

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
November 24th, 2025

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

STAFF PRESENT: Nicholas Janning, Leslie Noble, Leah Cummings, Lydia Ponder

CITIZENS PRESENT: None

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

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

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

CITIZENS' FORUM: None

APPROVE BILL LIST: Caleb 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.) Staff Presentation: Lydia Ponder regarding Patron Experience service

- Staff member Lydia Ponder presented an overview of the library's Home Delivery service.

II.) Unfinished Business

A.) Approval of budget for fiscal year 2026 – 2027

- No budget cuts mentioned at this time.
- Recommending budget of \$3,165,669.00 for FY 2026 – 2027.

Mary made a motion to approve the budget for fiscal year 2026-2027. Kerry seconded the motion. All voted in favor and the motion passed.

III.) New Business

A.) Regular policy review: Collection Development Policy

- The Board requested language be added to the policy to limit the number of book challenges submitted within a calendar year, as well as to restrict how often the same title may be challenged. Under the revised policy, an individual or group may submit only a set number of challenges per year, and any particular title may be challenged no more than once every three years. Nicholas will make changes, and the Board will review policy at the December meeting.

B.) Enrich Iowa request: Public Library Association Conference 2026

- Requesting \$4,217.50 to send library managers to the 2026 Public Library Association Conference. The 2026 Public Library Association (PLA) Conference is in Minneapolis, Minnesota. This is the first time in several years this bi-annual conference is hosted by a city that is driving distance from Urbandale.

Mary made a motion to approve the Enrich Iowa funding request for the Public Library Association Conference 2026. Jill seconded the motion. All voted in favor and the motion passed.

IV.) Director's Report

- Nicholas went over the OPN Space Redesign timeline. At the December 16th City Council meeting there will be a presentation/public hearing for approval of bids. Board members are welcome/encouraged to attend.
- Media coverage – The Library was featured on 1040 WHO radio, Channel 5 news, and Channel 13 news regarding the Food for Fine program. The Library's Community Fridge was also featured on Channel 13 news.
- Board member Tom Graves was a featured author at the UPL Author Fair.
- The Foundation Annual Appeal has been mailed out.

Kerry moved and Caleb seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 6:30 PM.

Tom Graves
President

Attest: Leah Cummings