

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES**  
**April 25, 2016**

**MEMBERS PRESENT:** Jeff Merrill, Diana Ripperger, Tom Graves, Marva McCarty, and Jerry Brimeyer.

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

**CALL TO ORDER:** President Ripperger called the meeting to order at 5:32 p.m. Jerry read the Character Counts statement.

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

**APPROVE MINUTES:** Jeff made a motion to approve the March 28, 2016 minutes. Tom seconded the motion. All approved and the motion passed. Jerry made a motion to approve the April 7, 2016 minutes. Tom seconded the motion. All approved and the motion passed.

**APPROVE BILL LIST:** Jerry made a motion to approve the bill list and Jeff seconded it. All voted in favor and the motion passed.

**CITIZEN'S FORUM:** None present.

**UNFINISHED BUSINESS:**

- A. Chapter's Café: Tom made a motion to use up to \$6,000 of Enrich Iowa funds to hire an engineering firm to provide an accurate cost estimate of installing the required grease interceptor. This is contingent on Main Street Café and Bakery agreeing to continue operating the café in the interim. Marva seconded the motion. All voted in favor and the motion passed.
- B. Selling Items at Library Sponsored Events: Julie spoke with city attorney, Bob Laden, concerning selling items at library sponsored events. He advised against doing this and the board will follow his advice.

**NEW BUSINESS:**

- A. Disposal of Shelving: A large amount of shelving removed during the reconfiguration project is stored at Jones Library Sales. Julie requested permission to sell the excess shelving. Tom made a motion to approve the sale. Jerry seconded the motion, all approved, and the motion passed.
- B. Shelving Height Reduction Bids: Funding to reduce the height of the shelving in the youth area was appropriated in the FY16/17 budget. Quotes to complete the project were presented from Jones Library Sales, Library Furniture International, and Library West Interiors. The lowest quote was from Jones Library Sales. Marva made a motion to use Jones Library Sales to complete the work on the shelving. Tom seconded the motion. All voted in favor and the motion passed.
- C. FEH Professional Services Agreement: The purchase of 43 lounge chairs was approved for FY 16/17. The estimated cost is \$39,000. FEH Design will assist with selecting the new chairs and with the bidding process for a professional fee not to exceed \$2,500. The board determined that they would like to consider other firms for this project. Julie will contact other firms or businesses and will report at the next board meeting.

**DIRECTOR'S REPORT:**

Julie reported that the Art Day on April 16<sup>th</sup> was successful with good attendance. Marva suggested that having an artist/expert explain the history of the sculptures on city property would be an interesting program.

Tom made a motion to adjourn. Jerry seconded the motion. All approved and the meeting adjourned at 6:30 p.m.

Diana Ripperger  
President

Attest: Susan Nass