

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
September 28, 2020

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

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

CALL TO ORDER: Tom called the meeting to order at 5:45 p.m. Marva read the Character Counts Statement.

APPROVE AGENDA: Greg 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: Greg made a motion to approve the August 24 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. Mary seconded the motion. All voted in favor and the motion passed.

UNFINISHED BUSINESS:

- A. **On-Going COVID-19 Response:** Katherine stated that the City of Urbandale buildings would be opening to the public on November 2. The plan is to open up with a limit of 50 people entering the library at a time with masks required. The Fire Department has offered a standing tablet that checks for fever as people enter the building. Curbside deliveries will continue on a limited basis after the library re-opens.
- B. **Director Search:** Diana and Tom gave reports on the reference checking of the two candidates for the director position. Katherine provided results on a survey she asked staff to complete giving additional information on the candidates. Greg made a motion to offer Nicholas Janning the position as the Director of the Urbandale Public Library. Kerry seconded the motion. Diana, Marva, and Jeff abstained. Kerry and Greg voted in favor. Mary and Tom voted against the motion. Kerry made a motion to conduct another round of interviews with the two candidates via WebEx on Monday, October 5th. Marva seconded the motion. Six members voted in favor and Greg abstained. The motion passed.
- C. **Weapons Policy:** Jeff made a motion to rescind the weapons policy. Kerry seconded the motion. All voted in favor and the motion passed.

NEW BUSINESS:

- A. **Acting Director Evaluation:** This evaluation is due on November 1. Greg made a motion to allow Tom to complete Katherine's performance evaluation. Marva seconded the motion. All voted in favor and the motion passed.

- B. Re-Opening the Library:** The board members discussed options of providing more services to customers while the library is closed. Katherine will investigate strategies for providing more computer access.

DIRECTOR'S REPORT:

Katherine distributed information on last year's budget process. The Board discussed library card expiration dates. Katherine would like to push the expiration of library cards forward 6 months. The State Library accreditation is every three years so that leaves the library within the requirements. The Board agreed that dates could be extended.

Marva moved and Mary seconded a motion to adjourn. The meeting adjourned at 7:47 p.m.
Respectfully submitted,

Tom Graves
President

Attest: Susan Nass