

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
October 24th, 2022

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

STAFF PRESENT: Nicholas Janning, Leslie Noble, Leah Cummings

CITIZENS PRESENT: None

CALL TO ORDER: Kerry called the meeting to order at 5:30 PM. Marva read the Character Counts Statement.

APPROVE AGENDA: Marva 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: Mary made a motion to approve the September minutes. Jeff seconded the motion. All voted in favor and the motion passed to approve the minutes.

CITIZEN'S FORUM: None

APPROVE BILL LIST: Mary made a motion to approve the bill list. Marva 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

- a. Presentation of circulation and budget statistics regarding teen items
 - 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. The board also discussed future planning for fine-free children's items and the possibility of including teen items in next year's draft budget.

VI. New Business

A.) Draft budget for FY 2023-2024

- Nicholas shared the draft budget for FY 2023-2024. He went through the main budget priorities and the budget timeline with the board. Mary and Marva will serve on the budget committee.

B.) Draft schedule of 2023 holiday closings

Marva made a motion to approve the schedule of 2023 holiday closings. Mary seconded the motion. All voted in favor and the motion passed.

C.) Enrich Iowa funding requests:

- a. Digital collection (Hoopla, Overdrive)

Tom made a motion to approve \$10,000 for the digital collection. Mary seconded the motion. All voted in favor and the motion passed.

b. Children's items

Tom made a motion to approve \$3,000 to refresh items in the children's department. Mary seconded the motion. All voted in favor and the motion passed.

c. AWE stations

Jeff made a motion to approve \$6,116 for two new AWE stations. Diana seconded the motion. All voted in favor and the motion passed.

D.) Approve Computer Use policy

Marva made a motion to approve the Computer Use policy. Mary seconded the motion. All voted in favor and the motion passed.

E.) Approve Study Room Use policy

Marva made a motion to approve the Study Room Use policy. Mary seconded the motion. All voted in favor and the motion passed.

VII. Director's Report

A.) Iowa Library Association Conference review

Several Staff attended the Iowa Library Association conference. Nicholas shared conference session highlights. Karen Smith received a 20-year membership award. Julie Finch is running for ILA president.

Nicholas highlighted several library programs and events including:

- Disaster Planning at Johnston Public Library -October 20th
- Planning your Library – November 4th
- Staff is working on space needs assessment
- Vida Sisters Concert - October 16th
- Foundation annual appeal - mailed November 16th
- Early Voting held at the library - November 3-5
- National Bake & Decorate Month Contest
- Trunk or Treat dance party – October 27th 5:30-7:30 PM

VIII. Closed Session

A. Director's Annual Performance Evaluation

Diana made a motion to move to a closed session for the director's annual performance evaluation. Marva seconded the motion. All approved and the meeting moved to a closed session at 6:41 p.m.

Mary motioned to open discussion on Nicholas' evaluation. Marva seconded the motion. All voted in favor and the motion passed.

Diana motioned to approve the evaluation. Tom seconded the motion. All voted in favor and the motion passed.

Marva moved and Tom seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 6:43 PM.

Kerry Vande Kieft
President

Attest: Leah Cummings