

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
Special Meeting – February 3, 2016

MEMBERS PRESENT: Diana Ripperger, Tom Graves, Marva McCarty, and Greg Ward.

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

CITIZEN'S FORUM: John Zehr, owner of Main Street Café and Bakery.

NEW BUSINESS:

- A. Café Vendor Discussion: John was introduced to the board members and asked if he could share his thoughts for operating Chapter's café. He stated that the catering portion of the business is what he would begin immediately and would be a large focus for his staff. He would contact all parties that have meeting room bookings and present his catering options to them. If any of these upcoming bookings have already placed orders with Mustard's he would graciously ask them to consider him in the future. John stated that 90 days would be enough time to determine if operating the café would be lucrative. He stated he would need from 30-45 days to get the required license and that he would begin the process immediately. John agreed to have the hours of operation in the café be 9:00 a.m. to 6:00 p.m. Monday through Saturday and 1:00 p.m. to 5:00 p.m. on Sundays. These hours could change after he determines profitability.

The immediate needs that John requested are that the café be cleaned and that equipment be checked and calibrated. The board discussed helping him with marketing the business and providing him the exclusive catering business. John will investigate his insurance coverage and provide a certificate of insurance.

Greg made a motion to allow Julie Wells the authorization to offer Main Street Café and Bakery the 90 day trial period of operating Chapter's Café. Marva seconded the motion. All voted in favor and the motion passed.

Marva made a motion to adjourn and Greg seconded it. All voted in favor and the motion carried. The meeting adjourned at 6:40 p.m.

Diana Ripperger
President

Attest: Susan Nass