

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
October 23, 2017

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

STAFF PRESENT: Julie Wells, Katherine Manion, and Susan Nass

CALL TO ORDER: President McCarty called the meeting to order at 5:30 p.m. Diana read the Character Counts statement.

APPROVE AGENDA: Julie asked that Item A. City Purchasing Policy be moved ahead of Unfinished Business. Greg made a motion to approve the amended agenda. Jerry seconded the motion. All voted in favor and the motion passed.

APPROVE MINUTES: Diana made a motion to approve the September 25, 2017 minutes. Jerry seconded the motion. All voted in favor and the motion passed.

APPROVE BILL LIST: Jeff made a motion to approve the bill list. Diana seconded the motion. All voted in favor and the motion passed.

CITIZEN'S FORUM: None

UNFINISHED BUSINESS:

- A. Exterior Book Return—Location and Final Design: The board members discussed the various locations being considered for placement of the book return. Julie will contact businesses in those locations about the possibility of placing the book return on their property.

NEW BUSINESS:

- A. City Purchasing Policy: City Manager, AJ Johnson and City Finance Director, Nicci Lamb presented information on the *City of Urbandale Purchasing Policy and Procedures Manual*. They asked that the Library adhere to this policy. The Library is currently exempt from following this policy. A few board members asked for more time to review the document. Greg made a motion to approve the document subject to possible amendments to the final draft. Tom seconded the motion. All approved and the motion passed.

DIRECTOR'S REPORT:

Julie is finishing her work on the annual report. It is time for the budget committee to meet. Laura and Julie attended the Chamber's City Council Candidate Forum. *Dinner with the Singers* will be on November 4, 2017 at 6:00 p.m. at the Giovannetti Shelter.

Jerry made a motion to adjourn and Greg seconded the motion. All voted in favor and the meeting was adjourned at 6:40 p.m.

Marva McCarty
President

Attest: Susan Nass