

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
May 18, 2020

MEMBERS PRESENT: Diana Ripperger, Kerry Vande Kieft, Jeff Merrill, Marva McCarty, Mary Keck and Tom Graves

STAFF PRESENT: Katherine Manion, Susan Nass, Julie Finch, and Laura Sauser

CALL TO ORDER: Jeff called the meeting to order at 5:30 p.m. The Library Board is meeting virtually due to the COVID-19 pandemic. Jeff read the Character Counts statement.

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

APPROVE MINUTES: Diana made a motion to approve the April 27, 2020 minutes. Kerry seconded the motion. All voted in favor and the motion passed.

CITIZEN'S FORUM: None

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

UNFINISHED BUSINESS:

- A. **Windsor Heights:** Katherine prepared a written explanation to Windsor Heights library cardholders. It explains the effects of the terminations with the Urbandale Public Library and the new agreement with the Des Moines Public Library, effective July 1, 2020. This letter directs residents to contact the City of Windsor Heights for information about this change. The Windsor Heights cardholders will receive this letter through e-mail or postal mail and copies of the letter will be available at the services desks.
- B. **Emergency Closure Policy:** Katherine and Tom will review the Emergency Closure Policy and will present the amended policy at the June 22 meeting.
- C. **On-Going COVID-19 Response:** The Board reviewed Katherine's proposed re-opening framework and guidelines. The library is currently operating at the orange level where only delivery/pickup is allowed. The plan is to phase into the yellow level sometime in June where 50% capacity is allowed. Many preparations must be completed including Plexiglas at services desks, mobile shelving, relocating computers, and early hours for vulnerable patrons and sanitation guidelines.
- D. **Strategic Planning RFP:** Diana made a motion to suspend the process for completing a strategic plan for up to one year when we have returned to an environment where public participation is more likely. Mary seconded the motion. All members voted in favor and the motion passed.

NEW BUSINESS:

- A. **Appoint FY20/21 Board Officers:** Mary made a motion to nominate Tom for President, Diana for Vice-President, and Kerry for Secretary of the Urbandale Public Library Board of Trustees. Marva seconded the motion. All voted in favor and the motion passed.

B. Open Access Agreement-2021-2021: Mary made a motion to approve the one year Open Access Agreement. Diana seconded the motion. All voted in favor and the motion passed. Katherine provided the board members with the Enrich Iowa Funding Summary and explained that unused funds may be rolled over into the next fiscal year. She expressed interest in purchasing mobile display shelving and to proceed with website training. The board has previously approved these requests and the board consensus is to leave the purchasing to the discretion of the director.

DIRECTOR'S REPORT: Katherine reported that full and permanent part-time staff have reported back to their regular hours. The June Board and Foundation meetings may be held virtually, in person, or a combination of both, depending on the preferences of the membership. Katherine inquired as to where she should focus her energies and the board asked her to continue focusing on re-opening and the health and security of library staff.

Tom moved and Mary seconded a motion to adjourn. The meeting adjourned at 7:00 p.m.
Respectfully submitted,

Jeff Merrill
President

Attest: Susan Nass