

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES**  
**December 15<sup>th</sup>, 2025**

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

**STAFF PRESENT:** Nicholas Janning, Leslie Noble, Staci Stanton, Leah Cummings

**CITIZENS PRESENT:** None

**CALL TO ORDER:** Tom called the meeting to order at 5:38 pm. Caleb read the Character Counts Statement.

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

**APPROVE MINUTES:** Diana made a motion to approve the November minutes. Mary 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.) Unfinished Business

A.) Regular policy review: Collection Development Policy

- The requested language regarding book challenges was added to the Collection Development Policy and the new draft was presented to the Board for review.

Caleb made a motion to approve the amended Collection Development Policy. Jon seconded the motion. All voted in favor and the motion passed.

II.) New Business

A.) Regular policy review: Meeting Room Use Policy

- Language was added to the policy to clarify and enforce charges for staff clean-up time and to address noise level expectations, as well as to affirm the library's right to request documentation verifying an organization's non-profit status. The Board requested a few more minor changes – Nicholas will make revisions and present the policy at the January meeting for final approval.

B.) Renewal of 28E agreement with Polk County to provide library services to rural residents of Polk County

- Tom (Board President) and Kerry (Board Secretary) must sign.

Diana made a motion to approve the renewal of 28E agreement with Polk County. Kerry seconded the motion. All voted in favor and the motion passed.

C.) Space redesign project update: Presentation of bids to City Council on Tuesday, December 16<sup>th</sup>

- Dec. 3rd = deadline to receive bids for furniture (\$225,00 budgeted)
  - LFI winning bid = \$204,105.60
- Dec. 10th = deadline to receive bids for renovations
  - Burkett Construction = \$306,631
- Tues, Dec. 16th at 5:30 PM = presentation to city council for formal approval
- Mon, Feb. 2nd = start renovation work (tentative)
- Tues, June 30th = project completion deadline

III.) Director's Report

A.) 2022 – 2026 Strategic Plan update for December 2025

- Nicholas gave the Board an update on the 2022 – 2026 Strategic Plan and highlighted several library accomplishments.
- Jay Peterson will be our new State Library of Iowa consultant.

Other Updates:

- Received \$1,029.60 in revenue from the expanded book sale.
- Winter weather – Library closed November 29<sup>th</sup>.
- The library will serve as a warming and cooling center.
- Foundation annual fundraiser has been mailed out.
- December 9 – met with City Manager (David) and Finance Director (Nicci) to present FY 26-27 budget.
- Library is closed on Dec. 24<sup>th</sup>, Dec. 25<sup>th</sup>, Jan 1<sup>st</sup>. Closing at 1 pm on Dec. 31<sup>st</sup>.

Caleb moved and Mary seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 6:16 PM.

Tom Graves  
President

Attest: Leah Cummings