

**Minutes Drake Public Library
Regular Board Meeting
August 12th 2015**

President Pete Lind called the meeting to order at 5:04 PM.

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

Board Members Absent: Lottie Wilson

City Personnel: Patrick Antonen, Jay Dillard

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

Visitors: Lora Kelley, Colene Chebuhar

Approval of Agenda: Jami asks to amend the agenda to add a discussion about the copier to unfinished business. Motion by Bob, second by Kris, approved.

Approval of Minutes from July 8, 2015 Meeting: Motion by Dana, second by Kathy, approved.

Approve Bills: Jami mentions that the automatic door in the children's area has been repaired, however, the bill did not include sales tax, so that is being changed. Shawn suggests that a copy of the credit card statement be attached to the copy of the bills given to board members in the future. Motion to approve bills by Shawn, second by Bob, approved.

Account Reconciliation Report: Motion to approve by Shawn, second by Kris, approved.

Correspondence: None

Report from the Director/Staff: JeNel Allen Barth, Children's Librarian, reports 337 children signed up for the summer reading program, 169 completed the required reading hours. There were 3,270 hrs read by children reported to the library. JeNel also reports she will be revamping the after school programs to include "Read All About it" for school aged children, which will include homework help, Ebscoe Host, and research help. There will also be "Hobby Hour" which will include crafts, hobbies, and guest speakers. There will be an author from Centerville also doing an appearance in the library.

Beth Burgin reports on some statistics for the library - There are over 8,000 patrons in the library's system. There were only 39 overdue notices sent out last month, which is a decrease for the library.

Jami reports that the Friends of the Library have donated a movie screen to be installed in the meeting room on the second floor. Motion to accept the movie screen and install it made by Pete, second by Nicole, approved. Jami will ask the neighboring Kentucky Fried Chicken if the library could paint the back of their building white to be used as an outdoor movie theater. Jami also reports that there are bees on the roof that are getting in the elevator. She has checked with someone knowledgeable about bees and unfortunately, they must be exterminated in order to solve the problem. The library's roof cost \$250 to repair and will be paid out of the LOSST funds. Jami also speaks about the book club the library is starting. The group will be called "The Genre Shifters" and will hold meetings on the books they read once a month. There were 7 participants in the last meeting. Jami reports that the air conditioning was not struck by lightning, as was suspected, and was repaired by McGill. The insurance claim was cancelled. The tile in the entryway needs to be repaired. George Sedaris from George's Tile has offered to repair them for \$200 which can be paid out of the LOSST money. Motion to repair tile made by Kris, second by Dana, approved.

Jami reports that she is submitting a letter to request \$10,000 of Swabb money. Pete signs the letter. She also asks if we should submit a request to the Library Foundation for \$10,000 or \$15,000. There is some discussion and Pete signs the letter requesting \$15,000 from the Foundation. Motion to request money from the Foundation made by Dana, second by Shawn, approved. Jami reports that book purchases are under budget by \$1700 and purchases of office supplies are \$483 over budget because of copier supplies. She says the payroll is over budget, however, it is a timing issue.

Report from the Friends of the Library: Colene from the Friends reports that the Kiss a Goat Fundraiser is going well. There will be a round up to the next dollar fundraiser at Hy-Vee from Aug 17 thru September to benefit the Friends. The Fareway roundup raised \$107. The Fareway cookout raised \$243. There were two memorial gifts that were used to purchase an American Girl Doll, Legos, bird books, and mystery books for the library. \$600 was raised at the bake sale. There were \$12,433 in donations from the Friends to the Library. Shawn, Colene, and Jami have worked out a reimbursement system for donations to the Library from the Friends.

Report from the Foundation: Larry reports that checks from Swab and Williams have been received. The Foundation balance was reported. They plan to purchase more CDs. The Foundation has participated in the Principles and Practices for Charitable Non-Profit Excellence initiative by the University of Iowa. The Foundation has been getting a lot of publicity around Centerville, including presenting at the Rotary Club meeting and at the Kaffee Klatch. They will be applying for grants soon. There is some discussion as to what the Library can use Foundation funds for, specifically if they can be used for Library employee salaries. Larry states that he believes employee salary support is not entirely appropriate for Library Foundation funds.

Report from the Officers: None

Reports from Standing Committees:

Budget: The budget is submitted.

Building: Pete and Kris presented the RFP to the City Council, and it has been sent out to different design and construction companies. Larry asks about the window with a plant growing in it. There is some discussion - needs to be sprayed with round up and removed.

Personnel: Pete gives the committee's final probation report regarding Jami. There are still concerns that there are excessive book purchases, ongoing staffing issues, etc. The committee recommends that Jami's probation be extended by 6 months. Motion to accept final probation report and extend formal probation by Dana, second by Shawn, approved.

Patron Services: No report.

Reports from Special Committees:

Design: No report

Renovations: No report

Bylaws: Some minor changes are suggested for the bylaw revisions such as adding a revision date. There is also a discussion about the executive committee. Motion to make further changes to the revisions presented last month made by Larry, second by Shawn, approved. Motion to approve the amended bylaws and adopt by Nicole, second by Kathy, approved.

Unfinished Business

Copier: Image Tech has provided an acceptable bid. The library will be surrendering the current copier for a buy back amount from Image Tech of \$2500. Motion to lease a new copier from Image Tech made by Pete, second by Kris, approved.

Adjourn: Motion to adjourn by Nicole, second by Shawn, approved. 7:11 pm.