

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

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

**STAFF PRESENT:** Nicholas Janning, Leslie Noble

**CITIZENS PRESENT:** None

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

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

**APPROVE MINUTES:** Diana made a motion to approve the October minutes. Kerry seconded the motion. All voted in favor and the motion passed to approve the minutes.

**CITIZEN'S FORUM:** None

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

I.) Unfinished Business

A.) FY 2024 – 2025 budget committee

- The board discussed the FY 2024-25 budget and the possibility of price inflation for book prices.

Tom made a motion to approve the budget with the option to revise the book budget at the December 2023 meeting, based on inflation prices. Marva seconded the motion. All voted in favor and the motion passed.

B.) Discussion of space utilization study final report

- Nicholas provided an update on the progress of our space utilization final report.

II.) New Business

A.) Martin Luther King Jr. Day 2024: food/hygiene products for fine forgiveness

Kerry made a motion to approve the 2024 MLK Day fine forgiveness event. Tom seconded the motion. All voted in favor and the motion passed.

III.) Director's Report

Nicholas highlighted several library programs and events including:

- The new Webster Elementary book drop has been installed.
- Flash Book Sale and train show in November were a big success!
- The library is evaluating options for new meeting room software.

- Budget presentation – February 3<sup>rd</sup>, 2024.
- December 12<sup>th</sup> 5-6 PM: Reception for outgoing council members.
- New council members: Blake Rozendaal and Pat Boddy.
- December 19<sup>th</sup>: presentation to Mayor's Public Art Committee.
- State Library Trustees training part 3 – November 30<sup>th</sup> 6-7 PM.
- December 18<sup>th</sup> Foundation and Board meeting – one week early due to Christmas.

Kerry moved and Marva seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 6:25 PM.

Respectfully submitted,

Mary Keck  
President

Attest: Leslie Noble