

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
August 22, 2022

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

STAFF PRESENT: Nicholas Janning, Leslie Noble, Leah Cummings

CITIZENS PRESENT: None

CALL TO ORDER: Kerry called the meeting to order at 5:31 PM. Mary read the Character Counts Statement.

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

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

CITIZEN'S FORUM: None

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

I. **Unfinished Business**

A.) Fine-free children's items update

- Nicholas gave an update on the fine-free children's policy. He shared circulation and lost item statistics with the board, as well as several written comments from patrons.

B.) Logo refresh update

- Leslie gave the board an update on the logo refresh. She shared several examples of the logo, icons, social media posts, email signatures, potential UPL Foundation logo, etc. The logo/brand update will begin on September 1st.

II. New Business

A.) Enrich Iowa funding request: Library promotional material

- \$2,400 – 4,000 stickers for library card sign-up month.

Tom made a motion to approve Enrich Iowa funding request of library promotional materials. Jeff seconded the motion. All approved and the motion passed.

B.) Enrich Iowa funding request: Des Moines Register online database

- \$5,500 in Enrich Iowa funds. The remaining \$4,990 would be funded by the Library Foundation. The board is receptive and directed staff to investigate similar products from other companies. The board indicated that if staff designates ProQuest as the best option, they will vote to approve the ProQuest purchase at the September board meeting.

Mary made a motion to postpone Des Moines Register online database funding request vote until September. Jeff seconded the motion. All voted in favor and the motion passed.

C.) Updated Meeting Room Policy

Tom made a motion to approve the updated Meeting Room Policy. Marva seconded the motion. All voted in favor and the motion passed.

D.) Director's Evaluation (due by November 1st)

- Evaluation must be completed between September 1 – November 1. Kerry Vande Kieft and Mary Keck will interview several staff. Leslie will suggest staff members to be interviewed.

VII. Director's Report

A.) Upcoming accreditation renewal (February 2023)

- Nicholas went through the accreditation sections with the board. Our current accreditation goes through June 2023. Paperwork for accreditation renewal needs to be submitted by February 28th, 2023.

Nicholas highlighted several library programs and events including:

- National Night Out + expanded book sale August 2-7: The library made about \$1,000.
- Nicholas and Staci presented library information to Kiwanis on August 11th.
- The library was featured on KCCI as a cooling center on August 2nd.
- *All of Us* Precision Medicine exhibit currently featured in the library.
- Major Blue & the Mugshots Concert/Rusty Farrington Art Gallery Reception: Sunday, August 28th from 1-3 PM.
- September is Library Card Sign-Up Month: DART Read & Ride September 11-17.
- Tentative proclamation from Mayor Andeweg about Library Card Sign-Up Month at the September 20th City Council meeting.

Marva moved and Jeff seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 6:49 PM.

Kerry Vande Kieft
President

Attest: Leah Cummings