

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
May 24, 2021

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

STAFF PRESENT: Nicholas Janning, Katherine Manion, Leah Cummings, Jacque Stolz, Julie Finch, Laura Sauser

CITIZENS PRESENT: Denny Sharp, David Foster

CALL TO ORDER: Tom called the meeting to order at 5:32 PM. Kerry read the Character Counts Statement.

APPROVE AGENDA: Diana 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: Kerry made a motion to approve the March minutes. Mary seconded the motion. All voted in favor and the motion passed to approve the minutes.

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

-The board discussed the bill list. Nicholas listed different expenses that library had this month, such as having our buffering machine serviced.

-Diana asked about the library's printing service contract expense. She wondered about how often the library looked at different bids for this service. Our printing service contract ends soon, and Nicholas is looking around to see if there is an option that is more affordable.

UNFINISHED BUSINESS

A. RE-OPENING

-Nicholas discussed re-opening. We are in a good position to start expanding services and in-person programming. Focusing on children's programs held outside and adult programs in the meeting rooms, such as bookclubs.

I. Summer reading program 2021 overview with Laura and Jacque

- i. Jacque gave a brief overview of our summer reading program for 2021. There will be various outdoor programs throughout the summer with hands on activities.

II. City of Urbandale updated mask guidance starting June 1st

- i. City will open on June 1st for public.

III. Expanding Services

- i. The library will evaluate how activities go and reassess from there about reopening/more programs. The Community Room and Art gallery are now open, and the Welcome Desk is gone. 90% of library staff is vaccinated. During the month of June, the library will put out more chairs throughout the library and slowly expand our services (study rooms, computers, reading room).

- ii. Donations: Nicholas would like the library to start accepting library donations again soon.
- iii. Nicholas has spoken with volunteer coordinator and would like to start welcoming adult volunteers back to the library.

B. 2022-2026 Strategic Plan Update:

I. Discussion of submitted proposals

- i. The Library Board will make a final decision for strategic plan consultant in June. From the 22 applicants, the board narrowed the list down to 3 that they will meet with:
 - Jim Cushing
 - Bolton and Menk
 - Ingenuity Company
- ii. A committee was chosen to interview the 3 final consultants: Diana Ripperger, Mary Keck, and Jeff Merrill. The board will vote by email and ratify at the June board meeting.

C. Fine-Free Policy Research

I. Third draft of a fine-free policy

- i. The board will propose that the Children and Teen materials go fines free. This is a more manageable dollar amount to find in the budget. Tom Graves will take this proposal to the city council and report back.

D. Hours of Operation

I. Options for resuming a 70-hour weekly schedule

- i. The library had funding to resume 70 hour weekly library schedule. Nicholas and the board discussed where to put those hours back. It was decided that the library will close at 8:30 PM Monday-Thursday and be open 2 more hours on Sunday (12PM-6PM).

Marva made motion to re-instate the library operating hours and Kerry seconded. All voted in favor and the motion passed to re-instate library hours.

E. Nominating Committee for FY21/22 Board Officers

Diana Ripperger –President
Kerry Vande Kieft-Vice president
Mary Keck-Secretary

Jeff made motion for nominating FY21/22 Board officers. Marva seconded. All voted in favor and the motion passed.

Director's Report:

- We have 3 new services staff that were recently hired and 2 new library pages. Lydia Ponder has been hired as the new Interlibrary Loan/Materials Recovery Assistant.
- On June 10th at noon, there will be an All Urbandale Reads book discussion.
- Nicholas encourages everyone to come to our drive through summer reading kickoff. We are hoping for a great turn out!
- So far, there have been 12 applicants for the Assistant Director position.

Marva moved and Jeff seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 6:55 PM.

Respectfully submitted,

Thomas Graves
President

Attest: Leah Cummings