

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
August 27, 2018

MEMBERS PRESENT: Jeff Merrill, Greg Ward, Diana Ripperger, Dede Zaun, Marva McCarty and Kerry Vande Kieft. Tom Graves was absent for good cause.

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

CALL TO ORDER: Greg Ward called the meeting to order at 5:30 p.m. Jeff read the Character Counts statement.

APPROVE AGENDA: Dede made a motion to approve the agenda. Marva seconded the motion. All voted in favor and the motion passed.

APPROVE MINUTES: Diana made a motion to approve the July 23, 2018 minutes. Dede seconded the motion. All voted in favor and the motion passed.

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

CITIZEN'S FORUM: None

UNFINISHED BUSINESS:

- A. Information on Filling Customer Holds: Katherine provided information on the amount of time it takes to fill a hold placed by a customer. The Board discussed the information and appreciated the progress made in reducing the number of days. Additional information was requested:
- the number of customers responsible for the holds
 - the number of UPL customer holds vs. open access customer holds

NEW BUSINESS:

- A. 2019 Holiday Closings: The proposed closings for 2019 were provided. Julie asked the board to consider closing at 5:00 p.m. on New Year's Eve 2019. Greg made a motion to approve the proposed closings for 2019 and to close at 5:00 p.m. on New Year's Eve. Diana seconded the motion. All voted in favor and the motion passed.
- B. Art UP Close Funding Request: Julie requested the Board approve allocating \$4,500 from the Dorothy Jackson Trust to fund the Art UP Close program for two years. If funded, two \$1,100 stipends will be awarded each year. Jeff made a motion to approve the full amount. Kerry seconded the motion. All voted in favor and the motion carried.

DIRECTORS REPORT: Julie reported a \$205.74 rebate from Nellies Vending for the 2nd quarter of 2018. The carpet in the public areas of the library will be cleaned this week. The roof is still leaking in specific areas and a different roofing contractor has been called. A new cleaning company will be starting soon to clean the library on the weekends.

Diana made a motion to adjourn and Marva seconded it. All approved and the meeting adjourned at 6:00 p.m.

Respectfully submitted,

Greg Ward
President

Attest: Susan Nass