

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**October 28, 2019**

**MEMBERS PRESENT:** Diana Ripperger, Kerry Vande Kieft, Jeff Merrill, Tom Graves, Greg Ward, 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. Jeff read the Character Counts statement.

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

**APPROVE MINUTES:** Greg made a motion to approve the September 23, 2019 minutes. Kerry seconded the motion. All voted in favor and the motion passed.

**CITIZEN'S FORUM:** Marcia Cohan, retired police psychologist, spoke against allowing weapons in the library. She expressed her opinion that the library should be a relaxing and pleasant environment free from weapons. Karen Graves was also in attendance to support the proposed weapons policy.

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

**UNFINISHED BUSINESS:**

A. **Strategic Plan Quarterly Update:** The board reviewed the updates to the Strategic Plan.

**NEW BUSINESS:**

- A. **Weapons Policy:** Greg made a motion to approve the attached Weapons Statement. Marva seconded the motion. All approved and the motion passed. The Rules of Conduct Policy will now state: *Persons in the Library or on Library property may not: Possess firearms or weapons of any kind, concealed or openly visible, in the Library building; however, Iowa and federal law enforcement officials are exempted from this provision.*
- B. **Reverse Open Access Report:** The number of items borrowed by UPL cardholders from other Iowa libraries was reviewed.
- C. **Approve Confidentiality of Library Records Policy:** Greg made a motion to approve the attached Confidentiality of Library Records Policy. Kerry seconded the motion. All approved and the motion passed.
- D. **Approve Proposed FY2020/2021 Budget:** Tom made a motion to approve the proposed FY20/21 budget. Greg seconded the motion. All approved and the motion passed. The proposed budget will be submitted to the City for review.
- E. **Long-Term Budget Committee:** Jeff appointed Greg, Kerry, and Marva to serve on newly formed Long-Term Budget Committee.

**DIRECTOR'S REPORT:** Julie passed out copies of the Bylaws and asked the members to review and send her any comments or suggested changes.

Diana made a motion to move to closed session for the director's annual performance evaluation. Greg seconded the motion. All approved and the meeting moved to closed session at 6:30 p.m.

Greg made a motion to approve the Director's Annual Performance Evaluation as submitted. Marva seconded the motion. Jeff, Marva, Greg, Kerry and Diana all voted in favor of the motion. Tom voted

against it. The motion passed. Marva made a motion to adjourn. Kerry seconded the motion. All approved and the meeting adjourned at 7:17 p.m.

Respectfully submitted,

Jeff Merrill  
President

Attest: Susan Nass