

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
March 23, 2026

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

STAFF PRESENT: Nicholas Janning, Leslie Noble, Leah Cummings, Arin Botkin

CITIZENS PRESENT: Julie Finch

CALL TO ORDER: Tom called the meeting to order at 5:43 pm. Kerry read the Character Counts Statement.

APPROVE AGENDA: Caleb made a motion to approve the March 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 February 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.) Staff Presentation: Arin Botkin regarding the Community Fridge

- Arin Botkin (AmeriCorps volunteer) gave a presentation regarding the library's Community Fridge. She shared her goals for the fridge as well as how the Community Fridge has grown in its engagement.

II.) New Business

A.) Enrich Iowa request: Hotspot service renewal

- Requesting a total of \$2,640 to renew the service contracts for all 22 hotspots with Mobile Beacon.

Kerry made a motion to approve the Enrich Iowa funding request for hotspot renewal. Mary seconded the motion. All voted in favor and the motion passed.

B.) Space Redesign Update: LFI moving shelves

- Nicholas gave an update on the library's space redesign.
 - All adult nonfiction shelves, picture book shelves, and Juvenile nonfiction and fiction shelves, have been moved to their new locations
 - All the 4-person computer carrels have been moved to their new permanent locations. City maintenance staff will take down the six-person computer carrel.
 - Burkett Construction delivered a dumpster to the staff parking lot and will take down woodwork at two PAC stations in adult nonfiction and one in the teen area. They will also take out the woodwork at the display station behind the self-check area, including the counter and cabinet.

C.) 2026 – 2031 Strategic Planning overview

- Jay Peterson will be leading us in strategic planning. He would like us to complete strategic plan by end of Dec. 2026. Submit by Feb. 2027.
- Usually do 1-3 sessions but can combine it into one session (3 hours), depending on Jay's schedule and our preference. Meeting(s) will include board members, Foundation members, library staff, community members, city staff. The goal is about 30 people.
- Input will be gathered from attendees and goals will be created.

III.) Director's Report

- March all-staff meeting: severe weather drill.
- New chiller tower and air conditioning system close to completion.
- Mayor Andeweg's National Library Week proclamation at April 21st council meeting at 5:30 pm. Soul of Civility for the All Urbandale Reads book.
- AARP tax assistance in the ICN room – very popular with patrons.

Kerry moved and Mary seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 6:23 PM.

Tom Graves
President

Attest: Leah Cummings