

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
August 24, 2020

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

STAFF PRESENT: Katherine Manion, Susan Nass, Julie Finch and Laura Sauser

CALL TO ORDER: The Library Board is meeting virtually (via WebEx) due to the on-going COVID-19 pandemic. Tom called the meeting to order at 5:30 p.m. Kerry read the Character Counts Statement.

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

APPROVE MINUTES: Diana made a motion to approve the July 27 minutes. Mary seconded the motion. All voted in favor and the motion passed.

CITIZEN'S FORUM: None

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

UNFINISHED BUSINESS:

- A. **On-Going COVID-19 Response:** All city buildings will be closed to the public through September which includes the library. The staff continue to provide materials to patrons by increasing the amount of holds per patron to twenty. They are making printing accessible to patrons and are researching a software for curbside deliveries which will streamline the process. Staff are providing readers advisory with 'book bundles' of ten books in different genres. A virtual book sale has been organized to sell pre-owned books on GovDeals.com where customers can bid on different selections.
- B. **Strategic Plan Quarterly Update:** Katherine provided the board members with copies of the Strategic Plan Quarterly Update for January—June 2020.
- C. **Mask Requirement Policy:** Marva made a motion to approve the enclosed Face Covering Requirement. Mary seconded the motion. All voted in favor and the motion passed.

NEW BUSINESS:

- A. **Enrich Iowa Funding Request:** In order to help facilitate curbside service, the library would like to purchase a 1 year subscription for CapiraCurbside – a software system specifically designed to help libraries with curbside pickup for \$995.00. Greg made a motion to approve this purchase for one year. Mary seconded the motion. All voted in favor and the motion passed.
- B. **Library Director Search:** The executive committee interviewed eleven candidates via WebEx and is ready to proceed to the second stage by interviewing selected candidates in person.

DIRECTOR'S REPORT: Katherine provided the summary of expenditures for fiscal year 2019-2020. The library will provide limited access to the public as a cooling center from 11:00 a.m.-6:00 p.m. this week. The State Library is funding Bold 360 which is a chat with a librarian service that the library will be using. The board agreed to meet in person for the September 28 meeting.

Greg moved and Kerry seconded a motion to adjourn. The meeting adjourned at 6:50 p.m.
Respectfully submitted,

Tom Graves
President

Attest: Susan Nass