called the meeting to order at 6:20 p.m.

**Members present:** Jerry Brimeyer, Tom Graves, 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 November minutes was made by Diana, seconded by Tom. Motion carried.

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

**Unfinished Business:** Julie talked to the directors of the Des Moines, Johnston and Clive Libraries about approaches to collecting information for citizen input. Methods used by these libraries were focus groups and online/paper surveys. Julie will check with these libraries for possible survey question ideas. Marva moved that the Board move ahead with developing a survey and appoint members to assist in its completion. Tom seconded the motion. Motion carried.

Trish Dimond explained why a 3<sup>rd</sup> staff transaction station is being requested. Any time a money transaction is done, the patron needs to be at the correct computer which is tied to a station to process this transaction. If only 2 stations are at the desk with 3 computer terminals, a patron could conceivably be waiting in the wrong line and have to go to another station to complete the transaction. Tom moved approval of the purchase of a 3<sup>rd</sup> transaction station with Jeff seconding the motion. After a vote, the motion failed with 3 members voting aye and 4 members voting nay. Trish will go forward with the 2 transaction stations and run a report showing how many transactions are done which might merit the cost of a 3<sup>rd</sup> station. This issue will be looked at again in January. It could also be readdressed as an Enrich Iowa expense.

**Chapters Recommendations:** Julie presented 4 ideas for use of Chapters space. Of the ideas presented, the Board would like Julie to present a business plan with costs for 3 of her ideas: Lease Franchise, Community Room and Digital Media Lab. Mustards lease is up in December. The rent will then be paid on a month to month basis.

**New Business:** The Art Gallery Committee needs a representative from the Foundation and Board. Tom made a motion to appoint Jeff as the Board representative, seconded by Diana. Motion carried. The first meeting will be held January 3<sup>rd</sup> at 5:30 in the library Conference Room.

Proposed closings for the year 2013-2014 were presented. A motion to approve the proposed closings was made by Diana, seconded by Jeff. Motion carried.

Trish gave a web site update.

Because the December meeting was earlier than usual due to the holidays, the January calendar was not yet available. Each member will receive a copy over email when it is completed.

A motion to adjourn the meeting was made by Jeff, seconded by Marlyn. Motion carried and the meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Sheila Whalen  
President

Attest: Debbie Sires