

**Minutes Drake Public Library  
Regular Board Meeting  
September 9<sup>th</sup> 2015**

**President Pete Lind called the meeting to order at 5:05 PM.**

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

**City Personnel:** Patrick Antonen, Jay Dillard

**Library Staff Present:** Jami Livingston, Director

**Visitors:** None

**Approval of Agenda:** Larry mentions a mistake in the “special committees” section of the agenda - should be typed “renovations” and not “revocations” committee. Bob motions to approve agenda, Dana seconds, approved.

**Approval of Minutes from August 12, 2015 Meeting:** Larry mentions mistakes in the “Report from Foundation” section. Nicole will make changes and submit corrected copy to Jami for website posting and filing. Shawn motions to approve minutes, Lottie second, approved

**Approve Bills:** Jami mentions that the Follett software charge is an annual fee. Jami has included a copy of the credit card bill, as suggested last month, for the Board’s review. Shawn motions to approve the bills, Bob second, approved.

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

**Correspondence:** None

**Report from the Director:** Jami reports an improvement in collection of fines and fees and that the library is \$149 above budget. She also reports that the library is \$1900 under on the book budget. Jami has posted one year’s worth of Board meeting minutes and agendas on the library website. Also, Iowa Public Television is donating 6 iPads, a large number of free apps, a rug, and many other resources to the library. Also, the library has received a \$500 memorial which is not earmarked for anything in particular.

**Report from the Friends of the Library:** (Report given by Jami, no Friends of the Library representatives present) There will be a “Kiss the Goat” fundraiser ceremony on Friday, September 11<sup>th</sup>. Greger Barth will be kissing a goat after receiving the most donations. HyVee is continuing to “round up” for library fundraising. There will be empty Easter baskets for sale. The Friends received an anonymous donation.

**Report from the Foundation:** Larry reports the Foundation is working with the Main Street Centerville Homecoming Subcommittee. The Foundation will have an opportunity to distribute brochures at events during Homecoming week and on Pancake Day.

**Report from the Officers:** None

**Reports from Standing Committees:**

**Executive Committee:** None

**Governance Committee:** None

**Budget and Finance Committee:** Larry inquires as to plans for the \$100,000 the Library has on hand. There is some discussion on this, but no decisions made besides leaving it in the Library's control.

**Building Committee:** The entrance tiles will be replaced by Jackson Floor Covering. Also, Rob Lind has gotten rid of the plant that was growing in the window.

**Personnel Committee:** Jami's formal evaluation has been completed and submitted

**Public Relations Committee:** None

**Reports from Special Committees:**

**Design Committee:** Several companies are being consulted as to plans for the glass floor room renovations. The library will most likely receive four responses and will need to interview each company. Pete suggests combining Design and Renovation Committees. The Renovation committee will now consist of Pete, Lottie, Kathy and Bob

**Renovations Committee:** No report

**Unfinished Business**

**Naming Board Members to Standing Committees:**

Executive Committee: Pete (Chair), Bob, Nicole

Governance Committee: Larry (Chair), Pete, Dana

Budget and Finance Committee: Shawn (Chair), Kris, Bob

Personnel Committee: Dana (Chair), Shawn, Kathy

Building Committee: Pete (Chair), Lottie, Kris, Nicole

Public Relations: Nicole (Chair), Kathy Larry

**Windows Repair:** It is decided the Building Committee should meet and discuss

**Strategic Planning:** Becky Heil will be coming to speak to the Board on October 14, 2015 at the regular monthly Board meeting to discuss next steps in Strategic Planning.

**Ceiling Repair:** The north stairwell needs to be discussed by the Building committee.

**New Business**

**Budget Amendment:** Reduce Friends cash donation to \$0 from \$3000. Increase Library Foundation Donation to \$15,000 from \$10,000. Increase salaries by

\$2000 to account for Director longevity pay bonus in November of 2015. Kris motions to accept the budget amendment, Larry second, approved

**City Council Schedule:** Discussion, no vote

**Foundation Request:** The Library Foundation requests the names and addresses of all library patrons in order to send out information. Jami will get the list for them.

**Development of Projects for Funding:** The Foundation is interested in some ideas of projects for funding. Preferable to have one time projects, not projects that would last several years. Jami mentions several ideas she has had to improve the library, such as creating a “Maker’s Space,” an outdoor reading area, making hot spots available for rent, having the meeting room be improved with technology, and having more iPads.

**Employee Compensation:** There is some discussion as to increasing employee compensation and the possibility of hiring additional employees or increasing the hours of current employees. It is decided that the Board needs more specific direction from Jami and the staff in order to move forward. Jami agrees to report at next meeting what her and the staff believe to be the biggest staffing needs of the library.

**Outdoor Sign Letters:** The letters on the sign in front of the Library are crooked and need to be replaced. Jami says new letters will cost approximately \$200 and she will check with the Friends to see if they will donate.

**Agenda Items for Next Meeting:**

Employee Compensation - Jami’s report

**Adjourn:** Motion to adjourn by Shawn, second by Lottie, approved.