

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
May 20, 2019

MEMBERS PRESENT: Diana Ripperger, Tom Graves, Dede Zaun, Kerry Vande Kieft, Greg Ward, and Jeff Merrill.

STAFF PRESENT: Julie Wells and Katherine Manion.

CALL TO ORDER: Greg called the meeting to order at 5:30 p.m. Jeff read the Character Counts statement.

APPROVE AGENDA: Diana made a motion to move Citizen's Forum to item II on the agenda. Kerry seconded the motion to amend the agenda. All voted in favor and the motion passed.

APPROVE MINUTES: Jeff made a motion to approve the April 22, 2019 minutes. Dede seconded the motion. All voted in favor and the motion passed.

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

CITIZEN'S FORUM: Urbandale resident, Joan Racki, spoke concerning the reduction to the Library's FY19/20 budget. She presented spreadsheets showing budget comparisons from metro city libraries.

UNFINISHED BUSINESS:

- A. Approve Revised FY19/20 Budget:** Due to reductions in funding received from the City and from Windsor Heights, \$157,000 has to be eliminated from the library's proposed FY19/20 budget.

Julie recommended the following:

- Reduce personnel costs (\$14,310)—closing 4 hours per week
 - Reduce other operating expenses (\$65,750)
 - Increase revenue (\$30,000)—increase overdue fine from 15¢ to 25¢ per item
 - Restitution (\$47,000)
- Total—\$157,060

Jeff made a motion to approve the revised FY19/20 Budget. Diana seconded the motion. All voted in favor and the motion passed.

- B. Approve Revised Computer Use Policy:** Tom made a motion to add the following statement to the computer use policy:

- *Users assume all risk associated with use of Library computers, including risks associated with loss of personal disks, data, or files on library computers.*

Kerry seconded the motion. All approved and the motion passed.

NEW BUSINESS:

- A. Approve Revised Interlibrary Loan Policy:** The following changes to the existing interlibrary loan policy were recommended:

- *A valid Urbandale Public Library card is required. A library card has always been required, just not stated in the policy.*

- *A \$3.00 fee is charged for each interlibrary loan request filled. If filled requests are not picked up, the \$3.00 fee is applied to the requesting customer's account. The current fee for each filled interlibrary loan request is \$1.50.*

Dede made a motion to approve the proposed changes to the ILL policy. Tom seconded the motion. All approved and the motion passed.

B. Approve Polk County 28E Agreement: Polk County contracts with the 14 public libraries located in the County to provide service to rural residents. Board approval of the 28E agreement specifying the terms of this arrangement is required. The proposed agreement is for one year and the expiring agreement was for three years. The \$500,000 funding amount did not change. Kerry made a motion to approve the Polk County 28E agreement. Jeff seconded the motion. All approved and the motion was passed.

C. Appoint FY19/20 Board Officers: Dede made a motion and Kerry seconded to approve the nominating committee's recommendation for FY19/20 Board officers:

- Jeff Merrill, President
- Tom Graves, Vice President
- Diana Ripperger, Secretary

DIRECTOR'S REPORT: The summer reading kick-off will be held on June 1st. The carpet installation went smoothly. The Fitness Kits that Katherine ordered have arrived. New evaluation forms will be used this year.

Tom made a motion to adjourn. Jeff seconded and all voted in favor. The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Greg Ward
President

Attest: Susan Nass