URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
July 27th, 2026

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

STAFF PRESENT: Nicholas Janning, Leslie Noble, Jeanette Andrews, 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: Diana made a motion to approve the *amended July agenda. Kerry seconded the motion. All voted in favor and the motion passed to approve the agenda.

APPROVE MINUTES: Tom made a motion to approve the June minutes. Mary seconded the motion. All voted in favor and the motion passed to approve the minutes.

CITIZENS' FORUM: Library Board member Jon Jeffrey spoke as a citizen and asked a question regarding a situation he was experiencing with the Clive Public Library concerning video game checkout limits and fines. The Board discussed the matter and gave feedback.

APPROVE BILL LIST: Jill 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 Presentation: Jeanette Andrews regarding study rooms and test proctoring

- Library Specialist Jeanette Andrews gave a presentation on study room use and the library's test proctoring service. She shared statistics on study room usage and test proctoring activity.

II.) New Business

A.) Study Room Policy revision: Adding new study rooms

- Updating the policy in preparation for the new study rooms opening in August. The library will add two new two-person study rooms and four new four-person study rooms. As part of the update, the study rooms will transition from a lettering system to a numbered system.

Tom made a motion to approve the Study Room Policy revision. Jill seconded the motion. All voted in favor and the motion passed.

B.) Displaying Urbandale flag artwork in library lobby

- Public Art Committee (PAC) asked if the library would permanently display art created as part of 2025's Fourth of July, honoring Urbandale's 70th Fourth of July celebration and Urbandale's new flag. PAC suggested location for the artwork is in the lobby, above the two receptacles where patrons return library materials.

Diana made a motion to approve displaying the Urbandale flag artwork in library lobby. Jill seconded the motion. All voted in favor and the motion passed.

C.) Enrich Iowa funding request: 2026 ILA Conference for managers and specialists

- Requesting $2,285 to offer up to five library managers/specialists the opportunity to attend the ILA Conference in Cedar Rapids on October 7th-9th, 2026.

Kerry made a motion to approve the Enrich Iowa funding request for managers and specialists to attend the 2026 ILA Conference. Tom seconded the motion. All voted in favor and the motion passed.

D.) Enrich Iowa funding request: Ongoing expenses for 2026 - 2027 (items previously removed due to budget cuts: databases, software, collection items)

- Beanstack (Summer Reading Program Tracker) – $1,600.00
- ComicsPlus Subscription – $1,350.00
- Ancestry Database Subscription – $2,943.00
- Morningstar Investment Database Subscription – $1,766.00
- Niche Academy Subscription – $2,060.00
    - Grand total requested: $9,719

Jill approved the Enrich Iowa funding request for ongoing expenses for 2026 – 2027. Jon seconded the motion. All voted in favor and the motion passed.

E.) Enrich Iowa funding request: Technical Services items (hotspots, book club kits, digital materials, Ingram review tool)

- Book Club kits 2027 - $4,000
- Ingram review tool - $350
- Digital collection – $12,000
- *Manga collection - $2,000 (not in original packet)
- Hot spot service renewal- $2,640
    - Grand total: $20,990

Kerry made a motion to approve the Enrich Iowa funding request for Technical Service items. Tom seconded the motion. All voted in favor and the motion passed.

F.) Hotspots and sampling of patrons on holds list

- The Board discussed hotspot lending and decided that, beginning September 1st, hotspots will be available on a first-come, first-served basis to cardholders who reside in Urbandale. Hotspot holds placed by non-residents through August 31st will be honored.

Kerry made a motion to approve limiting hotspot lending to only Urbandale residents starting September 1st. Mary seconded the motion. All voted in favor and the motion passed.

III.) Director's Report

- Space redesign
    - Nicholas gave an update on the space redesign including the installation of the new desks, new furniture arriving, and the installation of the Sticks panels in the children's area.
- First library board meeting with agenda posted outside city hall.
- Summer reading program officially ends Friday and summer intern's last day: August 6th
- National Night Out: Tuesday, August 4th.

Mary moved and Jon seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 6:57 PM.

Caleb Cooper
President   Attest: Leah Cummings