

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
October 26, 2020

MEMBERS PRESENT: Diana Ripperger, Kerry Vande Kieft, Jeff Merrill, Marva McCarty, Mary Keck, Tom Graves. Greg Ward had an excused absence.

STAFF PRESENT: Katherine Manion and Susan Nass

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

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

APPROVE MINUTES: Diana made a motion to approve the September 21, September 28, and the amended October 5 minutes. Mary seconded the motion. All voted in favor and the motion passed.

CITIZEN'S FORUM: Nicholas Janning

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

UNFINISHED BUSINESS:

- A. **On-Going COVID-19 Response/Re-Opening the Library:** Katherine stated that the Library plans to open to the public on November 2. We would like to open with a limit of 50 people entering the library at a time with masks required. The study rooms will not be available for public use for a few weeks.
- B. **Affirmation of email vote:** The board confirmed in an e-mailed vote the hiring of Nicholas Janning as the Library Director. Marva made a motion to approve the email vote. Jeff seconded the motion. All approved and the motion passed.
- C. **Funding request-cubicle reconfiguration:** Katherine requested using Enrich Iowa funds to reconfigure two workspaces in the library to provide a barrier with a safety screen. Kerry made a motion to approve this request. Mary seconded the motion. All voted in favor and the motion passed.

NEW BUSINESS:

- A. **Welcome new Library Director:** Nicholas Janning was welcomed at the new Library Director. He will begin his duties on November 3.
- B. **Appointment to Foundation Board of Directors:** Diana made a motion to reappoint Marva and Jeff to serve on the Urbandale Foundation Board of Directors. Kerry seconded the motion. All voted in favor and the motion passed.
- C. **Continuing Education Report:** Kerry reported on the recent training session she attended. The State Library provided it and the topic was the Iowa Trustees Handbook. Katherine will continue to provide further educational opportunities to the Board.

DIRECTOR'S REPORT:

The December board meeting will be held on December 14. Katherine explained some changes in collecting programming numbers for the annual report. Katherine hopes that a Youth Librarian will be hired by February of 2021.

Kerry moved and Marva seconded a motion to adjourn. The meeting adjourned at 6:20 p.m.

Respectfully submitted,

Tom Graves
President

Attest: Susan Nass