

URBAN DALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
September 26, 2016

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

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

CALL TO ORDER: President Brimeyer called the meeting to order at 5:45 p.m. Marva read the Character Counts statement.

APPROVE AGENDA: Julie requested an item be added to New Business concerning closing the library for a staff in-service day. Diana made a motion to approve the amended agenda. Tom seconded the motion. All voted in favor and the motion passed.

APPROVE MINUTES: Marva made a motion to approve the August 22, 2016 minutes. Jeff seconded the motion. All voted in favor and the motion passed.

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

CITIZEN'S FORUM: None

UNFINISHED BUSINESS:

A. Approve Revised Computer Use Policy: Julie spoke with Bob Laden, city attorney, concerning the 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 1st Amendment and the rights of minors. Tom would like Bob Laden to provide a letter stating this position. The item was tabled.

B. Strategic Plan Quarterly Update: Julie provided an update on the library's five-year strategic plan. The members were pleased with the forward movement and the continued outreach activities in the community.

C. Café Space Use: Julie provided a very preliminary cost estimate for re-purposing the café space. Jeff made a motion to obtain quotes for the necessary construction work excluding replacing the exterior door with a window unit. Tom seconded the motion. All voted in favor and the motion passed.

NEW BUSINESS:

A. Professional Services Agreements for Chair Selection: Julie expressed her desire to have some assistance in selecting the new lounge chairs for the library. Dede made a motion for Julie to prepare the bid package for the chairs using any assistance necessary. Marva seconded the motion. All voted in favor and the motion passed.

B. Zinio Renewal: The digital magazine service, Zinio, is up for renewal on October 1, 2016. If renewed, Enrich Iowa funds will be used to pay the annual platform and subscription fees totaling approximately \$3,500. Jeff made a motion to proceed with the renewal. Diana seconded the motion. All voted in favor and the motion passed.

C. Closing library for In-Service Day: Julie requested closing the library on February 10th for the annual staff in-service day, which is typically held on Presidents' Day. Metro-area libraries are implementing a joint in-service day on February 10th. The joint in-service day is a Capital Crossroads' project. Dede made a motion to close the library February 10th from 9:00 a.m. to 3:30 p.m., but re-open to the public from 3:30 p.m. to 6:00 p.m. if staff is available. Tom seconded the motion. All voted in favor and the motion passed.

DIRECTOR'S REPORT:

Julie announced that there will be a Lunch 'N Learn on Tuesday, October 18th at noon. Lynnae will introduce Evanced, the new meeting room scheduling software. The assistant custodian has resigned and Julie will be hiring a replacement. The *Dinner with the Singers* is being promoted and several tickets have been sold.

Diana made a motion to adjourn. Dede seconded the motion. All voted in favor and the meeting adjourned at 7:00 p.m.

Jerry Brimeyer
President

Attest: Susan Nass