

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MINUTES**  
**March 25, 2019**

**MEMBERS PRESENT:** Diana Ripperger, Marva McCarty, Tom Graves, Dede Zaun, Kerry Vande Kieft, Greg Ward, and Jeff Merrill

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

**CALL TO ORDER:** Greg called the meeting to order at 5:40 p.m. Marva read the Character Counts statement.

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

**APPROVE MINUTES:** Diana made a motion to approve the February 25, 2019 minutes. Kerry 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:** Urbandale resident, Joan Racki, commented on the reduction to the Library's FY19/20 budget. Joan has over 20 years' experience as a budget analyst for the Board of Regents and offered her knowledge and assistance.

**UNFINISHED BUSINESS:**

- A. FY19/20 Budget: The Board is waiting to hear how the vote turns out at the April 1 Windsor Heights City Council meeting on whether to contract with Urbandale or Des Moines to provide library service for Windsor Heights' residents. This vote will determine if any additional cuts to the FY19/20 budget will be required. Marva and Kerry will meet with Julie after this meeting and identify a tiered structure for the budget cuts.

**NEW BUSINESS:**

- A. Appointment to the Foundation: Tom made a motion to appoint Diana to the Foundation Board for another three year term, expiring June 30, 2022. Dede seconded the motion. All approved and the motion passed
- B. Approve Revised Computer Use Policy: Julie presented proposed revisions to the Computer Use Policy. The proposed changes were discussed. The Board would like the city attorney to review the policy before approval.
- C. Approve Revised Meeting Room Use Policy: Julie presented proposed revisions to the Meeting Room Use policy. The proposed changes reflect the Library's new closing time of 8:00 p.m. effective July 1, 2019:
- change room availability from 9:00 a.m. - 9:30 p.m. to 9:00 a.m. - 8:00 p.m., Monday-Thursday, Meeting Rooms A/B, A, and B
  - change room availability from 9:00 a.m. - 9:00 p.m. to 9:00 a.m. - 8:00 p.m., Monday-Thursday, Conference Room

Kerry made a motion to approve the changes to the Meeting Room Policy. Tom seconded the motion. All voted in favor and the motion passed.

- D. Windsor Heights' Contract: The Windsor Heights City Council will decide at their April 1 meeting whether to contract with Urbandale or Des Moines to provide library service for Windsor Heights' residents.

**DIRECTOR'S REPORT:** A large piece of the gutter fell off the building due to ice. The City is getting repair cost estimates.

April 7-13 is National Library Week. Julie offered two dates for the Board members to greet patrons at 5:00 p.m. and then attend the City Council Meeting where the Mayor will issue a proclamation and announce the All Urbandale Reads for 2019.

Marva made a motion to adjourn. Tom seconded and all voted in favor and the meeting adjourned at 6:40 p.m.

Respectfully submitted,

Greg Ward  
President

Attest: Susan Nass