

Drake Public Library Board of Trustees
Regular Board Meeting Minutes - Wednesday, December 13, 2017

Call to Order: Board President Larry Heikes called the meeting to order at 5:00 pm.

Board Members Present: Shawn Dekker, Tom Johnson, Kris Laurson, Larry Heikes, Nicole Cox, Lottie Wilson, and Dennis Beeson, Kathy Cridlebaugh and Dana Moritz.

Board Members Absent: None

Library Staff Present: Library Director JeNel Barth.

Welcome Visitors: Jason Fraser and Krystal Fowler.

Agenda Approval: Agenda for December 13th meeting approved as presented.

Minutes Approval: Minutes from the November meeting approved as presented.

Approval of Bills: Shawn moved to approve the payment of the bills for December, Kris second, approved.

Director's Report: Library Director JeNel Barth reported that she attended the IA League of Cities Leadership class as well as a training session on the Bridges e-book service, which all staff attended. Children's Librarian, Kristin Craver held a storytime at the Breakfast with Santa event and there are two new databases available to patrons, Gale Resources and Transparent Languages.

Report from City: City Administrator, Jason Fraser, reported that a draft copy of the fiscal year 2017 audit findings contained some of the same concerns as reported in the fiscal year 2016 findings such as the division of duties in relation to financial responsibilities, however, these concerns have been resolved.

Report from Friends: The Friends are preparing membership letters for mailing and are delegating leadership duties.

Report from the Drake Public Library Foundation: Larry Heikes reported that the Morgan Cline Grant was awarded to other organizations and the Foundation will reapply next year.

Report from Officers: None

Reports from Standing Committees (Executive, Governance, Building, Budget and Finance, Public Relations) & Special Committee (Furniture):

Executive (Report on Change Orders 1 and 2):

Change Order 1: The Executive Committee held an e-meeting November 11, 2017 and approved a change order that involves replacing the existing restroom sanitary lines with a total cost of \$20,000.

Change Order 2: The Executive Committee held an e-meeting December 8, 2017 and approved a change order that involves reinforcing the north wall of the library prior to construction of the new second floor in the north wing with a total cost of \$27,085.50.

Budget and Finance (Budget Update and Plans): Further discussion was had regarding the Library's budget. Increasing staff salaries remains a priority of the Board. The budget will be discussed further by the City Council and the County Board of Supervisors in January.

Furniture (Report on Recent Meetings): Lottie Wilson reported that the Special Furniture Committee held two meetings, with Iowa Prison Industries (IPI) and Ken, owner of the company that assisted with the Library's move to the temporary site. IPI is capable of refurbishing current library furniture as well as providing new and will have an estimate available around the end of December. Ken is able to provide new furniture only. It is suggested that the Board ask FEH if they have quoted the government rate for furniture.

Unfinished Business:

1. Discussion of FY 2019 budget: See above.
2. Construction update including construction budget: The footings have not been dug, the sanitary lines have been removed, and the contractor is in the process of laying the new pipes for the restrooms.
3. Disposal of radiators stored in the library: The city will dispose of the 4 radiators removed in the renovation.

Agenda Items for Future Meetings: Continuing Swab book fund, disposal of left-over items, waste water pipe issues, bulletin board repair city ordinance questions, construction of breakroom and storage room, building and landscaping issues.

Upcoming Meetings: Regular board meeting January 10, 2018.

Adjourn: Nicole moved to adjourn, Shawn second, approved.