

**Minutes Drake Public Library
Regular Board Meeting
June10, 2015**

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

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

Board Members Absent: None

City Personnel: Patrick Antonen, Jay Dillard

Library Staff Present: Jami Livingston, Director

Visitors: None

Approval of Agenda: Motion by Bob second by Kris to approve the agenda, approved.

Approval of Minutes from May 13, 2015 Meeting: Motion by Bob second by Kathy to approve the minutes with a clarification, Jami did not pick up a new check from the Community Foundation, she was given permission to use the monies from last year for a different purpose, approved.

Approve Bills: There has been concern about charges on the Library credit card bill. First concern, a charge for hotel bill, The Holiday Inn in Des Moines. This was an approved expense for JoNel to attend a conference. Other charges on the billing statement are from the Friends for different supplies. One charge applied to the account was listed twice. The Friends had charged some items then sent a check for the charges which was not credited then the charge appeared on the card statement again. This is now considered paid. The Friends reimburse the Library for charges they incur. Some discussion about who charges what on our account. Motion to approve paying the bills with the adjusted amount for the credit card bill made by Shawn, second Nikki, approved

Account Reconciliation Report: Approved by Shawn

Correspondence: None

Report from the Director/Staff: There are 273 children enrolled in the summer reading program, Every Hero has a Story. The yard signs are a big hit and are displayed in yards around the community. Over 40 capes have been made for kids. The Friday Night movie will be, Despicable Me, which will be shown June 17th. Jamie talked about a flag memorial for Ralph Williams who was a loyal patron of the library. Larry will discuss this further under the Foundation report.

Jami received a bid from Imaging Sales for a copy machine. The bid presented two options: one using our current machine and the second leasing or buying a new machine. Both options would have a contract for copies and maintenance. All in all the summer is going smoothly

Friends of the Library: The Friends will have a bake sale on June 19th at 9:00 AM in front of Walmart. They are also doing 'Drake Dollars' the concept is you give them a dollar and they put a fake dollar with a copy of Governor Drake's picture on a tree in the library lobby.

Report on the City Council Meeting: Lottie attended the council meeting and gave a report on the summer reading program.

Report from the Foundation: The Foundation will received a donation from the Ralph Williams estate in the amount of \$33,000. Ralph was a loyal patron of the library who recently died.

Reports from Officers: Lottie reminded Board members there is an election of officers in July. No other reports

Reports from Standing Committees:

Budget: The budget committee presented a proposed budget for the 2015 -2016 fiscal year. Bob expressed concern that the library does not have plans for providing raises for staff and does not have long term goals to increase staffing. Bob and the budget committee will look at these issues.

Building: Pete reported Jeremy Belloma is working on Phase 1 of the building repairs; lintels and tuck pointing. Phase 11 will cost about \$8,000. Motion by Shawn, second by Dana, to continue the work on the building with Phase 11 which includes sealing the front steps and the entry steps and seating on the south side, motion approved. Larry questioned why the electrical box is still not covered. Jami will have the maintenance person do this.

Personnel: The committee met with Jami about her probationary status. Progress is being made but the over spending on salaries has not been fully recovered.

Public Relations: This committee does not have standing under our current by-laws. The group appointed to rewrite the by-laws will address the issue of committees. A motion by Larry, second by Dana to appoint Nikki to the committee to update the by-laws, approved.

Reports from Special Committees:

Design: Pete presented the RFP for the reading room. Motion by Bob second by Larry, all in favor of proceeding with the process.

Renovation Committee: This committee will start work after the RFP proposals are back.

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

