

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
November 26, 2018**

MEMBERS PRESENT: Jeff Merrill, Diana Ripperger, Marva McCarty, Tom Graves, and Greg Ward

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

CALL TO ORDER: Greg called the meeting to order at 5:35 p.m. Marva read the Character Counts statement.

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

APPROVE MINUTES: Diana made a motion to approve the October 22, 2018 minutes. Tom 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. Agenda Item: This item will be added to the December agenda.

NEW BUSINESS:

- A. Proposed FY19/20 Budget: The board reviewed the proposed FY19/20 budget. The proposed budget does not include:
- personnel expenditures, which are added by the City—additional staff is not being requested
 - building maintenance expenditures, which are added by the City—an additional \$73,000 is being requested to replace the wallpaper in the main lobby, art gallery, meeting rooms, and community room

A comparison of what was spent in FY17/18, what is budgeted for FY18/19, and what is proposed for 19/20 was also distributed. The proposed budget reflects a 3.08% increase from the approved FY18/19 budget. Diana made a motion to approve the proposed FY19/20 budget. Marva seconded the motion. All voted in favor and the motion passed.

- B. Proposed FY18/19 Enrich Iowa Requests: Julie passed out a list of proposed purchases using the \$82,111.04 Enrich Iowa funds received from the State Library of Iowa. Jeff made a motion to approve the following purchases:
- Website Improvements - \$906
 - Website Training and Customized Instruction Manual - \$1,000
 - Amplifiers - \$1,300
 - Lactation Room Furniture - \$1,500
 - Deliver and Inventory Stored Items - \$2,200
 - Summer Reading Program Prizes – up to \$2,400
 - Refinish Wooden Chairs - \$2,600
 - Back Stops - \$5,000
 - StoryWalk Sign Holders - \$5,750
 - Benches for Youth Area - \$6,000
 - Polaris Trainer - \$6,400

- Patron Point - \$9,000

Recommended Purchases Total - \$44,056

Tom seconded the motion. All voted in favor and the motion passed. The remainder of the funds will be allocated at a later board meeting.

DIRECTORS REPORT: Julie provided a report showing proceeds from the vending machine sales. The DSM Register made a mistake in advertising the Coffee with a Cop and will be running a retraction.

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

Respectfully submitted,

Greg Ward
President

Attest: Susan Nass