

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
December 18, 2017**

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

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

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

APPROVE AGENDA: Jerry made a motion to approve the agenda. Diana seconded the motion. All voted in favor and the motion passed.

APPROVE MINUTES: Jeff made a motion to approve the November 27, 2017 minutes. Jerry seconded the motion. All voted in favor and the motion passed.

APPROVE BILL LIST: Jerry 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. Exterior Book Return—Update: Julie made some changes to the original wrap design for the return and is waiting for the vendor to update the design. She met with staff from Webster Elementary to decide on a location for the return and is waiting for final approval of the selected site.
- B. FY18/19 Budget—Update: Julie reported that the City Council meeting to review the budget will be held in January.

NEW BUSINESS:

- A. Approve Revised Rules of Conduct Policy: Julie presented information provided by the City regarding city facilities located within 1,000 feet of a public school being able to prohibit firearms. This is based on Iowa Code section 724.7. The library is within 1,000 feet of Valerius Elementary School. If the Library prohibits firearms, the Library's Rules of Conduct policy will be revised to reflect the change in policy. After discussion, the board decided to table approval of the policy revision until further discussion with the City attorney.

DIRECTOR'S REPORT:

Julie and Laura Sauser will be working with the historical society on the possibility of creating an oral history project. The Bravo grant will be used on the artist-in-residence program, which will be renamed at a later date. Nellie's Vending provided their report on sales and rebates. The library will be closed on December 25, 26, 27, and 31, 2017 and on January 1, 2018.

Jeff made a motion to adjourn and Diana seconded the motion. All voted in favor and the meeting was adjourned at 5:50 p.m.

Marva McCarty
President

Attest: Susan Nass