

**URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES
March 22, 2021**

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, Julie Finch

CALL TO ORDER: Tom called the meeting to order at 5:45 p.m.

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

APPROVE MINUTES: Kerry made a motion to approve the February 22 minutes. Greg seconded the motion. All voted in favor and the motion passed.

CITIZEN'S FORUM: Diane Mulcahy, a patron, came to express her views to the library board concerning the March Book Page publication. The library subscribes to the Book Page publication as a reader's advisory tool. It was included with her book that she picked up at curbside delivery. On an advertisement page, a book was listed titled *Lick Like a Lesbian*, by Wise Cracks. Diane found this offensive and wanted to communicate her issues with the publication to the board members.

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

UNFINISHED BUSINESS:

A. 2022-2027 Strategic Plan Update:

- i. Review of the draft of Request for Proposals document:
The Urbandale Public Library is seeking proposals from qualified firms or consultants to lead our Board of Trustees and staff through a strategic planning process. The board members reviewed this draft and Nicholas will be sending it out for bids. The deadline for submission is April 30, 2021.

B. Fine-Free Policy Research:

- i. Preliminary draft of a fine-free policy:
The board members reviewed the draft and made comments and suggestions. Nicholas will revise this draft and the board will review and discuss this at the next board meeting.

C. On-Going COVID-19 Response:

- i. Status report on limited reopening
Nicholas displayed a graph of the door counts by date from 2/11-3/11 displaying how the visitor count is rising. The curbside delivery numbers are trending downwards. Most of the City buildings will open to the public in early April. City Hall is tentatively opening on April 5.

- ii. Possible expansion of “Grab and Go” hours in April.
Nicholas has a target date of expanding library hours on April 5. The hours open to the public would be from Monday – Thursday from 9 a.m. to 7 p.m., Friday and Saturday from 9 a.m. – 5 p.m., and Sunday from 1 p.m. – 5 p.m.

NEW BUSINESS:

- A. **National Library Week: Food for Fines Can Drive:** The Library’s management team would like to host an extended Food for Fines event April 4 through April 23, 2021 as part of National Library Week. Fines would be waived as follows: 1 can/box of food=\$.50, 1 personal care item=\$1.00. Items will be donated to the Urbandale Food Pantry.

DIRECTOR’S REPORT:

Susan Nass will be retiring on March 31. The AARP will not be preparing tax returns at the Library this year. The new Playaway’s are now a part of the collection. Dial-A-Story has been in place for about a month, and we have received 70 phone in calls. A University of Iowa graduate student has been hired as the summer intern in the Youth department.

Greg moved and Kerry seconded a motion to adjourn. The meeting adjourned at 6:48 p.m.

Respectfully submitted,

Tom Graves
President

Attest: Susan Nass