

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
August 26, 2019

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

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

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

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

APPROVE MINUTES: Kerry made a motion to approve the July 22, 2019 minutes. Diana seconded the motion. All voted in favor and the motion passed.

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

CITIZEN'S FORUM: None

UNFINISHED BUSINESS:

A. **Approve Selling Unused Shelving:** It was decided to not sell the unused shelving and to continue storing the shelving in the upper level of the library.

NEW BUSINESS:

A. **Approve Children's Use Policy:** Tom made a motion to approve the attached revised Children's Use Policy. Diana seconded the motion. All voted in favor and the motion passed.

B. **Approve Sex Offender Policy:** Action was postponed until the September meeting.

C. **Approve Photography and Videography Policy:** Greg made a motion to approve the attached revised Photography and Videography Policy. Kerry seconded the motion. All voted in favor and the motion passed.

D. **Approve 2020 Closings:** Marva made a motion for the library to open from 9:00 a.m. to 1:00 p.m. on Friday, July 3. Jeff seconded the motion. Diana, Kerry, Jeff, Tom, and Marva voted in favor and Greg voted against this motion. The board approved the attached 2020 closings.

E. **Future Agenda:** No action was taken.

F. **Director's Annual Performance Evaluation:** Julie distributed copies of the Employee Performance Evaluation Form to be used for her annual performance evaluation due November 1, 2019.

DIRECTOR'S REPORT: Julie distributed copies of the annual Open Access Report submitted to the State Library. She is working on the annual report, staff evaluations, and the budget.

Greg made a motion to adjourn. Diana seconded and all voted in favor. The meeting adjourned at 6:45p.m.

Respectfully submitted,

Jeff Merrill
President

Attest: Susan Nass