

**Minutes Drake Public Library
Regular Board Meeting
February 23, 2015**

Chairman: Pete Lind called the meeting to order.

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

Board Members Absent: None

City Personnel: Patrick Antenon - City Manager, Jay Dillard- City Councilman

Visitors: Patti Timmons

Point Of Personal Privilege: Larry Heikes recommends meetings be conducted in an orderly manner and suggests following Roberts Rules of Order. Larry donated two copies of Roberts Rules to the library. Since this board is small and the business we conduct is on a smaller scale, Larry suggests we used a modified version, Informal Procedures in Small Boards. He provided a hand-out to all board members. Larry also pointed out that it is not appropriate to: add items to the agenda at the meeting this must be done ahead of time, a quorum for the board is 5 people so when people linger to talk after the meeting we need to be aware of talking about library business with more than four persons, proxy votes are not allowed, Larry cautioned against sending emails to all board members unless it is general information ie. Meeting times or changes.

Suggested training for board members on open meeting laws.

Larry also suggested changing the format of our agenda. He will make these suggestions to Jami. We will add an agenda item at the end, for open discussion.

Approval of the Agenda: Motion to Approve the Agenda, Shawn, second, Dana, approved.

Approval of the Minutes, January 14, 2015: Motion to Approve the minutes, Bob, Second, Dana, approved.

Approve the Bills: After discussion about the line item: DVD's, Motion to Approve the Bills, Shawn, second, Bob, approved.

Bank Account Reconciliation Report: Presented to the board, no discussion

Director/Staff Report: Jami reported on three events which were held at the library this passed month; movie night, showing the Princess Bride was successful and fun, there was a Doll show at the library with good participation, and on February 14 the 'Library Lover's' event was held. Jami shared handout outs and a program description of a new program "1,000 Books before Kindergarten. This program is being promoted across the country. Jami and Jonell will be promoting it locally.

Issues with the copier have been resolved, there are problems with the furnace, McGill has been there 7 times. Jami checked into a new contact for elevator maintenance but it appears the company we are using now is the most reasonably priced. Jami reported there were 16 meetings held at the library last month, several groups are using the facility. Jonell provided an excellent report on happenings in the children's library. She sent a sign-up sheet for board members to sign-up to do some volunteer time at the scholastic Book Fair which will be held March 9- 14.

Friends of the Library: Contributed \$2,000 for books, they are continuing their membership drive.

Report From the City Council Meeting: No report

Old Business:

- A. By-Laws Review:** The board discussed the by-laws on Standing Committees for the Library. These committees as stated in the by-laws are:
- Building
 - Budget
 - Personnel
 - Public Relations

Currently two of these committees are active, Building and personnel. The budget committee needs new board members appointed and the Public Relations committee is inactive.

- B. Budget Overage:** At the January Board meeting it was noted that the line item for salaries and benefits was over budget by approximately \$ 10,000. Shawn said she would talk to Jami to better understand what was happening. The personnel committee decided to meet with Jami to determine how to deal with the issues of overspending that occurs every month both in the book budget and now in salaries. At the current rate of spending in salaries the budget will be over \$20,000. Since the January meeting the personnel committee met with Jami and made the following recommendations to the board:

The personnel committee is recommending a probationary status for Jami.

Reasons: Mismanagement of the library budget.

Failure to present on behalf of the library at the City Council meeting

Conditions of the probation:

Effective February 18 – June 30, 2015

Will produce a balanced budget by June 30th.

Will attend city council meetings as required for a department chair

Jami will be evaluated three times during the probation period, March 27, May 15

And June 30th.

The personnel Committee will report to the board each month during this period.

Motion to accept the recommendations of the personnel committee made by Dana, second, Nikki

Vote 6 – yes, 2 – No. **Kris had to leave the meeting early.

A copy of the recommendations of the personnel committee will be filed with a copy of these minutes.

- C. Foundation Report:** Larry report the new foundation committee has met and elected officers. The By- Laws and Articles of Incorporation have been approved by the state Paperwork is proceeding through the state system for the 501c3. The Foundation Board will meet again on February 20, 2015 at noon in the library.

New Business:

- A. Committee Reports:** Discussion on the four committees the by-laws state we should have.

Building Committee is an on-going committee, Kris, Lottie and Pete serve on this committee with Pete as the Chair.

Budget: Appointed at this board meeting, Bob, Shawn, Kris and Jami

Personnel: Shawn, Pete and Dana serve on this committee with Pete as the chair

Public Relations: No appointments made tabled for further discussion

Executive Committee: Pete Lind- President, Bob Thomas – Vice President and Lottie Wilson- Secretary

B. Current Standing Committees

a. Building: See Windows Report

b. Budget: Patrick was able to provide information on the budget for this coming fiscal year, 2015- 2016. The budget workshop for the city will be at 5:30, Thursday evening at city hall. It is the recommendation of the city that the library receive the 2.5% increase in salaries plus additional monies in benefits to cover the health insurance increase. The library should see an increase in the levy tax. Patrick is recommending the city roll into the city's insurance policy, the library's liability insurance. The library currently pays approximately \$6,000 per year. These monies would then be used for operating expenses for the library.

This recommendation was strongly supported by Jay Dillard.

c. Personnel: See previous report

d. Public Relations: No committee Jami feels this is covered monthly by the library staff and the web site

e. Windows Committee: The committee recommended: replacing damaged lintels, continue to observe the bowed south wall, observe the leak at the edge of the dome, repair west door, remove plant growing in the east basement window, add storm window to c16, do minor brick/mortar repair on the north side, cover electrical box, fix drainage, reattach window screen, reseal cracks on the roof. The committee offered two suggestions for windows. The recommendation is to remove, clean, and paint as needed, exterior of windows. Inspect each interior window and replace damaged parts, fill defects with epoxy, paint as needed, weatherize by filling cracks, caulking etc.

Motion to accept the recommendations of the window committee made by Lottie, second by Nikki, approved.

The responsibility of following the recommendations falls to the building committee. The windows committee is dissolved.

f. Bookmobile Committee: Due to budget concerns this committee will no longer be active

g. Memorial Investments: Changed to Foundation Committee see above report

h. Reading Program: Persons on this committee are, Kathy, Jay, Dana and Nikki with Nikki serving as chair. This project is moving forward.

i. Design Committee: Pete and Lottie have talked to Patrick and are moving forward with writing the RFP for designs for the new reading room. The preliminary report will be presented to the Library board at the March meeting. With changes it will then be presented to the city council at their second meeting in April. Persons on the **Renovation Committee** to work on this project are: Larry, Bob, Jay, Jami, Pete and Lottie.

Adjourn: Nikki motioned to adjourn the meeting, second Larry, approved

New Business:

Motion to Adjourn the meeting, Larry moved, second Kathy, approved