

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
February 24, 2020

MEMBERS PRESENT: Diana Ripperger, Kerry Vande Kieft, Jeff Merrill, Greg Ward, and Marva McCarty. Tom Graves was absent for good cause.

STAFF PRESENT: Julie Wells, Katherine Manion, Julie Finch, 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: Marva made a motion to approve the amended agenda adding under New Business, item C. Nominations to the Foundation Board of Directors. Kerry seconded the motion. All voted in favor and the motion passed to approve the amended agenda.

APPROVE MINUTES: Diana made a motion to approve the January 27, 2020 minutes. Greg seconded the motion. All voted in favor and the motion passed.

CITIZEN'S FORUM: None

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:** Julie provided the Strategic Plan Quarterly Update for October-December 2019.
- B. FY2020/2021 Budget Update:** The City Council provided funding in the FY2020/21 budget to restore the four hours of operation cut due to the reduction in the FY2019/20 budget.
- **Committee:** A budget committee has been established and will meet on a necessary basis.
 - **Survey:** A survey will go out to patrons asking for their input on when to restore the hours of operation. Julie will meet with Derek Zarn, Marketing/Communication Specialist, to create questions for the survey. She will provide these to the Board members for approval.

NEW BUSINESS:

- A. Approve Library Card Policy:** Kerry made a motion to approve the attached Library Card Policy. Marva seconded the motion. All voted in favor with the exception of Greg Ward who voted against this motion. The motion passed.
- B. 2021/2026 Strategic Plan:** Julie will explore options for developing the 2021/2026 Strategic Plan.
- C. Nominations to the Foundation Board of Directors:** Jeff Merrill and Marva McCarty's terms on the Foundation are expiring in June of 2020. Diana made a motion to reappoint Jeff and Marva to another three year term. Kerry seconded the motion. All voted in favor and the motion passed.

DIRECTOR'S REPORT: Lynnae Dingeman, community assistant, is retiring. Her retirement party is from 2:00 to 4:00 p.m. on Friday, February 28. Brianna Ryan has been hired for this position. A successful In-Service was held for staff on Monday, February 17th.

Greg moved and Diana seconded a motion to adjourn. The meeting adjourned at 6:30 p.m.
Respectfully submitted,

Jeff Merrill
President

Attest: Susan Nass