

**Minutes Drake Public Library
Regular Board Meeting
July 8th 2015**

President Pete Lind called the meeting to order at 5:34 PM. (Annual Meeting preceded regular board meeting on this date.)

Board Members Present: Pete Lind, Shawn Dekker, Dr. Larry Heikes, Bob Thomas, Dana Moritz, Kathy Cridlebaugh, Kris Laurson, Nicole Cox, Lottie Wilson

Board Members Absent: None

City Personnel: Patrick Antonen, Jay Dillard

Library Staff Present: Jami Livingston, Director, JeNel Allen Barth, Children's Librarian

Visitors: Merlyn Johnson, Janet Johnson, Lora Kelly, Colene Chebuhar, Jan Spurgeon, Patty Timmens, Beth Burgin, Sue Sacco, Lois Hays, Darrin Hamilton

Approval of Agenda: Dr. Heikes requested that "Budget Questions" be removed from Unfinished Business and to move "Report of Meeting with Supervisors" to Reports from Officers. Motion by Bob, seconded by Lottie, approved with requested changes.

Approval of Minutes from June 10, 2015 Meeting: Motion by Bob, second by Kris, approved.

Approve Bills: Jami reported that the automatic door in the children's area is in need of repair. When there is high heat, the metal expands and it is difficult to open and close. The Friends reimbursed the library for \$255.00, which was the cost of t-shirts and materials for the summer reading program. There was some discussion as to how Jami should be coding expenses in Quickbooks. Jami will meet with Shawn at a later time for further instruction. Motion to approve bills made by Shawn, second by Bob, approved.

Account Reconciliation Report: Approved by Shawn

Correspondence: Letter from Swabb to Pete with updated numbers, Pete forwarded to the Library Foundation.

Report from the Director/Staff: Jami reported that Alliant Energy will reimburse 50% of the cost to tune up the library's air conditioner units. Jami will obtain a quote from McGill's as to the cost of tuning up the library's 7 air conditioning units. Jami also reported that the roof is leaking. There was a patch put on in the past and it is failing. Lottie moves that Jami will call Cunningham's in Oskaloosa, IA for repairs, Dr. Heikes second, approved.

Air conditioning unit 4 has possibly been struck by lightning. There is a 10 year warranty on the unit, however the library will have to pay for the labor of repairing it. There is some discussion as to whether the LOST money may be used for this purpose

and Patrick suggests an insurance claim be made. Patrick and Jami will communicate further about the insurance claim at a later time. Lottie moves for McGill's to repair the unit #4 air conditioner, Kathy second, approved.

Jami also reported that Ebsco has provided a charging station in the library for patron use. The station is sponsored by local businesses and will remain in the library for 2 years and is free to the library.

Jami mentioned there is a book signing at the library on July 11th and Doggy Days in the children's area, also on July 11th.

JeNel Allen Barth, children's librarian, reported on the success of the children's reading program. There are 335 children signed up which surpasses the library's goal of 300 children. There is a minimum 10 hour reading requirement for the program and 94 children have already completed this goal. There have been 1500 hours read by the children so far. JeNel also reported that the American Girl Doll Tea Party was a success, the library has a new American Girl Doll available for checkout, and there will be a Lego day on July 13th for the children. It was suggested to JeNel that she write a letter to the paper about the success of the library's summer program for children. JeNel responded that she writes a letter to the paper every year giving statistics and a summary of the summer reading program.

Report from the Friends of the Library: Colene Chebuhar reported that the Fareway round up fundraiser is doing well. There will be a Fareway cookout on July 17th. The Friends collected \$500 from the penny fundraiser and Colene is attempting to get matching funds as a donation from U.S. Bank. She also mentioned the success of their Facebook page and that membership is at 164. There are increased sponsorships of 62. She reports that the Friends pay for the summer reading program, which costs them \$5,000. Bob and Shawn inquire as to how much the total donations from the Friends to the Library equal, for library budgeting purposes. Colene responded that \$10-\$15,000 would be an estimate.

Report from the Foundation: No report.

Report from the Officers: Dr. Heikes met with the County Board of Supervisors to discuss funds given to the library. He reported they were receptive to the idea of changing the breakdown of funds given to the Drake Public, Molton, and Moravia libraries. The Board is currently giving more than the required funds. Dr. Heikes suggested a one cent increase to the levy and that Drake Public Library meet with the smaller county libraries to discuss a shared resources agreement.

Reports from Standing Committees:

Budget: The proposed 2015/2016 budget was submitted to the Board last meeting and was approved. Shawn will attend a Friends meeting to decide how to include Friend's donations in the library budget and maintain accurate bookkeeping.

Building: Jeremy Bulloma is in phase 2 of repairing the steps. Kathy brought up a concern about whether the correct mortar was used in the brick repairs. Pete will inquire. It is also discussed that if Bulloma is interested in working on the windows that it would be a good idea to see if he will repair them.

Personnel: 1. The personnel committee met with Jami before the regular board meeting and reviewed her annual evaluation. The final written evaluation is forthcoming. Jami mentioned that she believed she should have received the evaluation in written form at the time of the evaluation meeting.

2. In regards to the probation Jami is completing, the personnel committee met with the personnel committee from the Centerville City Council and discussed tools for Jami's situation. The Library personnel committee then met again privately to create a Last Chance Document that lists challenges and solutions for Jami.

After much discussion about Jami's job performance, both positive and negative, the Last Chance Document will be sent back to the Personnel Committee for revisions.

3. The Personnel Committee was able to meet with Library Staff. Board members and library staff felt it was a productive meeting. Other members of the Board requested to be included in this meeting if and when it should happen again.

Patron Services: No report.

Reports from Special Committees:

Design: No report

Renovations: No report

Bylaws: Nicole reported that the Bylaws committee had a lengthy meeting where numerous changes were made to the Board's bylaws. All Board members were given copies of the proposed bylaws and they will be voted on at the August meeting.

Unfinished Business

Collection Agency: Jami reported she called the company that handles debt collection for the library and was able to make favorable changes to the library's contract with the company. They lowered the percentage they retain on collected funds.

Copier: Patrick reported that the city copier supplier will be giving a quote for the library's copying needs. Bob motioned that Jami be able to make an agreement for the best value in copier services, Kathy second, approved.

Iowa Library Services: Lottie suggested we recontact Becky Hull from Iowa Library Services and inquire as to when we could participate in their training workshop. Jami offered to call and schedule for sometime in Fall of 2015

Adjourn: Motion to Adjourn, Kris, second Shawn, approved.