

URBANDALE PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
October 25th, 2021

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

STAFF PRESENT: Nicholas Janning, Leslie Noble, Leah Cummings

CITIZENS PRESENT: Jim Cushing-Strategic Planning Consultant, Student in Library Science program at the University of Iowa observing meeting

CALL TO ORDER: Diana called the meeting to order at 5:30 PM. Jeff read the Character Counts Statement.

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

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

CITIZEN'S FORUM: None

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

UNFINISHED BUSINESS:

A. Re-opening / COVID Operations

- i. Report on in-person programming
 - The library has started in-person programming inside the library (storytimes, book clubs, youth/adult programs). Large events are being avoided and maximum capacities have not been an issue. Youth storytimes are going well and patrons are excited to be back in the library.
- ii. Report on meeting room usage
 - On September 20th, the meeting rooms were opened for public reservations. So far, there have been 96 reservations for public meetings. Organizations that have requested meeting rooms include: HOA's, Girl Scouts, Boy Scouts, knitting groups, USCRI, and early voting.

*Fine Free- Diana asked the board to consider discussing the topic of fine free at the November meeting, as city budget plans begin in November. Consider pros and cons and bring thoughts to the meeting in November.

B. Strategic Plan with Jim Cushing

- i. Jim Cushing presented strategic plan. Ratify strategic plan in November or December.

C. New Business

- i. Enrich Iowa funding requests:
 - a. Two cordless microphones for meeting rooms
 - b. Eleven additional hotspots
 - c. New shelving unit for equipment and video games
 - d. Lego classroom pack

Greg made a motion to approve Enrich Iowa funding requests. Tom seconded the motion. All voted in favor and the motion passed to approve Enrich Iowa funding requests.

D. Director's Report

The library was a polling place for early voting on October 20th. Around 200 people came through the library to vote. Library staff have been compiling statistics for the annual report due at the end of October. Full-time and part-time staff evaluations are due to the city by November 1st. The city has implemented a new timeclock system that will go into effect in November. Library staff completed a cybersecurity training from the IT department. The Services and Technical Services departments have hired new staff members.

Closed Session:

Tom made a motion to move to a closed session for the director's annual performance evaluation. Jeff seconded the motion. All approved and the meeting moved to a closed session at 6:50 p.m.

Greg moved and Kerry seconded a motion to adjourn. All voted in favor and the motion passed. The meeting adjourned at 7:10 PM.

Diana Ripperger
President

Attest: Leah Cummings