

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
January 26, 2026

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

STAFF PRESENT: Nicholas Janning, Leslie Noble, Leah Cummings, Jacque Stolz, Carisa Silverio

CITIZENS PRESENT: None

CALL TO ORDER: Tom called the meeting to order at 5:29 pm. Kerry read the Character Counts Statement.

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

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

CITIZENS' FORUM: None

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

I.) Staff presentations:

- A.) Jacque Stolz and Carisa Silverio regarding services for children and teens
- Jacque and Carisa gave a presentation on the Youth Services department, providing an overview of their work and highlighting the various library programs they plan and organize.
- B.) Leslie Noble regarding the Iowa Library Association's 2026 Capitol Day: Tuesday, February 3rd at 11:30 am
- 11:30 am – Update from ILA lobbyists and leadership
 - 12-2 pm – Meet with legislators
 - Board members are encouraged to attend and welcome to ride with Nicholas.

II.) Unfinished Business

- A.) Regular policy review: Meeting Room Policy
- Updated changes made to the Meeting Room Policy.

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

III.) New Business

- A.) Regular policy review: Board of Trustees Bylaws
- Nicholas went over the high points of the policy.

Kerry made a motion to approve the Board of Trustees Bylaws. Diana seconded the motion. All voted in favor and the motion passed.

- B.) Enrich IA funding request: Iowa Library Association membership for board members
- ILA's annual Trustee membership rate is \$30 per person and is valid for one year. Assuming all seven trustees enroll, the total cost would be \$210 for 2026.

Caleb made a motion to approve the Enrich IA funding request for Iowa Library Association membership for board members. Mary seconded the motion. All voted in favor and the motion passed.

- C.) Enrich IA funding request: Ingram book review service to assist collection development
- \$350 for Ingram review tool to access full-text reviews for books.

Diana made a motion to approve Enrich IA funding request for Ingram book review service to assist collection development. Kerry seconded the motion. All voted in favor and the motion passed.

D.) Space Redesign project update

- January 6th council meeting = approval of Burkett contract
- Tuesday, January 27th = email newsletter to patrons explaining project
- Wednesday, January 28th at 9 am = preconstruction meeting with OPN/Burket/building maintenance staff
- Budget = \$650,000
 - \$31,485.00 for OPN
 - \$204,105.60 for furniture from LFI
 - \$306,631 for Burkett Construction

\$107,778.40 remaining (additional expenses likely)

- Board guidance for finance department = prioritize spending Enrich Iowa money or Foundation?
 - Library Board gave guidance to split the costs evenly between Enrich Iowa money and Foundation.

IV.) Director's Report

A.) 2027 – 2031 Strategic Planning overview

- Accreditation due by June 2027
- State Library of Iowa strategic plan requirements: Must be current, address community needs based on community data, contain a mission statement - describing library's purpose, and include goals and objectives.

B.) FY 2026 – 2027 budget presentation: Saturday, February 7th

- Budget presentations: Saturday, February 7th - scheduled time is 12:30 pm, but will likely be earlier.

Other Updates:

- Library is serving as a warming center for Polk County.
- Metro library directors working on educational event for mayors to learn more about library collaboration.
- Increase in large donations to the community fridge.
- Library closed on February 16th for staff in-service

Mary moved and Caleb seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 6:47 PM.

Tom Graves
President

Attest: Leah Cummings