

**Minutes of the Drake Public Library  
Regular Board Meeting  
January 14, 2015**

President Pete Lind called the meeting to order.

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

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

**Board Members Absent:** Kathy Cridlebaugh.

**Visitors:** no visitors present

**Motion to Approve the Appointment of Nicole Cox to the Drake Public Library Board,** Motion by Dana, second by Bob, approved. Nicole is replacing Miranda Phelps.

**Approve Agenda: Request to add under New Business, Item B: Budget:** Motion to approve the agenda with new item made by Bob, second by Larry, approved

**Approval of Minutes from the October Meeting:** Motion to approve the minutes of the meeting from December 2014 made by Bob, second by Larry, Minutes approved.

**Approval of Bills:** Motion by Kris to pay the bills, second by Dana. Approved.

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

**Director/Staff Report:** 1) Jami reported that her health insurance costs have risen from \$1497 to \$1737 per month. She was concerned who will be responsible for the additional costs each month, the city, the board or will she have to pay the additional? Discussion about the increase which impacts all city employees. 2.) American Girl Doll Party was held at the Library on December 20. This is a popular event. 3.) January 30 is the date for the next family movie night. Jami asked the board to be sure to read the blog entries on the libraries web page, the board will send flowers to Kathy. Many well wishes expressed for her recovery.

**Friends of the Library:** Continues to solicit sponsors/donors.

## **Old Business:**

- A. Foundation Updates:** The newly formed Drake Public Library Foundation Board will hold its organizational meeting on January 19 at 12:00 noon at the Drake Ave. Christian Church. Larry has worked very hard to organize this group.
- B. Concrete In Parking Area:** Questions concerning why the Library was responsible to pay for the concrete used to repair the parking area in front of the building and why this wasn't/ isn't the responsibility of the city. The cost was \$1100. The maintenance committee from the library will meet with the city to better outline maintenance responsibilities of the building

## **New Business:**

### **A.) Committee Reports:**

**Windows:** Patrick has the final report from RDG outlining their recommendations for the windows and other structural concerns. Larry and Bob along with Patrick will review the report and make recommendations to the board at the February meeting.

**Bookmobile:** Nothing to report

**Memorial Monies and Investments:** The newly established Foundation Board will meet January 19. It is the plan to have the board in a position to accept monies from the library within the next six months.

**New Programs and Services:** A family movie night will be held in January

**Evaluation of Director and Staff:** Nothing to report

**Reading Programs:** Nicki Cox will head up this committee and will work with Dana and Jay to explore adding the Imagination Reading Program to the programs provided by Drake Public Library.

**Grants:** Nothing to report

**Building and Maintenance:** The committee will meet with city administration (after the budget is completed).

**Renovation Committee:** This committee will explore options as they pertain to establishing a reading room per request from the Bill Swab estate. Persons on this committee are; Pete, Lottie, Jay, Larry, Bob and Jami. The committee will break the work into two phases, Phase 1 Design, an RFP will need to be written. The second Phase will involve the entire board and will focus on usage and design.

- B.) Budget:** Jami had to leave the meeting early so was unable to participate in these Discussions. Bob started the discussion about the budget and salaries which also related to the increased costs of insurance. With the city budgets being discussed and set in the near future how can we pay our part-time staff more and when is this decided and who makes the decision to increase their wages? The discussion quickly changed as it was pointed out that we are overspending our current budget in the areas of salaries. Shawn will meet with Jami to understand what is happening and how to correct it. At the current rate of spending we will overspend our budget in the line item of wages, \$20,000 this fiscal year.

**Adjourn:** Motion to adjourn, Bob, second Nicki, approved.

