

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
March 28, 2022

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

STAFF PRESENT: Nicholas Janning, Leslie Noble, Leah Cummings

CITIZENS PRESENT: None

CALL TO ORDER: Diana called the meeting to order at 5:45 PM. Greg 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: Jeff made a motion to approve the February 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. Jeff seconded the motion. All voted in favor and the motion passed to approve the bill list.

I. Unfinished Business:

- Fine-free children's items update
 - Nicholas gave an update to the board on fine-free children's policy. Presented circulation statistics and lost item statistics. Wording has been added to bills regarding overdue children's items.
- Policy review: Rules of Conduct
 - The board reviewed the new Rules of Conduct policy draft. Line regarding service animals was edited and firearms line removed.

Tom made a motion to approve Rules of Conduct policy draft. Marva seconded the motion. All voted in favor and the motion passed to approve Rules of Conduct policy draft.

II. New Business

- A. Library Board of Trustees start time
- The board discussed changing the start time of the Board of Trustees monthly meetings. The start time has changed several times over the years. Going forward, every Library Board of Trustees monthly meeting will begin at 5:30 PM, including months when the Foundation meets.

Marva made a motion to approve the Board of Trustees 5:30 PM monthly start time. Greg seconded the motion. All voted in favor and the motion passed.

B. Enrich Iowa Funding requests

- Hotspot service renewal
 - \$1,320 to renew service on 11 original hotspots.

Greg made a motion to approve Enrich Iowa funding request for hotspot service renewal. Kerry seconded the motion. All voted in favor and the motion passed.

- Outdoor speaker system
 - \$899.99 for new outdoor speaker system to be used for outdoor programs.

Greg made a motion to approve Enrich Iowa funding request for outdoor speaker system. Mary seconded the motion. All voted in favor and the motion passed.

- Logo redesign / graphics design
 - The library reached out to 4 companies about logo redesign. After a review of their proposals, Super Wink Studio was chosen. The cost for their services is \$5,000.

Jeff made a motion to approve Enrich Iowa funding request for Super Wink Studio logo redesign services. Tom seconded the motion. All voted in favor and the motion passed.

C. "Organizational" cards policy draft

- The board reviewed the draft of the "Organizational" cards policy. Several ideas were discussed including limiting number of checkouts for card, limiting to Urbandale residents, limiting to educational based organizations and social services, and requiring a signed statement of agreement. Nicholas will edit draft and present at next board meeting.

III. Director's Report

Nicholas discussed upcoming National Library Week that runs the first week in April. The library will be having an expanded book sale as well as a Fine Forgiveness event (Food for Fines). The mayor will also announce the All Urbandale Reads 2022 Book.

Other Highlights from director's report:

- City Budget approved March 8th
- New Hillyard equipment in public restrooms
- DART Read and Ride program statistics – 2,083 total rides
- Popular Spring Break activities included Robo Warriors and Magic for Muggles programs

Greg moved and Marva seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 7:13 PM.

Diana Ripperger
President

Attest: Leah Cummings