

**Minutes of the Drake Public Library  
Regular Board Meeting  
March 18, 2015**

President Pete Lind called the meeting to order at 5:02 PM.

**Board Members Present:** Pete Lind, Larry Hiekes, Kris Larson, Dana Moritz, Bob Thomas, Nicole Cox, Kathy Cridlebaugh, Lottie Wilson

**City Personnel:** Jay Dillard, council liaison to the board

**Board Members Absent:** Shawn Dekker

**Visitors:** no visitors present

**Approve Agenda:** Motion to approve the agenda Bob, second Kathy, approved. The agenda is in a new format, as suggested in the Trustee handbook.

**Approval of Minutes from the February Meeting:** Motion to approve the minutes of the meeting from February 18 with the following changes: correction to Patti Timmen's name change 'o to an e', under committees add Jami to the building committee. Remove "executive committee" Larry will be making a motion to establish this committee. Motion to approve the minutes with changes, Kris, second Larry, approved.

**Approval of Bills:** Motion by Kris to pay the bills with the inclusion of a bill from McGill for lights, second by Kathy. Approved. Jay said he will talk to council members about checking the lights to see if changes can be made to eliminate the need for new bulbs every couple of months.

**Bank Reconciliation Report:** Approved by Kris Larson

**Correspondence:** None

**Director/Staff Report:** Jami reported the CD was due for renewal again. Motion by Kris second by Dana to cash the CD put the monies in the savings account in order to be transferred to the Foundation account as soon as this is possible, motion approved. Jami has been working very hard at correcting the deficient spending. She has cut back on hours for staff and is not buying any new books with the exception of the must have new ie, "Paterson and Steele". These writers are very prolific and their followers want the books immediately. Jami has stopped

most auto ships. The book fair made around \$1700 and the library share is \$759. Jami attended the city council meeting.

**Friends of the Library:** Continues to solicit sponsors/donors. They have merchandize for sale including: mugs and totes. They have a reading 'photo contest' going on. And the penny collecting has been fun and very successful. The friends are selling Easter eggs with different prizes in them.

**Foundation:** Larry reported the foundation is moving forward. There are two committees working under the foundation, which are busy. The finance committee is setting up banking accounts. Iowa Trust has donated \$1250 for this year's start-up and \$1250 for next year. The foundation can start accepting money. The Out-Reach committee will set up a Meet and Greet with the Foundation Board, the Library Board, the Friends of the Library, the City Council and the Board of Supervisors to help build awareness of the mission of the Foundation.

**Reports from the Officers:** None

**Reports from Standing Committees:**

**Budget:** No report. See Directors report

**Building:** Mark Mosely is starting on the repairs suggested and recommended by the windows committee. He has already addressed the leak by the dome, removed the plant from the window, fixed the screen and is starting on the doors.

**Personnel:** No report

**Public Relations:** Much discussion about this committee and its purpose. We currently have a webpage, Blog, lots of information being shared by the Friends and the Children's programs. So this committee is on-going.

**Reports from Special Committees:**

**Reading Program:** Nikki and her committee have looked very closely at the Imagination Reading Program through the Dolly Parton Foundation. The Foundation is able to make some projections based on the population of the County, they predict there would be 752 children under 5 eligible for the program, 60% of whom would take advantage of the opportunity or approximately 457 kids per year. The estimated costs would be around \$10,000 per year. Nikki wants to have some firm commitments of monies before moving ahead. It would be a terrible thing if we started the program then could not continue. Many options were discussed.

**Renovations:** Pete and Lottie are working on an RFP for the Reading room.

The committees for the Book Mobile, New Programs and Services and the Grant committee are eliminated from the Special Committee Reports.

**Unfinished Business:**

**Committees:** Consideration of a new standing committee and its duties, an Executive Committee. Larry moved to establish an Executive Committee, Pete second. Discussion about how this fits with the by-laws. Motion to establish committee tabled and an ad-hoc committee appointed to work on the by-laws. Persons on the ad-hoc committee are Dana, Pete and Larry. The revised by-laws to be ready by the annual meeting in July.

**Memorandum of Understanding:** An agreement between the Library Board and the Foundation Board. Tabled until the City Attorney can review.

**Discussion Of open Meetings:** Discussed emails, agendas and general conversations. Suggested training on Open Meetings for the board.

**New Business:**

**Purchase Orders:** Suggestion to approve all Purchase Orders by the board before the money is spent. This item referred to the budget committee for review.

**Agenda Items for the Next Meeting:**

Relationship with Miskimins Auto  
Foundation Report

**Friends Meeting the Last Tuesday of the Month**

**Adjourn:** Motion to Adjourn by Bob, second Nikki, approved. Meeting Adjourned at 6:45.