

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES  
October 24, 2016**

**MEMBERS PRESENT:** Jeff Merrill, Diana Ripperger, Tom Graves, Dede Zaun, Jerry Brimeyer, Greg Ward and Marva McCarty.

**STAFF PRESENT:** Julie Wells, Katherine Manion, Lynnae Dingeman and Susan Nass.

**CALL TO ORDER:** President Brimeyer called the meeting to order at 5:30 p.m. Marva read the Character Counts statement.

**APPROVE AGENDA:** Julie requested New Business item B. Revised Meeting Room Use be discussed before Unfinished Business items. Greg made a motion to approve the amended agenda. Marva seconded the motion. All voted in favor and the motion passed.

**APPROVE MINUTES:** Dede made a motion to approve the September 26, 2016 minutes. Jeff seconded the motion. All voted in favor and the motion passed.

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

**CITIZEN'S FORUM:** None

**UNFINISHED BUSINESS:**

A. Revised Meeting Room Use Policy: Lynnae Dingeman, meeting room coordinator, was present to answer questions concerning proposed changes:

**Current:** *A meeting room reservation request must be submitted at least seven days prior to use.*

**Proposed:** *A meeting room reservation request must be submitted at least three days prior to use.*

Evanced, the new meeting room reservations software, displays room availability three days in advance of the current date.

**Current:** Rooms are available:

| Room             | Monday - Thursday      | Friday - Saturday     | Sunday                |
|------------------|------------------------|-----------------------|-----------------------|
| Meeting Room A/B | 9:00 a.m. - 11:00 p.m. | 9:00 a.m. - 6:00 p.m. | 1:00 p.m. - 5:00 p.m. |
| Meeting Room A   | 9:00 a.m. - 11:00 p.m. | 9:00 a.m. - 6:00 p.m. | 1:00 p.m. - 5:00 p.m. |
| Meeting Room B   | 9:00 a.m. - 11:00 p.m. | 9:00 a.m. - 6:00 p.m. | 1:00 p.m. - 5:00 p.m. |
| Conference Room  | 9:00 a.m. - 9:00 p.m.  | 9:00 a.m. - 6:00 p.m. | 1:00 p.m. - 5:00 p.m. |

Evanced will not allow meeting room reservations to extend past 9:30 p.m. and will not allow a manual override.

**Proposed:** Change time for Meeting Room A/B, Meeting Room A, and Meeting Room B from 11:00 p.m. to 9:30 p.m. Monday – Thursday.

**Current:** *A reservation may not be made more than six months in advance. This statement does not coincide with the dates listed in the following table:*

| Meeting Date         | Online Reservations Accepted | Phone, Email, and In Person Reservations Accepted |
|----------------------|------------------------------|---------------------------------------------------|
| January 1- June 30   | October 31                   | November 1                                        |
| July 1 - December 31 | April 30                     | May 1                                             |

**Proposed:** *A meeting room reservation request may be made will replace the above statement.*

**Current:** *Food and non-alcoholic beverages are allowed but must be kept in the meeting room. All meals, snacks, and beverages must be provided by the Library’s contracted concessionaire.*

**Proposed:** Removing the statement, *All meals, snacks, and beverages must be provided by the Library’s contracted concessionaire*, will allow food and non-alcoholic beverages to be provided by the user or catered from any establishment.

B. Revised Computer Use Policy: Bob Laden, city attorney, addressed removal of the following from the current computer use policy: *Parental or guardian permission is required for individuals under 14 years of age.* He stated requiring permission violates the 1<sup>st</sup> Amendment and the rights of minors and has provided a letter explaining this position. Jeff made a motion to remove the statement, *Parental or guardian permission is required for individuals under 14 years of age*, from the policy. The statement, *Parents are responsible for enforcing any restrictions on the use of library materials, including computer usage*, will be added to the library card application form. Greg seconded the motion. All voted in favor and the motion passed.

C. Closing for Staff In-Service: Closing on Friday, February 10, 2017 for a joint metro-area staff in-service day was approved at the September board meeting. The approved motion stated the library would close 9:00 a.m. – 3:30 p.m. and reopen, if staff is available, from 3:30-6:00 p.m. Due to staffing issues and the fact that the event is being held at our library, Julie asked to close the entire day. The board was in agreement and a vote was not required.

D. Security Gates: Julie provided the board members with inventories associated with the use of the security function of the gates. Tom made a motion to continue the practice of the prior year. Jeff seconded the motion. All voted in favor and the motion passed. This issue will be revisited in one year.

E. Café Space Use: Dick Lily, Facilities Supervisor, is working on a cost estimate for repurposing the café space.

**NEW BUSINESS:**

- 2017 Closings: Julie provided the board members with proposed closing dates for 2017. Greg made a motion to accept the dates. Marva seconded the motion and the motion passed. Tom made a motion to close the library on Saturday, December 31, 2016 at 4:00 p.m. instead of 1:00 p.m. Diana seconded the motion. All voted in favor and the motion passed.

- Outreach Committee Report: The Outreach Committee met with Julie Wells and Janine Bauer on October 5, 2016. The committee proposed:

- planning a Lunch 'n Learn with the City Council to present a power point on the importance of the library
- compiling a list of community groups for the Board to advocate for the library
- requesting more money in FY17/18 budget for advertising.

**DIRECTOR'S REPORT:**

Julie reported that she is currently working on the budget and the state report. She has hired a new Youth Services Specialist and an Assistant Custodian. Three staff members recently attended the ILA meeting and will share their experiences with the library staff this week at our monthly meeting.

Dede made a motion to adjourn. Greg seconded the motion. All voted in favor and the meeting adjourned at 6:15 p.m.

Jerry Brimeyer  
President

Attest: Susan Nass