

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
July 27, 2020

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

STAFF PRESENT: Katherine Manion, Susan Nass, and Laura Sauser

CALL TO ORDER: The Library Board is meeting virtually (via WebEx) due to the on-going COVID-19 pandemic. Tom called the meeting to order at 5:34 p.m. Greg read the Character Counts Statement.

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

APPROVE MINUTES: Diana made a motion to approve the amended June 22 minutes which will note an excused absence for Greg Ward. Marva seconded the motion. All voted in favor and the motion passed.

CITIZEN'S FORUM: None

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

UNFINISHED BUSINESS:

- A. **On-Going COVID-19 Response:** Katherine reported that one library employee tested positive for COVID-19. Fifteen other staff members were tested and all those tests were negative. It has been found that Test Iowa results are very slow in arriving. The staff will work on compiling a list of available test sites in the area for staff which will include pricing and test result timing. There was discussion on how the library can react if the area schools do not open to students in the fall.
- B. **Weapons Policy:** The Board will revisit this topic at the August meeting after more information is gathered.

NEW BUSINESS:

- A. **Mask Requirement Policy:** The Board discussed the Mask Requirement Policy. Katherine will gather information, revise the policy, and bring it back for the Board's review at the August meeting.

DIRECTOR'S REPORT: The Board discussed the 2019-2020 Budget Year Report and the Budget Performance Report. Katherine provided some estimates on cost savings to the city.

There have been 14 applicants for the library director position to this point. The position closes on August 2. Karla, HR Director, reported that 9 of the 14 applications meet the minimum requirements. The plan is to have a new director hired by October 1.

Kerry and Mary participated in the State Library Boardroom training series and shared their thoughts.

The summer intern has been working with the youth department this summer.

Greg moved and Marva seconded a motion to adjourn. The meeting adjourned at 6:38 p.m.
Respectfully submitted,

Tom Graves
President

Attest: Susan Nass