

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**April 27, 2020**

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

**STAFF PRESENT:** Katherine Manion, Susan Nass, Julie Finch, Jacque Stolz, and Laura Sauser

**CALL TO ORDER:** Jeff called the meeting to order at 5:30 p.m. The Library Board is meeting virtually due to the COVID-19 pandemic. Jeff read the Character Counts statement.

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

**APPROVE MINUTES:** Greg made a motion to approve the April 6, 2020 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. Tom seconded the motion. All voted in favor and the motion passed.

**UNFINISHED BUSINESS:**

- A. **Windsor Heights:** Tom Graves submitted a draft policy that read: "Effective July 1, 2020, the library cards of any Windsor Heights residents shall be cancelled by the Urbandale Library. The library staff should prepare a written explanation of this matter, which clearly directs complainants to contact the City of Windsor Heights. Windsor Heights residents may receive a new library card from the Urbandale Public Library pursuant to the rules of Open Access." The Board discussed, but did not approve this policy. Katherine is gathering more information from the City, compiling relevant statistics, and will report back at the May 18 meeting.
- B. **Gun Policy:** There is a bill moving through the Iowa legislature that would require any public building that bans weapons to install a metal detector and hire a security guard. This may not be feasible for the Urbandale Library. It is not yet law, so the weapons policy is still in place. No action will be taken at this time.
- C. **Approve Polk County 28E Agreement:** Diana made a motion to approve the agreement. Marva seconded the motion. All approved and the motion passed.
- D. **On-Going COVID-19 Response:** The City has asked Katherine to present a plan for a partial reopening of the library for possible dates of May 18 or June 1, dependent on the Governor's ruling. The City Manager suggests re-opening at 50% capacity. Katherine is discussing many adaptations, which include increased curbside service, early hours for vulnerable patrons, additional cleaning stations, masks for staff, and spacing in the computer area. She will have additional information at the May 18 meeting.

**NEW BUSINESS:**

- A. **Emergency Closure Policy:** The board agreed on the need for an Emergency Closure Policy and would like to add language about re-opening to the policy. Katherine will have a revised draft of this policy to approve at the May 18 meeting.

**B. Strategic Planning RFP:** Tom Graves sent the following e-mail to board members:

“Thought it might be useful to rank these by the bid amounts:

Jim Cushing	\$ 4,930
Kuroshio Consulting	\$5,500
Elizabeth Weinstein	\$13,650
Sarah Keister & Assocs.	\$15,000
Ingenuity Group	\$15,850
Strategic Planning	\$19,078 (plus possible coaching sessions)
Bailey Leadership Initiative, LLC	\$24,450
SPPG & Essman Rsch.	\$25,000
FEH Designs	\$29,882.50
Godfrey’s Associates	\$49,940”

After the board reviewed the proposals, Katherine was asked to gather more information about selection criteria and contact some references. The Library Board will discuss further at the May 18 meeting.

**C. Adventure Pass funding request:** The Library Foundation typically funds the adventure Pass program. They did not meet in March due to the virus so were unable to approve the request. It is requested that the Library Board pay for this item with budget or Enrich Iowa funds, to possibly be reimbursed by the Library Foundation after their June meeting. The total cost for Adventure Pass for 1 year is \$900.00. Greg made a motion to approve the funding request. Marva seconded the motion. All approved and the motion passed.

**DIRECTOR’S REPORT:** Katherine reported that staff is doing well and providing great customer service. Julie Wells will be out of the library until the end of May. All City Council meetings are being held virtually. The next Board meeting will be one week earlier on May 18 due to the Memorial holiday.

Greg moved and Kerry seconded a motion to adjourn. The meeting adjourned at 7:05 p.m.  
Respectfully submitted,

Jeff Merrill  
President

Attest: Susan Nass