

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
September 22, 2025

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

STAFF PRESENT: Nicholas Janning, Leslie Noble, Karen Smith, Leah Cummings

CITIZENS PRESENT: None

CALL TO ORDER: Tom called the meeting to order at 5:36 pm. Kerry read the Character Counts Statement.

APPROVE AGENDA: Jill made a motion to approve the September agenda. Caleb seconded the motion. All voted in favor and the motion passed to approve the agenda.

APPROVE MINUTES: Kerry made a motion to approve the August minutes. Jon seconded the motion. All voted in favor and the motion passed to approve the minutes.

CITIZENS' 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 to approve the bill list.

I.) Staff presentation: Karen Smith regarding Technical Services

- Technical Service Specialist Karen Smith presented an overview of library cataloging procedures to the Board.

II.) New Business

A.) Patron appeal regarding use of Conference Room

- Nicholas provided an update to the board regarding a patron who is seeking to appeal the library's Meeting Room Use Policy and have the room rental fee waived.

B.) Regular policy review: Interlibrary Loan

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

C.) Enrich Iowa funding request: Adult book club kits

- \$4,000 to cover the costs of multiple copies of the library's book club titles for 2026. This includes 10 paperback copies of 21 titles for the Double Booked and Page Turners book clubs. This will also go toward large print, audiobook or digital copies of the titles.

Caleb made a motion to approve the Enrich Iowa funding request for adult book club kits. Mary seconded the motion. All voted in favor and the motion passed.

D.) Food for Fines request: November 18th – 30th, 2025

- Requesting permission to host a Food Drive event from Tuesday, November 18th – Sunday, November 23rd, 2025. In return for a donation of a food or personal care item, patrons will have overdue fines forgiven.

Kerry made a motion to approve the Food for Fines request. Mary seconded the motion. All voted in favor and the motion passed.

E.) OPN space redesign update

- Nicholas shared an update on the OPN redesign. OPN is drafting a bid package for the furniture purchases and a bid package for the study rooms and glass wall for the reading room.

F.) Director's Evaluation (due by November 1st)

- The Director's Evaluation is due to the city by November 1st. Tom and Caleb will interview library staff.

III.) Director's Report

A.) State Library services for 2027 – 2031 strategic plan

- District Consultant Maryann Mori is available to assist with the library's 2027–2031 strategic plan.

B.) Polk County Trustee Training – 6 pm on October 22nd at the Clive Public Library

- Nicholas will share the registration email for this training with the Board for anyone that would like to participate.
- Mayor's proclamation for National Library Card Sign-up Month at the September 2nd City Council meeting.
- The annual budget presentation to the city will be held on Saturday, February 7th, 2026.
- Nicholas Janning, Leslie Noble, and Julie Finch will be attending ILA conference (Oct. 1-3).

Mary moved and Kerry seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 6:52 PM.

Tom Graves
President

Attest: Leah Cummings