

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
September 27th, 2021

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

STAFF PRESENT: Nicholas Janning, Leslie Noble, Staci Stanton, Leah Cummings

CITIZENS PRESENT: Jim Cushing-Strategic Planning Consultant

CALL TO ORDER: Diana called the meeting to order at 5:47 PM. Jeff read the Character Counts Statement.

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

APPROVE MINUTES: Marva made a motion to approve the August minutes. Jeff seconded the motion. All voted in favor and the motion passed to approve the minutes.

CITIZEN'S FORUM: None

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

UNFINISHED BUSINESS:

A. Re-opening / COVID Operations

- i. Update on Visitor Statistics
 - The library is averaging about 400 people a day. The city's mask policy and signage in the library has helped with patron mask usage. There has been good attendance for the outdoor story times and as fall begins, youth and adult programming will once again be held inside the library. Registration will be required to keep attendance manageable. The youth story times will use yoga mats to help keep families socially distanced.
- ii. Update on re-opening meeting rooms
 - Meeting rooms re-opened for public reservations on Monday, September 20th. The Story Room in the youth area has also been re-opened for patron use.

*The board decided to continue exploring fines-free options, but to table the discussion for now and resume in November when the drafting of the budget begins, and new City Council members have been elected.

B. New Business

- A. Enrich Iowa funding requests:
 - a. Capira curbside software renewal:

Jeff made a motion to approve the renewal of the Capira curbside software. Greg seconded the motion. Jeff, Greg, Marva, Diana, and Kerry voted in favor. Tom voted against the motion. The motion passed.

- b. New coin and bill payment kiosk for front copier:

Tom made a motion to approve funds for a new coin and bill payment kiosk for the front copier. Greg seconded the motion. All voted in favor and the motion passed.

B. Director Evaluation

Diana asked that director evaluations be completed by October 15th and sent to her when completed. There will be a closed-door session at the next meeting.

C. Strategic Planning with Jim Cushing

- a. Presentation by Jim Cushing of draft strategic plan

C. Director's Report

Staci Stanton has been hired as the new Programming and Outreach manager. Carissa Silverio is the new part-time youth assistant. She will lead her first program, a family painting night, this Thursday. The library also held a deaf awareness fair earlier this month. Library staff are gathering statistics that will be included in the annual report, due October 31st. The Iowa Library Association conference is next week, and several staff members will be attending. The library's new contract with Johnson Controls has started which will save \$8-10,000 a year.

Greg moved and Kerry seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 7:29 PM.

Diana Ripperger
President

Attest: Leah Cummings