**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES**
**May 26th, 2026**

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

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

**CITIZENS PRESENT:** None

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

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

**APPROVE MINUTES:** Diana made a motion to approve the April 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.) New Business

A.) Updates to Rules of Conduct Policy clarifying designated areas for food

- The Board suggested minor word changes and had questions regarding the photography and videography language included in the policy. Nicholas will make the recommended revisions and present the updated policy at the next board meeting for approval.

B.) Enrich Iowa funding request: Creativebug online database

- Request of $2,000 for a yearly subscription to Creativebug database - an online craft and art class database.

Caleb made a motion to approve the Enrich Iowa funding request for a yearly subscription to Creativebug database. Jon seconded the motion. All voted in favor and the motion passed.

C.) FY 2026 / 2027 Officer nominations

- President – Caleb Cooper
- Vice President – Kerry Vande Kieft
- Secretary – Jill Kent

Mary made a motion to approve the FY 2026/2027 slate of officers. Diana seconded the motion. All voted in favor and the motion passed.

D.) 2027 – 2031 Strategic planning: stakeholder feedback

- Phone interviews will be conducted by Jay Peterson from the State Library of Iowa. The Board recommended including interview participants from a variety of stakeholder groups, including library patrons, library staff, and representatives from other city departments.

II.) Director's Report

A.) Information regarding hotspot policies in the metro

- The Board discussed the library's hotspot lending policy in comparison with those of other metro libraries. Of the 13 metro libraries reviewed, only three - Urbandale, Johnston, and Grimes - allow non-residents to borrow hotspots. Leslie will gather additional information, and the Board will revisit the policy at a future meeting.

B.) Space redesign project update

- Study rooms have been framed.
- Receiving prototypes for new service desks.
- Planning to install Sticks panels above the new children's desk.
- Some new furniture delivered for children's area – couch, Lego table, and round seating.

C.) 2022 – 2026 strategic planning update

- Nicholas provided an update on the 2022–2026 Strategic Plan and highlighted key accomplishments and initiatives that have been successfully implemented during the plan period.

D.) Updated Rules of Procedure from City Council

- Nicholas informed the Board of new restrictions on scheduling public meetings due to religious and secular observances and provided a list of affected dates for the Board's reference.
- There is a new Civility Statement as an alternative to Character Counts statement.

Other News

- Outdoor piano delivered – No Sunday performance series this year.
- New Urbie Award
  - Created by the Employee Ambassador Committee.
  - Awarded to City employees service that goes above expectations.
  - Awards shared in monthly city newsletter.

Jill moved and Mary seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 6:27 PM.

Caleb Cooper
Vice President

Attest: Leah Cummings