

**Minutes Drake Public Library  
Regular Board Meeting  
October 14<sup>th</sup> 2015**

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

**Board Members Present:** Pete Lind, Shawn Dekker, Larry Heikes, Kathy Cridlebaugh, Kris Laurson, Nicole Cox, Lottie Wilson

**Board Member Absent:** Bob Thomas, Dana Moritz

**City Personnel:** Patrick Antonen,

**Library Staff Present:** Jami Livingston, Beth Burgin

**Visitors:** Patty Timmens, Betty Howell

**Planning For Results:** Becky Heil, SE District Consultant, Planning for Results visited to begin the process of strategic planning for the library's future. This is a community-based planning process where she will learn about the Centerville community and then along with community leaders, develop goals for the community and discover how the library will be able to respond and achieve those goals. This process will provide the library with specific and measurable goals and the progress will be monitored by the board at their regular meetings. There will be a community meeting for the leaders discussed at this board meeting on 1/25/2016 at 5:00 and on 2/22/2016 at 5:00. There will then be a final meeting of the board on 3/30/2016 at 5:00 to finalize the process.

**Approval of Agenda:** Larry moves to approve the agenda, Kathy seconds, approved.

**Approval of Minutes from September 9th, 2015 Meeting:** Jami mentions that the library only received 3 iPads from Iowa Public Television rather than the 6 mentioned at the September meeting and Kris mentions a spelling mistake in his name. Nicole will make changes and resubmit to Jami for posting on the website. Kathy moves to approve the minutes from 9/9/2015 with the changes discussed, Kris seconds, approved.

**Approve Bills:** Jami mentions that the elevator maintenance contract has increased from \$202 to \$208. Also, the first payment for the new copier was paid with credit card and so essentially, we will be making two payments this month to get the payment schedule on track. Shawn moves to approve the bills, Kathy seconds, approved.

**Bank Account Reconciliation Report:** Shawn moves to approve the bank account reconciliation report, Kris seconds, approved.

**Correspondence:** Ron and Terry Clark sent a \$100 donation and wished the library good luck on the possible upcoming renovations.

**Report from the Director:** Jami reports that the library is on budget. Roger Kinneman will be repairing the stairwell mid-November. Carpet cleaning will cost \$922. Kris moves the carpets be cleaned, Shawn seconds, approved. Jami also reports that the Friends of the Library would like to purchase a new Dell computer for the library and will donate \$1000 from their "Round Up" fundraiser. Patrick says he will look into getting a deal through the city's Dell dealer.

**Report from the Friends of the Library:** (Report given by Jami, no Friends of the Library representatives present) The Friends are beginning raffle ticket sales early. They are \$1 each or 6 tickets for \$5.

**Report from the Foundation:** Larry reports \$15,000 has been transferred from the Foundation to the library.

**Report from the Officers:** None

**Reports from Standing Committees:**

**Executive Committee:** None

**Governance Committee:** None

**Budget and Finance Committee:** None

**Building Committee:** None

**Personnel Committee:** None

**Public Relations Committee:** Nicole reports that the public relations committee would like to add information about the board members to the library's website. Jami will come up with a questionnaire for each board member to respond to and will take photos which will be put on the website. The PR committee would also like to list the members and put a small amount of information together to put in the newspaper. There will also be an effort to make brochures for the library and for those brochures to be distributed to local businesses and the Chamber of Commerce.

**Reports from Special Committees:**

**Renovations Committee:** Architect interviews were held last week, the board will be making a decision on which of the three firms to hire.

**Unfinished Business**

**What to do with old copier:** Pete moves that the old copier be moved to city hall to be used as back up and the city will make a good faith effort to pay for the toner included with the printer. Kris seconds, approved.

**New Business**

**Pictures of Board:** It is decided that pictures will be taken at the next special board meeting on October 21<sup>st</sup>, 2015 at 5:00 because of absentee members.

**Select Firm for Renovation Project:** Visitor Patty Timmens is concerned about the preservation of the glass floor in the library. The library has received a bequest intended to create a reading room in the library. The library board has interviewed three

architecture firms to have preliminary plan options drawn up to see if renovation is an option to create the reading room. No decisions, plans or discussions regarding the glass floor or any other aspect of the renovations have yet occurred, besides interviewing the architects about their experience, staff and abilities. It is decided to call a special meeting of the board to choose a firm on October 21<sup>st</sup> at 5:00 due to absent board members.

**Library Funds Transfer Review:** Nicole brings to the attention of the board a possible problem with the transfer of \$250,000 to the Library Foundation the board approved several months ago. The funds transferred could be considered “public funds” and therefore not available for a simple transfer to a private entity such as the Library Foundation. According to not only the Iowa Library Trustee’s Handbook (2014) which states “... gifts and donations are “public funds” upon receipt by the public library and may not be simply turned over or given to another private organization such as a library foundation,” (p.33) but more importantly, the Constitution of the State of Iowa, “no public money or property shall be appropriated for local, or private purposes, unless such appropriation, compensation, or claim, be allowed by two-thirds of the members elected to each branch of the General Assembly,” the transfer may be problematic. Patrick states he will contact the auditor to see if this transfer is indeed a problem and needs to be remedied. He will report back to the board with his findings.

**Employee Compensation:** Jami has compiled information about library employee’s salaries and hours. The personnel committee will review and present a request to the city council at an appropriate time.

**Savings Account:** Larry believes we should be putting excess funds from the checking account into a savings account in order to earn interest. There is also discussion of whether the library should have a more sheltered account to keep savings, such as a trust account. Larry moves that we move any amount in excess of \$25,000 in checking to savings. Shawn seconds, approved.

**Agenda Items for Next Meeting:** Special meeting called on October 21<sup>st</sup>, 2015 at 5:00pm

**Choose architecture firm**  
**Board photos**

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