

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**July 23, 2018**

**MEMBERS PRESENT:** Jeff Merrill, Greg Ward, Diana Ripperger, Dede Zaun, and Kerry Vande Kieft. Tom Graves was absent for good cause.

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

**CALL TO ORDER:** Greg Ward called the meeting to order at 5:30 p.m. Jeff read the Character Counts statement.

**APPROVE AGENDA:** Dede made a motion to approve the agenda. Jeff seconded the motion. All voted in favor and the motion passed.

**APPROVE MINUTES:** Jeff made a motion to approve the June 25, 2018 minutes. Diana seconded the motion. All voted in favor and the motion passed.

**APPROVE BILL LIST:** Diana 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. Strategic Plan Quarterly Update: The board expressed their appreciation for receiving the Strategic Plan update and discussed the progress made on various goals and objectives.

**NEW BUSINESS:**

- A. FY17/18 Open Access Report: The board reviewed the report which shows the number of items were borrowed by cardholders who are not residents of Urbandale, Windsor Heights, or rural Polk County. Julie will provide the reverse open access report when it becomes available.
- B. FY18/19 Enrich Iowa Funding Request: Laura Sauser, Community Manager, requested \$1,500 to fund the hiring of an intern to assist with the planning and initial rollout of the *1000 Books Before Kindergarten* program in the fall of 2018. Dede made a motion to approve and Jeff seconded the motion. All approved and the motion passed.
- C. Art UP Close: Julie provided information on the new Artist in Residence, James Osborne. His term is from August 1 – November 30<sup>th</sup>.

**DIRECTORS REPORT:** Julie met with Dick Lily, Facility Supervisor, to begin planning for replacing the carpet in the staff area. This project should begin at the start of 2019. Julie reported that there were 1,900 readers signed up for summer reading this year – last summer there were 1,600. The new sign panels have been delivered and should be installed by the end of July. Julie will investigate the discrepancy between the board bylaws and the city ordinance concerning absences for board members.

Jeff made a motion to adjourn and Dede seconded it. All approved and the meeting adjourned at 6:05 p.m.

Respectfully submitted,

Greg Ward  
President

Attest: Susan Nass