

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
June 28, 2021

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

STAFF PRESENT: Leah Cummings, Nicholas Janning

CITIZENS PRESENT: Jim Cushing

CALL TO ORDER: Tom called the meeting to order at 5:47 PM. Jeff read the Character Counts Statement.

APPROVE AGENDA: Kerry made a motion to approve the amended agenda adding approved email vote for the strategic plan consultant, Jim Cushing. Jeff seconded the motion. All voted in favor and the motion passed to approve the amended agenda.

APPROVE MINUTES: Jeff made a motion to approve the May minutes. Diana seconded the motion. All voted in favor and the motion passed to approve the minutes.

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 to approve the bill list.

UNFINISHED BUSINESS:

A. 2022-2026 Strategic Plan

- i. Ratify Strategic Plan Email Vote
 - Jeff made a motion to ratify strategic plan email vote. Mary seconded the motion. All voted in favor and the motion passed to ratify email vote hiring Jim Cushing as strategic plan consultant.

Jim Cushing introduced himself to the board and went over the strategic planning timeline. He will speak with city and library staff over the coming months. The board discussed the community survey that will launch to patrons as part of the strategic planning process. It will be advertised electronically via the library's website, email, newsletter, etc. The board also discussed the possibility of advertising the survey in Urbandale Living or on the Nextdoor app. Jim will continue to have individual conversations with board members in the coming weeks.

B. Re-opening

- i. Services Resumed: Nicholas spoke to the board members about the library's re-opening progress. The reading room is open, furniture put back, DIY/study rooms are available as well as the children's AWE station and puppets. Public computers are slowly being added back into use. The library's new hours are in place and things have been going well with our slow roll-out. We will start accepting book donations again soon and eventually bring back adult volunteers. The library will also begin resuming our weekend cleaning schedule. The meeting rooms will hopefully be re-opened mid-to-late August.

C. Fine-Free Policy Research

- i. The board will continue to explore fines-free options. As this fiscal year is almost over, they will investigate ways to implement fines-free policy for the next fiscal year. Nicholas and the board will continue researching ways to find money in the library's budget. Nicholas will also investigate what percentage of the library's fines is specifically for overdue items as well as whether the monthly newsletter is opt-out or opt-in when registering for a library card. The board discussed looking into Urbandale's City Council and who will advocate for the library. They also debated adding a question about fines to the community survey.

NEW BUSINESS:

A. Reappointment to Foundation

- i. Greg Ward
 - Marva made a motion to reappoint Greg Ward to the Library Foundation. Diana seconded the motion. All voted in favor and the motion passed to reappoint Greg Ward to the Library Foundation.

DIRECTOR'S REPORT:

Nicholas discussed the library's new schedule of hours. We began with a slow roll-out of the new hours, but we will begin advertising to the public soon. Right now, we are averaging about 400 patrons a day. The library is also a cooling center during the summer months. There were four finalists for the assistant director position and Nicholas is waiting to hear back from references before he makes his decision. Lydia Ponder was hired for the full-time Interlibrary Loan/Materials Recovery position. Jacque Stolz, the library's Youth Services Specialist, was recently featured in Publishers Weekly speaking about Battle of the Brains.

Jeff moved and Mary seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 7:09 PM.

Respectfully submitted,

Thomas Graves
President

Attest: Leah Cummings