

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
DECEMBER 14, 2020**

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

STAFF PRESENT: Nicholas Janning, Katherine Manion, Laura Sauser, Susan Nass, Brianna Ryan

CALL TO ORDER: Tom called the meeting to order at 5:46 p.m. Kerry read the Character Counts Statement.

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

APPROVE MINUTES: Kerry made a motion to approve the November 23 minutes. Jeff 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. Greg seconded the motion. All voted in favor and the motion passed.

UNFINISHED BUSINESS:

- A. On-Going COVID-19 Response/Re-Opening the Library:** Nicholas reminded the members that the City criteria for re-opening is currently set at Polk County being at 5% positivity for COVID 19. He reported that he and his staff are working to increase library services during this time of closure. These measures include: increasing computer use hours, moving equipment to be accessible to patrons in the lobby/hallway, introducing the chat button on the library home page, expanding book bundles and curbside service. Patrons can now make an appointment for notary services.
- B. Budget Committee:** Nicholas and Katherine have presented the initial draft of the budget. They will present the final budget for 2021/2022 on January 23 at the City Council meeting.

NEW BUSINESS:

- A. Holiday Closings Calendar 2021 Correction:** Jeff made a motion to approve the corrected calendar of closings for 2021. Kerry seconded the motion. All voted in favor and the motion passed.
- B. Enrich Iowa Funding Requests:** We received a total of \$73,195.89 in December 2020. We also have \$61,709.45 left over from last year. So far, we have spent \$995 (on Capira software). We have a total of \$133,910.34 left. The Enrich Iowa Funding Requests include.
- **ICN A/V updates - \$7,500**
 - **Patron Point - \$6,500**
 - **Strategic Planning - \$25,000**
 - **Hoopla - \$10,000**

Jeff made a motion to approve all requests for up to \$49,000. Marva seconded the motion. All voted in favor and the motion passed.

DIRECTOR'S REPORT:

Nicholas stated that he is continuing to search for ways to provide library services during this time of closure. The search has begun for the full time Youth Services employee. The budget will be presented on January 23 to City Council. He would like to meet with the board members individually in the upcoming months.

Greg moved and Mary seconded a motion to adjourn. The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Tom Graves
President

Attest: Susan Nass