

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
February 26, 2018

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

STAFF PRESENT: Julie Wells, Katherine Manion and Susan Nass

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

APPROVE AGENDA: Tom made a motion to add Pay Structure of Urbandale Library Director to New Business, Item B. Greg seconded the motion. All voted in favor and the motion passed. Greg made a motion to approve the amended agenda. Tom seconded the motion. All voted in favor and the motion passed.

APPROVE MINUTES: Jerry made a motion to approve the January 22, 2018 minutes. Dede seconded the motion. All voted in favor and the motion passed.

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

CITIZEN'S FORUM: None

UNFINISHED BUSINESS:

- A. Exterior Book Return-Update: The exterior book return should be completed and in place at Webster Elementary by the end of March, 2018. The return's custom wrap is completed and the concrete pad for under the return will be poured the week of March 12th. The city has advised Julie to get a 28E agreement between the city and the school district.
- B. Strategic Plan Quarterly Update: The board reviewed the Strategic Plan Quarterly Update for October-December 2017.
- C. Art UP Close-Update: Julie has received eight applicants for the Art UP Close program. Three candidates have been selected to interview.

NEW BUSINESS:

- A. Hoopla-Urbandale Residents: Katherine Manion, Collections Manager, gave a report on the increasing cost of providing Hoopla, a digital service. Various cost saving options were presented and discussed. Tom made a motion to restrict Hoopla circulation to Urbandale, Windsor Heights and Rural Polk County residents on or before June 30. Dede seconded the motion. All voted in favor and the motion passed.
- B. Pay Structure of Urbandale Library Director: Julie provided the board with copies of the annual salary of the directors of each city department. She brought to their attention the disparity in salaries, noting she is the lowest paid director. Dede made a motion to pursue addressing the pay disparity with the city manager and human resource director. Greg seconded the motion. All voted in favor and the motion passed.

DIRECTORS REPORT: Julie passed out flyers describing STEAM break programs that will be held during spring break. A big kick-off for summer event will be held on Saturday, June 2nd – more details will be coming.

Greg made a motion to adjourn and Jerry seconded the motion. All voted in favor and the meeting was adjourned at 6:30 p.m.

Marva McCarty
President

Attest: Susan Nass