

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**June 22, 2020**

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

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

**CALL TO ORDER:** Jeff called the meeting to order at 5:45 p.m. Jeff read the Character Counts Statement.

**APPROVE AGENDA:** The Library Board discussed moving the Library Director Recruitment item to a position closer to the top of the agenda. Kerry made a motion to approve the agenda with that amendment. Diana seconded the motion. All voted in favor and the motion passed to approve the agenda as amended.

**LIBRARY DIRECTOR COMMENTS:** Julie Wells passed out copies of her resignation. She expressed how much she enjoyed working for the library and the Board for the last nine years. She said that she would be available for any questions or concerns in the future regarding the library.

**NEW BUSINESS:**

**A. Library Director Recruitment:** Karla Lower, the City of Urbandale's Director of Human Resources, spoke to the board concerning the timeline for hiring a new library director. The position will be posted in early July and will remain open until early August. Applications will be reviewed during the month of August, and the Board will begin the process of interviewing. Potential candidates will have an onsite interview with the Library Board Executive Committee, the City Manager and key Dept. Directors, a meeting with staff representatives and a public presentation component. The Board hopes to identify a successful candidate by the end of August in hopes that we can have someone start by the end of September 2020. An executive committee of Library Board Officers will include Tom Graves (President), Diana Ripperger (Vice President), and Kerry Vande Kieft (Secretary).

**APPROVE MINUTES:** Marva made a motion to approve the May 18, 2020 minutes. Mary seconded the motion. All voted in favor and the motion passed.

**CITIZEN'S FORUM:** None

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

**UNFINISHED BUSINESS:**

**A. Emergency Closure Policy:** Marva made a motion to approve the policy. Tom seconded it. All voted in favor and the motion passed.

**B. On-Going COVID-19 Response:** Katherine provided the board members with statistics from the first week of re-opening the library:

- Customers checked out 1,175 items using our self-checkout terminal. Most of these customers were Urbandale residents
- 31 patrons used our laptop lab for computer/internet access
- Patrons made (and kept) 186 appointments for curbside pickup
- Staff answered 396 reference questions via phone and email

The plan is to move the library into the green phase on July 6, 2020. Katherine asked the board to approve closing the library on 7/3, 7/4, and 7/6 in order to prepare for this phase. Diana made a motion to approve this request. Tom seconded it. All approved and the motion passed.

**C. Weapons Policy:** The board agreed that no action needs to be taken at this time.

**ACTING DIRECTOR'S REPORT:** Katherine will have the final budget report at the July board meeting. The ILA conference is tentatively scheduled for the fall in Dubuque, IA. There may be some board training available through the State Library and ILA and Katherine will send out training information to board members.

Mayor Andeweg has submitted Kerry Vande Kieft for reappointment to the Urbandale Library Board for a six-year term expiring June 20, 2026.

Mary moved and Tom seconded a motion to adjourn. The meeting adjourned at 6:50 p.m.  
Respectfully submitted,

Jeff Merrill  
President

Attest: Susan Nass