

URBAN DALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
May 22, 2017

MEMBERS PRESENT: Jeff Merrill, Diana Ripperger, Jerry Brimeyer, Dede Zaun, Tom Graves, Marva McCarty and Greg Ward

STAFF PRESENT: Julie Wells, Katherine Manion, and Susan Nass

CALL TO ORDER: President Brimeyer called the meeting to order at 5:30 p.m. Marva read the Character Counts statement.

APPROVE AGENDA: Greg made a motion to approve the amended agenda. Marva seconded the motion. All voted in favor and the motion passed.

APPROVE MINUTES: Tom made a motion to approve the April 24, 2017 minutes. Dede seconded the motion. All voted in favor and the motion passed.

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

CITIZEN'S FORUM: None

UNFINISHED BUSINESS:

- A. Logo/Branding/Marketing/Outreach/Visioning: The board discussed their continuing efforts to establish a marketing plan and to develop strategic vision goals. Julie, Marva and Jerry will write an RFP for obtaining a firm to assist with the strategic visioning process. The Outreach Committee will work on marketing goals. Julie announced that Janine Bauer, Community Manager, has submitted her resignation and a new person will be hired to do public relations and marketing. Dede made a motion to approve adoption of the UPLibrary logo. Greg seconded the motion. The motion passed with five members voting in favor and Tom and Jeff opposing the motion.
- B. Enrich Iowa Update: Julie reported that approximately \$10,000 will be left of Enrich Iowa funds. She is considering the following purchases:
- Chairs for youth area - \$1,000
 - Sandblasting and powder coating the outdoor furniture - \$4,000
 - Task chairs at main service desks - \$2,000

Julie distributed photos of a book drop she would like to purchase for placement in the community. The book drop is unique and can be customized for our library. The cost is approximately \$8,780. Marva made a motion to approve this purchase which would require an additional \$3,000 of Enrich Iowa funds. Greg seconded the motion. All voted in favor and the motion passed.

NEW BUSINESS:

- A. Appoint Nominating Committee for FY 17/18 Board Officers: Diana and Jerry agreed to serve on the nominating committee for FY 17/18 Board officers.

B. Director's Annual Job Performance Review Form: Dede, Marva and Jerry are the members of the review committee. Jerry asked that board members submit the completed review form to him by June 8, 2017. The committee will be meeting with staff members to discuss Julie's job performance.

DIRECTOR'S REPORT: Julie has hired a janitorial company to clean the library on weekends. The Pet Show will be held on Thursday, June 1st from 1:30 p.m. to 3:00 p.m. The summer reading program will begin at the end of May. Julie is working with Bruce Bernard, UCAN, on a possible artist-in-residence program.

Dede made a motion to adjourn and Tom seconded the motion. All voted in favor and the meeting was adjourned at 5:35 p.m.

Jerry Brimeyer
President

Attest: Susan Nass