

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
August 28th, 2023

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

STAFF PRESENT: Nicholas Janning, Leslie Noble, Julie Finch, Leah Cummings, Lydia Ponder, James Margadant

CITIZENS PRESENT: None

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

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

APPROVE MINUTES: Diana made a motion to approve the July minutes. Caleb seconded the motion. All voted in favor and the motion passed to approve the minutes.

CITIZEN'S FORUM: None

Staff Presentation: Patron Experience Department and sustainability efforts at the Urbandale Public Library (Julie Finch, Lydia Ponder, and James Margadant)

APPROVE BILL LIST: Diana 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.) Space utilization assessment proposals

- Thirdway Space

Kerry made a motion to approve the company Thirdway Space for the library's space utilization assessment. Tom seconded the motion. All voted in favor and the motion passed.

II. New Business

A.) Enrich Iowa funding request: Adult book club kits

- \$4,000 to cover the costs of multiple copies of the library's book club titles for 2024.

Tom made a motion to approve the funding request for adult book club kits. Marva seconded the motion. All voted in favor and the motion passed.

B.) Director's Evaluation (due by November 1st)

- Mary and Greg will interview staff in September. Closed session on October 23rd.

III. Director's Report

A.) Library Strategic Plan Update

B.) Mayor's Proclamation: National Library Card Sign-Up Month (September 5th at 6 pm at City Hall)

- The board is invited to the Mayor's Proclamation. Arrive at 5:45 PM for a photo-op.

Nicholas highlighted several library programs and events including:

- August Semi-Annual Used Book Sale - Made \$1,678.
- Polk County approved contract for rural residents.
- Library staff participated in fires extinguisher training. Planning on further training for first aid, CPR and AED.
- Library staff are compiling statistics for the State Library of Iowa's annual report.
- National Library of Medicine Exhibit: "For All The People" in the library through the month of August.
- DART Read & Ride Week (September 17-23) - Riders can show their physical, digital or fob library card to ride free all week long.
- Upcoming library trustee training in Mitchelville – September 26th
- Upcoming Virtual Training - Intersections: Where City and Library Meet – September 21st

Kerry moved and Marva seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 6:56 PM.

Respectfully submitted,

Mary Keck
President

Attest: Leah Cummings