The Library Board of Trustees meeting was called to order by President, Wes Graham on Tuesday, April 16, 2019, at 4:20 PM at the Forest Avenue Library. Board members present were Jennifer Fihr, Bob Mahaffey, and Isobel Osius. Jule Thorsen reported that she would be absent. Staff present included Director Sue Woody, Linda Roe, Tim Paluch, Sarah Scholten, Nikki Hayter, Carolyn Greufe, Ashley Molzen, Jennifer Tormey, Jon Hobbs, Erica Eis, and Bekki Kirkland. Also present were Dory Briles, Library Foundation and Jim Donahue, library patron interested in volunteering for the Board of Trustees.

Introductions were made.

MINUTES

Board members reviewed the minutes of the March Board meeting. Fihr moved to approve the minutes of the March 19, 2019 meeting. Osius seconded the motion. All voted in favor.

OLD BUSINESS

Osius read Library Board Resolution Number 19-173 Accepting Completed Construction and Approving Final Payment of Forest Avenue Library Plaza Repairs, Minturn, Inc. Nikki Hayter noted that there are a few miscellaneous items that need completed, bricks that need fixed, leveling out, gaps filled, and bolts on railings need tightened. Woody assured all that she trusts them to return and complete the final checklist items. Woody recommends approving completed construction and final payment. The board decided to table the resolution until all work was completed.

FY20 Working Operating Budget Review – Woody provided documentation from Bob Fagen, City Finance Director, showing the City’s approval of funding to restore hours to library branches. Fihr motioned to accept the FY20 Operating Budget. Mahaffey seconded the motion. All voted in favor.

NEW BUSINESS

Agreement for Library Services to Rural Polk County – Woody explained how we provide services to Rural Polk County residents annually and said the annual amount is based on this usage. Woody asked the board to renew services for another year. Mahaffey motioned to approve the Agreement for Library Services to Rural Polk County. Fihr seconded the motion. All voted in favor.

Library Market Project Proposal – Woody presented the contract for design and development of a new website that will include a meeting room scheduling module. Library Market provides a superior product with a user friendly mobile app that we will be able to utilize in the future. $27,900.00 is the startup cost and annual upkeep is $5,475.00. These costs are in line with what we currently pay. The Foundation has pledged $6,000.00 which will be used towards the startup costs. Woody and Paluch assured the board that we looked at numerous vendors and Library
Market had great reviews and can build our website from start to finish. Other vendors required us to have the IT staff to build the skeleton of the website. Osius motioned to execute the Library Market contract. Fiihr seconded the motion. All voted in favor.

Windsor Heights Agreement – Woody explained that the City of Windsor Heights took another vote based on an email from the City of Urbandale, which has not been disclosed at this time. This vote was 2 to 2 to hold off on signing an agreement with DMPL for services. This turn in circumstances has Woody baffled and she will update the board at the May board meeting as to the status of the agreement.

**FINANCIAL REPORT**

Woody reviewed the Foundation gifts and endowment payments for the month and asked the Board members to accept the Foundation gifts and endowments in the total amount of $49,644.81. Mahaffey moved to approve the Foundation gifts. Osius seconded the motion. All voted in favor and thanked the Foundation.

Board members reviewed the Check Register and Financial Report. Woody noted a few larger payments that occurred, AViD payments, meeting room upgrade, and boiler work at Franklin. Woody stated that we have used approximately 74% of our Operating Budget which is right where we should be. Mahaffey moved to receive and file the financial reports as presented. Osius seconded the motion. All voted in favor.

**DIRECTOR’S REPORT**

Woody elaborated on a few key items from her director’s report as follows:

- Woody informed the Board how successful the Google event was and gave special thanks to Paluch for all his teams efforts. The only event that was not to capacity was the final event of the day. We had hundreds of individuals coming through the library. Mayor Cownie gave a short speech and mentioned the additional hours coming soon to the libraries. Woody and Scholten provided a tour to Joni Ernst and she showed real interest in the workings of the library.
- Woody mentioned that the mayor has asked for the library’s assistance with the MLK Neighborhood association’s after school event at the park. Woody has set up meetings with the association to see what we can do to assist.
- Woody’s final note was that the 2019 Summer Reading bags have been ordered and will arrive before the June 3, 2019 start date. Fiihr mentioned that she really enjoys the Summer Reading presentation that is given and would like to continue hearing about the events.

**FOUNDATION REPORT**

Briles noted they received 18 new donors on Library Giving Day, also mentioning that the amount given was good for such short notice. Briles stated that Trivia Smackdown exceeded their goal by $1,500 and that the participants were younger than prior years. Briles stated the Foundation is having a good year.

**ADJOURNMENT**

The meeting was adjourned by declaration at 5:01 PM.

The next regular Board meeting will be held at 4:15 PM, May 21, 2019 at Central Library.