

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES**  
**October 27<sup>th</sup>, 2025**

**MEMBERS PRESENT:** Tom Graves, Diana Ripperger, Jill Kent, Mary Keck, Kerry Vande Kieft, Caleb Cooper

**STAFF PRESENT:** Nicholas Janning, Leslie Noble, Julie Finch, Leah Cummings

**CITIZENS PRESENT:** None

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

**APPROVE AGENDA:** Jill made a motion to approve the October agenda. Mary seconded the motion. All voted in favor and the motion passed to approve the agenda.

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

**CITIZENS' FORUM:** None

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

I.) New Business

A.) Regular policy review: Library Card Policy (with Julie Finch)

- Restrictions and limits regarding organizational cards and cards secured by an organization were removed. The language in these sections has been cleaned up and condensed.

Kerry made a motion to approve the amended Library Card Policy. Caleb seconded the motion. All voted in favor and the motion passed.

B.) Proposed changes to Rules of Conduct Policy regarding photography and videography

- Line was struck from policy regarding photography/videography in the library. Cities cannot lawfully restrict visitors from recording in publicly accessible areas, including libraries, as long as it does not interfere with normal operations.

Caleb made a motion to approve the amended Rules of Conduct Policy. Mary seconded the motion. All voted in favor and the motion passed.

C.) Proposed changes to the Photography and Videography Policy

- Similar language prohibiting photography/videography in the library was removed as recommended by the City of Urbandale.

Mary made a motion to approve the amended Photography and Videography Policy. Kerry seconded the motion. All voted in favor and the motion passed.

D.) Regular policy review: Public Posting and Distribution of Materials Policy

- No changes made to policy.

Diana made a motion to approve the Public Posting and Distribution of Materials Policy. Jill seconded the motion. All voted in favor and the motion passed.

E.) Holiday closings for calendar 2026

- Nicholas presented the draft holiday closings for 2026.

Mary made a motion to approve the 2026 holiday closings. Caleb seconded the motion. All voted in favor and the motion passed.

F.) Creation of budget committee for fiscal year 2026 – 2027

- Draft budget assembled for 2026 – 2027 - no budget cuts mentioned at this time. The budget committee will review the proposal and report back at the November meeting. Mary Keck and Kerry Vande Kieft will serve on the budget committee.

II.) Director's Report

A.) Annual state report completed and submitted to State Library of Iowa

- OPN space redesign update - OPN assembling bid documents for furniture and renovations with anticipated posting of bids in November.
- Nicholas gave the Board information regarding Interlibrary Loan:
  - State Library of Iowa sets fee: maximum is \$3.00
  - State Library reimburses libraries for ILL's they complete
  - Late fees are rarely assessed (made to loaning library)
  - Lost fees are common (checks made to loaning library)
- There was a patron complaint regarding a book display - angry about "Banned Books" display in lobby.
- Library directors presented at the Polk County Board of Supervisor meeting on October 15<sup>th</sup>. Requested funding increase to \$700,000 from \$650,000 - Urbandale typically receives around \$10,000.

III.) Closed Session: Director's annual job performance evaluation

Caleb made a motion to move to a closed session for director's job performance evaluation at 6:33 PM. Diana seconded the motion. All voted in favor and the motion passed.

Mary moved and Kerry seconded a motion to end the closed session and return to open session. All voted in favor and the motion passed at 6:50 PM.

Mary moved and Jill seconded a motion to approve the Director's job performance evaluation. All voted in favor and the motion passed.

Diana moved and Mary seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 6:51 PM.

Tom Graves  
President

Attest: Leah Cummings