

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
February 28th, 2022

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

STAFF PRESENT: Nicholas Janning, Leslie Noble, Leah Cummings

CITIZENS PRESENT: None

CALL TO ORDER: Diana called the meeting to order at 5:32 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: Kerry made a motion to approve the January minutes. Greg seconded the motion. All voted in favor and the motion passed to approve the minutes.

CITIZEN'S FORUM: None

APPROVE BILL LIST: Tom 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:

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

- A. Updated COVID guidance for employees from HR
- Nicholas went over updated COVID protocols from City Hall. Mayor Andeweg rescinded his emergency proclamation related to COVID on February 22nd. Effective March 1st, masks will no longer be required in city facilities for staff or visitors. There will be new signage made for city buildings encouraging mask-use for non-vaccinated visitors and masks will still be available at front desk.

The library will follow the city's COVID guidance beginning March 1st and revisit protocols next month.

Greg made a motion to approve the city's COVID guidance for the library. Tom seconded the motion. All voted in favor and the motion passed.

II. New Business

- A. Strategic Planning
- a. Summary from previous strategic plan
 - Nicholas went through a summary of the library's previous strategic plan (2016-2021)
 - b. Implementing new strategic plan
 - Nicholas went through goals and solutions for current strategic plan (2022-2026)

B. Enrich Iowa Funding request

a. Logo redesign / graphics design (\$2,499)

- Leslie spoke to the board about starting the process of updating the library's logo and branding. The library will research bids and present information to the board so they can discuss and move forward with pricing options.

C. Update regarding fine-free children's items

- Nicholas gave the board an update on fine-free children's items. Advertising for children's fine-free was launched on February 18th with information featured on the library's website, social media, handouts, and e-newsletter.

D. "Food for Fines" request: April 2nd – 10th (National Library Week)

- The library requested permission for "Food for Fines" program during National Library Week. This will waive overdue fines only.

1 food item=\$1 waived

1 personal care item=\$1 waived

Greg made a motion to approve "Food for Fines" event during National Library Week. Mary seconded the motion. All voted in favor and the motion passed.

E. Policy review: Rules of Conduct

- Nicholas will update the Rules of Conduct policy and present new draft at next month's meeting for review and approval.

Director's Report

A. Requests from public for "corporate" / "institutional" cards

- Nicholas proposed the idea of "corporate/institutional" library cards to the board for consideration. Organizations would have the same borrowing privileges as a regular library card and the organization would be financially responsible for all items.

Nicholas will draft a "corporate/institutional" card policy/contract and present to the board at next meeting.

Nicholas discussed the staff-in service held in February. YSS presented information on homeless youth resources, and staff participated in anti-harassment training as well as several other training topics. DART's Read and Ride program will go from February 27th – March 5th. Riders can use their library card to ride free on any DART bus. The 'Toward a Universal Suffrage' display was on exhibit at the library from January 27th – February 4th.

Greg moved and Mary seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 7:10 PM.

Diana Ripperger
President

Attest: Leah Cummings