

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES**  
**February 27, 2023**

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

**STAFF PRESENT:** Nicholas Janning, Leslie Noble, Julie Finch, Leah Cummings

**CITIZENS PRESENT:** None

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

**APPROVE AGENDA:** Greg 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:** Diana made a motion to approve the January minutes. Tom seconded the motion. All voted in favor and the motion passed to approve the minutes.

**CITIZEN'S FORUM:** None

**STAFF PRESENTATION:** President-Elect Julie Finch regarding Iowa Library Association.

**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. New Business

A.) Approve City of Urbandale Employee Handbook

Greg made a motion to approve the City of Urbandale Employee Handbook. Tom seconded the motion. All voted in favor and the motion passed.

B.) Enrich Iowa Funding Request: Urbandale Chamber of Commerce Welcome Letter

Greg made a motion to approve the Enrich Iowa funding request for the Urbandale Chamber of Commerce Welcome Letter. Mary seconded the motion. All voted in favor and the motion passed.

C.) Request for Food for Fines during National Library Week 2023

Tom made a motion to approve the Food for Fines during National Library Week 2023 request. Mary seconded the motion. All voted in favor and the motion passed.

II. Director's Report

A.) Progress on reaccreditation with State Library

- The library's accreditation application was submitted on February 13<sup>th</sup>.

B.) Library budget FY 23 – 24

- Budget presentation to the city was held on January 28<sup>th</sup>. Budget hearings and formal approval will be in March.

Nicholas gave an overview of library news including:

- Staff In-Service was held on February 20<sup>th</sup>.
- Polaris upgrade completed on February 20<sup>th</sup> during library in-service.
- Black History Month – Several programs held at the library celebrating Black History, including book clubs, movie night, and employee luncheon.
- AARP Tax Aid in the ICN Room M-TH through April 11<sup>th</sup>.
- Sensory Spaces Event was held on February 26<sup>th</sup> – 30 attendees.
- The library is a polling place on March 7<sup>th</sup> for the U-Plex vote.
- Tentative City Council Meeting on April 18<sup>th</sup> with possible National Library Week proclamation.

Greg moved and Jeff seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 6:44 PM.

Kerry Vande Kieft  
President

Attest: Leah Cummings