

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES**  
**November 28<sup>th</sup>, 2022**

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

**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. Jeff seconded the motion. All voted in favor and the motion passed to approve the agenda.

**APPROVE MINUTES:** Jeff made a motion to approve the October minutes. Marva 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. 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. The trial policy ends on December 31<sup>st</sup>, 2022. The board decided to vote on making the fine-free children's policy permanent.

Greg made a motion to approve the fine-free children's policy in perpetuity. Tom seconded the motion. All voted in favor and the motion passed.

B. Draft budget for FY 2023-2024

- Nicholas went over the draft budget for FY 2023-2024 with the board.

Marva made a motion to approve the draft budget for FY 2023-2024. Tom seconded the motion. All voted in favor and the motion passed.

I. New Business

A.) Martin Luther King Jr Day 2023: food/personal hygiene products for fine forgiveness

Greg made a motion to approve food/personal hygiene products for fine forgiveness on Martin Luther King Jr Day 2023. Jeff seconded the motion. All voted in favor and the motion passed.

- B.) Enrich Iowa:
- a. Overview of Enrich Iowa spending criteria/restrictions received from State Library
    - Nicholas presented an overview of Enrich information from the State Library, specifically the criteria/restrictions for spending direct state aid and open access funds.
  - b. LibraryAware funding request
    - Funds previously used for Gale Collection will be re-allocated for LibraryAware funding.
- C.) Approve Interlibrary Loan policy
- Nicholas will research Open Access spending and expenditures relating to ILL postage. Interlibrary Loan policy will be revisited at the December meeting.
- D.) Approve Borrowing policy
- The board discussed several changes to be made to the Borrowing policy. Nicholas will revise the policy and present new draft at December meeting.

VII. Director's Report

- A.) State of Iowa FY 2021-2022 Annual Report
- Nicholas briefly discussed the library's State of Iowa FY 2021-2022 Annual Report with the board.
- B.) Urbandale Public Library Art Gallery update
- Nicholas gave a brief presentation outlining the Urbandale Public Library Art Gallery Committee and how it operates.

Nicholas highlighted several library programs and events including:

- Trunk or Treat Dance Party (Oct 27): 1,156 attendees
- Veterans Day Memorial Service held at library (Nov 11)
- DesMoiNTRAK Model Railroad Club Exhibit (Nov 12-13): 517 attendees
- Indigenous Resilience: An Evening with Geneviève Salamone (Nov 15)
- The library was a warming center (Nov 18-20)
- Cocoa with a Cop (Dec 3)
- Boardroom series 2022 upcoming webinar – Policy Watch (Nov 30, 6-7:30 PM)
- Julie Finch was elected ILA president!
- Possible book-drop at west side recreation complex
- The Foundation Annual Appeal has been mailed

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

Kerry Vande Kieft  
President

Attest: Leah Cummings