

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
December 16, 2019

MEMBERS PRESENT: Diana Ripperger, Kerry Vande Kieft, Jeff Merrill, Tom Graves, Greg Ward, Marva McCarty, and Mary Keck

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

CALL TO ORDER: Jeff called the meeting to order at 5:45 p.m. Greg W. read the Character Counts statement.

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

APPROVE MINUTES: Tom made a motion to approve the November 25, 2019 minutes. Kerry seconded the motion. All voted in favor and the motion passed.

CITIZEN'S FORUM: None

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

UNFINISHED BUSINESS:

A. Approve Bylaws: Greg made a motion to approve the following two changes to the Urbandale Public Library Board of Trustees Bylaws. Kerry seconded the motion. All voted in favor and the motion passed.

Under Item II Officers: The officers of the Board shall consist of a President, a Vice-President and a Secretary. Their terms of office shall be for one year. Officers shall be elected at the regular June meeting and hold office until their successors are elected and installed. Officers may succeed themselves in office, provided none serves more than three *consecutive* terms in the same office.

Under Item III Meetings: Article D Order of Business – Citizen's Forum agenda item should appear before Approve Bill list.

NEW BUSINESS:

A. Approve City of Urbandale Personnel Policy—Table of Contents: Approval of the *City of Urbandale Employee Handbook* is required for renewing our State Library of Iowa Accreditation. After reviewing the table of contents, Tom made a motion to approve. Greg seconded the motion. All voted in favor and the motion passed.

B. Approve 2010 ADA Standards for Accessible Design: Priority 1, Approach & Entrance: Article 1.47 states: IF there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space? Jeff measured and suggested that it should be checked yes instead of no. Kerry made a motion to approve after that change is made. Marva seconded the motion. All voted in favor and the motion passed.

DIRECTOR'S REPORT: Julie will be on vacation from 12/19-1/6/2019. The Urbandale Community Band performed last week and had great attendance. The Sweet Adeline's will be performing in February. Mary moved to adjourn and Marva seconded. The meeting adjourned at 6:20 p.m.

Respectfully submitted,

Jeff Merrill
President

Attest: Susan Nass