

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
November 29th, 2021

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

STAFF PRESENT: Nicholas Janning, Leslie Noble, Leah Cummings

CITIZENS PRESENT: Jim Cushing-Strategic Planning Consultant, Citizens Observing

CALL TO ORDER: Diana called the meeting to order at 5:30 PM. Kerry 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: Greg made a motion to approve the October minutes. Marva seconded the motion. All voted in favor and the motion passed to approve the minutes.

CITIZEN'S FORUM: None

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

UNFINISHED BUSINESS:

A. On-Going COVID-19 Response/Re-Opening the Library

- Library staff can receive their COVID booster through the city on December 16th. Currently, the city is following the current CDC guidelines, which means that staff shall continue to wear masks. The Library is still offering masks to patrons which are located at the front desk.

Events and programs held at the library are still requiring registration to help keep patrons socially distanced. Youth Storytimes use yoga mats to keep families spread out and this has been working well.

B. Strategic Planning with Jim Cushing

Approve Strategic Plan: Greg made a motion to approve the strategic plan. Tom seconded the motion. All voted in favor and the motion passed to approve the strategic plan.

C. New Business

- A. Enrich Iowa funding requests:
 - a. Polaris Licenses
 - b. LibraryAware

Greg made a motion to approve the Enrich Iowa funding requests for Polaris licenses and LibraryAware. Tom seconded the motion. All voted in favor and the motion passed.

B. Review of book challenge process

- Nicholas and Leslie spoke to the board about the process of a book in the library's collection being challenged. The library's Collection Development and Management Policy explains this process under the subsection 'Objection to Materials.'

https://www.urbandalelibrary.org/app/uploads/2019/11/Collection-Development-and-Management-policy_2019.pdf

C. Holiday calendar 2022

- Table discussion until the December board meeting.

D. Fine-free policy discussion

- The board discussed the library's draft policy on fine-free. The following policy was proposed:

Beginning January 1, 2022 and until December 31, 2022, the Urbandale Public Library waives late fees for Juvenile Materials. The Board of Directors reserves the right to modify the policy at any time, but it is enacted to offer a trial period for waiving fines.

Material that is not returned will result in suspension of privileges to check materials out of the library for the late patron, effective one week after the due date for an items return. Fees for lost or damaged items are not waived.

Kerry made a motion to approve the draft fine-free policy. Marva seconded the motion. All voted in favor and the motion passed to approve the draft fine-free policy.

Director's Report

A. Annual report

- Nicholas discussed several statistics from the library's annual report that has been submitted to the State Library of Iowa. The report covers July 2020-June 20221.

Greg moved and Mary seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 7:27 PM.

Diana Ripperger
President

Attest: Leah Cummings