

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**November 23, 2020**

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

**STAFF PRESENT:** Nicholas Janning, Katherine Manion, Laura Sauser, and Julie Finch

**CALL TO ORDER:** Tom called the meeting to order at 5:30 p.m. Kerry read the Character Counts Statement.

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

**APPROVE MINUTES:** Jeff made a motion to approve the October 26 minutes. Kerry 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. Mary seconded the motion. All voted in favor and the motion passed.

**UNFINISHED BUSINESS:**

**A. On-Going COVID-19 Response/Re-Opening the Library:** Nicholas reviewed the new criteria for reopening that AJ recently released. An 8% positivity rate in Polk county for 7 days will allow meetings to be held in person. The buildings can reopen when a 5% positivity rate is reached. These criteria will be used beginning December 1. The board agreed with the library having consistency with the city buildings. Nicholas is working on expanding library services in this time of closure. This could include expanding computer use hours and increasing the amount of holds per patron.

**NEW BUSINESS:**

**A. Holiday Calendar 2021:** Kerry made a motion to approve the holiday calendar for 2021. Mary seconded the motion. All voted in favor and the motion passed.

**B. Approve Proposed FY 2020/2021 Budget:** Marva made a motion to approve the first draft of the FY 2020/2021 budget. Mary seconded the motion. All voted in favor and the motion passed.

**C. Appoint Budget Committee:** Kerry and Marva agreed to continue serving on the budget committee.

**DIRECTOR'S REPORT:**

Nicholas reported that the budget reports to the City Council will be done virtually. He has met with most of the staff and will continue meeting weekly with the department heads. He has met with the Mayor and AJ, attended a City Council meeting and will attend a Chamber of Commerce meeting tomorrow. He reported that there were 120 applicants for the services position and an offer has been extended to a candidate. He and Laura hope to have the youth position filled in February. Staff cubicle safety upgrades have been scheduled and the library is introducing a new virtual reference/chat service on the website.

Kerry moved and Marva seconded a motion to adjourn. The meeting adjourned at 6:06 p.m.

Respectfully submitted,

Tom Graves  
President

Attest: Susan Nass