

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES**  
**May 22, 2023**

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

**STAFF PRESENT:** Nicholas Janning, Leslie Noble, Staci Stanton, Leah Cummings

**CITIZENS PRESENT:** None

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

**APPROVE AGENDA:** Mary 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 April minutes. Marva seconded the motion. All voted in favor and the motion passed to approve the minutes.

**CITIZEN'S FORUM:** None

**STAFF PRESENTATION:** Staci Stanton with an overview of the Programming and Outreach Department

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

I. Unfinished Business

A.) Fiscal year 2023-2024 officer nominating committee

- President – Mary Keck
- Vice President – Greg Ward
- Secretary – Tom Graves

Diana made a motion to approve the 2023-2024 slate of officers. Marva seconded the motion. All voted in favor and the motion passed.

II. New Business

A.) Enrich Iowa request: Continuing education for staff (webinars from LibraryWorks)

Greg made a motion to approve \$600 to fund a series of continuing education webinars for library staff. Tom seconded the motion. All voted in favor and the motion passed.

B.) Enrich Iowa request: Audiovisual items recycling initiative

Greg made a motion to approve \$1,200 to purchase 10 more GreenDisk boxes to continue our sustainable program for disposing of withdrawn CDs and cases. Jeff seconded the motion. All voted in favor and the motion passed.

C.) Appointment to the Foundation

- Marva McCarty (current term expires 6/30/2023)
- Open position (currently occupied by Jeff Merrill. Term expires 6/30/2023)

Greg made a motion to appoint Marva McCarty and Kerry Vande Kieft to the Foundation. Tom seconded the motion. All voted in favor and the motion passed.

D.) Auto-renewals for library items research

- Nicholas presented research on the auto-renewal process for libraries.

Greg made a motion to approve auto-renewals pending amended draft of Borrowing Policy. Tom seconded the motion. All voted in favor and the motion passed.

III. Director's Report

Nicholas highlighted several library programs and events including:

- National Library Week was a success – Over \$3,000 collected from book sale and 355 items were collected through Food for Fines program.
- The library has been successfully reaccredited – valid through February 2026.
- A space utilization study advertisement has been sent out.
- The painting in the lobby/meeting rooms has been completed!
- The new conference room chairs will be delivered in June.
- The Summer Reading Kickoff will be held June 1<sup>st</sup> from 4:30-6:30 PM
- Upcoming Summer Performance Series (harp & flute concert) – June 11<sup>th</sup> at 1:30 PM

Greg moved and Mary seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 6:48 PM.

Kerry Vande Kieft  
President

Attest: Leah Cummings