

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**April 26, 2021**

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

**STAFF PRESENT:** Nicholas Janning, Katherine Manion, Laura Sauser, Julie Finch

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

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

**APPROVE MINUTES:** Diana made a motion to approve the March 22 minutes. Jeff 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. Mary seconded the motion. All voted in favor and the motion passed.

**UNFINISHED BUSINESS:**

**A. 2022-2026 Strategic Plan Update:**

i. Overview of the timeline

The library has received 5 completed proposals so far. The deadline for submitting proposals is April 30<sup>th</sup>. The current plan is to begin strategic planning in June 2020 to be completed in November of 2020.

ii. Explain scoring criteria

Nicholas distributed a draft of a scoring sheet for ranking the various proposals. Board members reviewed and discussed the criteria. The cost of the proposal will be a significant factor. The City also requires through their purchasing policy that Urbandale companies be given a small advantage.

iii. Overview of presentation from finalists

Nicholas discussed the possibility of having a small number of finalists do a presentation for the Library Board this could occur at the May meeting or in a special meeting during the month of May. The Board agreed that the proposals would be evaluated by the entire Board.

**B. Fine-Free Policy Research:**

i. Second draft of a fine-free policy

The board members reviewed the draft and made comments and suggestions. Nicholas discussed the various ways other libraries are encouraging patrons to return their items in the absence of fines. The Board discussed the next steps in the process and encouraged Nicholas to move forward in working with the City to implement this policy.

**NEW BUSINESS:**

**A. Hours of Operation:** The library discussed the current library hours and what expanded hours could look like. Nicholas shared that the staff would like to add back more hours in the times during the week when the library is most heavily used, particularly on Sunday. The Library Board would like to

ensure that City Council members are happy with the library's hours when they are restored. No final decision was made.

- B. Appoint Nominating Committee for FY 21/22 Board Officers:** Tom Graves and Jeff Merrill will serve on this year's Nominating Committee for Board Officers. They will present a slate of candidates at the May meeting.

**DIRECTOR'S REPORT:**

Library Board meetings will continue to be held in person, with public participation via WebEx, until City COVID criteria have been met. The library continues to see an increase each week in the number of people coming into the building. Nicholas shared statistics from this year's Food for Fines program. We have hired a new Administrative Technician—Leah Cummings will start in the position on May 3<sup>rd</sup>. The Services and Community departments are both hiring part-time library assistants. The library's budget for fiscal year 21-22 was approved by the City Council. The mayor read the All Urbandale Reads proclamation at the April 6<sup>th</sup> meeting of the City Council. This year's book is *When the Emperor Was Divine* by Julie Otsuka. Katherine will be out of the library for surgery from 4/30 – 5/21. Katherine has also taken another position and her last day at the library will be 5/28. She expressed gratitude to Nicholas and the Library Board for all of their support.

Greg moved and Mary seconded a motion to adjourn. The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Tom Graves  
President

Attest: Katherine Manion