

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES**  
**December 13<sup>th</sup>, 2021**

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

**STAFF PRESENT:** Nicholas Janning, Leslie Noble, Leah Cummings

**CITIZENS PRESENT:** None

**CALL TO ORDER:** Diana called the meeting to order at 5:45 PM. Mary read the Character Counts Statement.

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

**APPROVE MINUTES:** Greg made a motion to approve the November minutes. Mary seconded the motion. All voted in favor and the motion passed to approve the minutes.

**CITIZEN'S FORUM:** None

**APPROVE BILL LIST:** Greg made a motion to approve the bill list. Kerry 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**

- A Covid booster clinic will be held at City Hall for staff on December 16<sup>th</sup>. The transmission rate in Polk County is "High," so staff and patrons will continue to wear masks.

**B. Holiday calendar 2022 (enclosed)**

- The board voted on the 2022 holiday calendar. Closings are listed below:

New Year's Day	Saturday	January 1, 2022
Staff Inservice	Monday	February 21, 2022
Easter	Sunday	April 17, 2022
Mother's Day	Sunday	May 8, 2022
Day before Memorial Day, open 12-3 PM	Sunday	May 29, 2022
Memorial Day	Monday	May 30, 2022
Independence Day	Monday	July 4, 2022
Day before Labor Day, open 12-3 PM	Sunday	September 4, 2022
Labor Day	Monday	September 5, 2022
Day before Thanksgiving, close at 3 pm	Wednesday	November 23, 2022
Thanksgiving	Thursday	November 24, 2022
Day after Thanksgiving	Friday	November 25, 2022
Christmas Eve	Saturday	December 24, 2022
Christmas Day	Sunday	December 25, 2022
Day after Christmas	Monday	December 26, 2022
New Year's Eve, close at 3 pm	Saturday	December 31, 2022
New Year's Day	Sunday	January 1, 2023

Marva made a motion to approve the 2022 holiday closings. Greg seconded the motion. Diana, Tom, Kerry, Mary, Greg, and Marva voted in favor. Jeff voted against the motion. The motion passed.

**C. Fine-free discussion**

- Nicholas will keep the board updated on the progress of new fine-free policy of children's materials once it has been implemented.

**NEW BUSINESS:**

**A. Request for Food for Fines day on MLK Day (Monday, January 17<sup>th</sup>)**

- Request to partner with YSS (Youth and Shelter Services) for National Day of Service & Fine Forgiveness on MLK day. Similar to Food For Fines, except fines forgiven for donating new personal care items to benefit Iowa homeless youth. One donation will waive .50 cents.

Greg made a motion to approve National Day of Service & Fine Forgiveness on MLK day. Mary Seconded the motion. All voted in favor and the motion passed.

**B. Approve first draft of FY 2022/2023 Budget Proposal (enclosed)**

- Nicholas went over the first draft of the 2022/2023 budget proposal with the board. Some changes, but overall the budget proposal is similar to previous years. The board will review the budget proposal and will consider voting electronically or discussing at the next meeting.

**C. Creation of Budget Committee**

- A committee was created to further discuss the library's budget. Committee will include Kerry, Mary, and Diana.

**DIRECTOR'S REPORT:**

Nicholas discussed events happening at the library in the month of December. The mitten tree has been set up and patrons can donate winter accessories for the Urbandale Food Pantry. There is a display from the State Historical Society set-up in the library highlighting Iowa's 175<sup>th</sup> anniversary of statehood.

Gingerbread houses entered into the Parks & Rec Gingerbread House Competition will be displayed throughout the library. City Council member Matt Blake has returned from overseas deployment and will be reinstated on the council.

Greg moved and Kerry seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 6:52 PM.

Diana Ripperger  
President

Attest: Leah Cummings