

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
November 27, 2017**

**MEMBERS PRESENT:** Jeff Merrill, Diana Ripperger, Jerry Brimeyer, Marva McCarty, and Greg Ward

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

**CALL TO ORDER:** Greg Ward called the meeting to order at 5:35 p.m. Jerry read the Character Counts statement.

**APPROVE AGENDA:** Julie asked that City Purchasing Policy be added to Unfinished Business. Jerry made a motion to approve the amended agenda. Jeff seconded the motion. All voted in favor and the motion passed.

**APPROVE MINUTES:** Diana made a motion to approve the October 23, 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: Julie distributed copies of the final design and possible locations for the exterior book return. Possible locations are Webster Elementary and Windsor Heights City Hall. Officials at both locations are favorable to housing the return. The board discussed purchasing a second book return and placing a book return in both locations. Julie will get prices for an additional book return and explore options for retrieving books from the returns. Greg made a motion to approve the final design of the book return, placing it at Webster Elementary, and pursuing options for a book return to be located at Windsor Heights City Hall. Jerry seconded the motion. All voted in favor and the motion passed.
- B. Strategic Plan Quarterly: The board reviewed the Strategic Plan Quarterly Update—July-September 2017. They were pleased with the results and appreciative of the update.
- C. City Purchasing Policy: Greg made a motion to approve the Library adopting the City Purchasing Policy as amended by the City's audit committee. The policy was amended to exempt the library from getting bids for purchases for the collection. Diana seconded the motion. All voted in favor and the motion passed.

**NEW BUSINESS:**

- A. Food for Fines: Board approval of the Food for Fines event tentatively scheduled for Martin Luther King Jr. Day, January 15, 2018, was requested. Greg made a motion to approve the request. Jerry seconded the motion. All voted in favor and the motion passed.
- B. FY 16/17 Iowa Public Library General Information Survey: The board reviewed and discussed the survey and the included comparison of FY15/16 and Fy16/17 survey results.
- C. FY 18/19 Budget Proposal: The board reviewed and discussed the proposed FY18/19 budget. A comparison of what was spent in FY16/17, what is budgeted for FY 17/18, and what is proposed for FY 18/19 was also distributed.

The proposed budget for FY 18/19 does not include any new budget requests and has a 3.76% increase from the FY17/18 budget. Jeff made a motion to approve the budget proposal. Jerry seconded the motion. Jeff, Diana, Jerry, and Marva voted to approve and Greg abstained. The motion passed.

**DIRECTOR'S REPORT:**

Julie is moving forward with work on the Artist-in-Residence Program. She has applied for a grant from Bravo and hopes to use funds from that and from the profit from Dinner with the Singers to support the program. She would like to start an oral history project – recording histories from Urbandale residents, and has reached out to partner with the Historical Society. She reported complaints from the public on the new outside book drop at the north end of the building. Dick Lilly, Facility Supervisor, has made adjustments to them which will hopefully improve their use.

Greg made a motion to adjourn and Marva seconded the motion. All voted in favor and the meeting was adjourned at 6:45 p.m.

Marva McCarty  
President

Attest: Susan Nass