

**URBAN DALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
February 25, 2019**

MEMBERS PRESENT: Diana Ripperger, Marva McCarty, Tom Graves (remote), Dede Zaun, Kerry Vande Kieft, and Greg Ward

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

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

APPROVE AGENDA: Diana made a motion to move Citizen's Forum and Unfinished Business after Approve Agenda. Dede seconded the motion. All voted in favor and the motion passed.

APPROVE MINUTES: Dede made a motion to approve the January 28, 2019 minutes. Marva seconded the motion. All voted in favor and the motion passed.

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

CITIZEN'S FORUM: Mayor Bob Andeweg and AJ Johnson, City manager were present as well as other citizens, for the discussion regarding the reduction to the Library's FY19/20 budget.

UNFINISHED BUSINESS:

A. FY 19/20 Budget: Budget Committee's recommendation to achieve FY19/20 \$122,000 budget reduction:

- reduce hours by four per week (\$20,800 savings)
- reduce other operating expenses (\$29,200 savings)
- increase fines to .25 per item, (\$25,000 additional revenue)
- use restitution money, (\$47,000)

Reduce Hours (\$20,800 savings)

Proposed Hours

Monday-Thursday	9:00 a.m.- 8:00 p.m. (66)
Friday-Saturday	9:00 a.m.- 6:00 p.m.
Sunday	1:00 p.m.- 5:00 p.m.

Reduce Operating Expenditures (\$29,200 savings)

- eliminate wallpaper replacement, (\$23,000)
- eliminate advertising—will rely on Patron Point (\$2,500)
- eliminate Library Aware database—will no longer need when Patron Point is implemented (\$2,150)
- reduce office supplies, (\$1,550)

Increase Revenue (\$25,000 additional revenue)

Increasing fines to .25 per item would potentially increase revenue by \$40,512.20.

Kerry made a motion to approve the budget recommendations. Tom seconded the motion. All voted in favor and the motion passed.

B. Strategic Plan Update: Julie distributed the Strategic Plan Quarterly Update, October-December 2018

NEW BUSINESS:

DIRECTORS REPORT: Light fixtures in the staff work areas are being replaced with LED lighting. The project should be completed soon and will reduce energy costs. Nellie's Vending provided a quarterly report and they continue to provide good service. Jenny is busy planning the Maker Break themed spring break activities for March 15-22. The Volunteer Lunch will be held Wednesday, April 3 at the Machine Shed. The roof is continuing to have leaking issues and will be attended to once snow/ice melts.

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

Respectfully submitted,

Greg Ward
President

Attest: Susan Nass