

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
December 19, 2022

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

STAFF PRESENT: Nicholas Janning, Leslie Noble, Leah Cummings

CITIZENS PRESENT: None

CALL TO ORDER: Kerry called the meeting to order at 5:37 PM. Jeff read the Character Counts Statement.

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

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

CITIZEN'S FORUM: None

APPROVE BILL LIST: Jeff 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. He also discussed the preliminary budget report that was submitted to the city on December 14th.

B.) Approve Borrowing policy

- The board reviewed the updated draft of the library's Borrowing policy.

Greg made a motion to approve the Borrowing policy. Marva seconded the motion. All voted in favor and the motion passed.

C.) Approve Interlibrary Loan policy

1.) Presentation of usage and budget statistics regarding ILL services

Jeff made a motion to approve the Interlibrary Loan policy. Tom seconded the motion. All voted in favor and the motion passed.

II. New Business

A.) Enrich Iowa funding request: renew hotspot service agreement

- The library is requesting a total of \$2,640 to renew the service contracts for all 22 hotspots with Mobile Beacon.

Greg made a motion to renew hotspot service agreement. Mary seconded the motion. All voted in favor and the motion passed.

B.) Enrich Iowa funding request: music cd / audiobook / dvd recycling program

- The library is requesting \$500 for recycling services of the CDs, DVDs, and audiobooks on CD that we withdraw through the rest of the fiscal year.

Greg made a motion to approve the funding request for CD recycling. Marva seconded the motion. Greg, Kerry, Jeff, Marva, Diana, and Mary voted in favor. Tom voted against the motion. The motion passed.

C.) Approve Library Cards policy

Tom made a motion to approve the Library Cards policy. Jeff seconded the motion. All voted in favor and the motion passed.

D.) Approve Collection Development and Management policy

Diana made a motion to approve the Collection Development and Management policy. Marva seconded the motion. All voted in favor and the motion passed.

III. Director's Report

Nicholas gave an overview of library news including:

- Formal library budget for FY 23-24 presentation to the city – January 28th
- Library accreditation due to State of Iowa – February 2023
- ADA accessibility checklist – present at January meeting
- Update on the Foundation campaign
- Mitten tree donations accepted through December (Urbandale Food Pantry)
- Urbandale Community Band concert – December 12th
- Noon Year's Eve Party – December 31st
- Library Art Gallery Committee – January 11th at 6 PM – ICN Room

Greg moved and Marva seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 6:29 PM.

Kerry Vande Kieft
President

Attest: Leah Cummings