

**Meeting Minutes
Drake Free Public Library
Regular Board Meeting
November 18th 2015**

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

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

Board Member Absent: Shawn Dekker

City Personnel: None

Library Staff Present: Library Director Jami Livingston, Beth Burgin

Visitors: None

Invited Public Comment: None

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

Approval of Minutes from Previous Meetings: Spelling correction needs to be made to the 10/14/2015 minutes. Nicole will make changes and resubmit to Jami. Lottie moves to approve the minutes, Kris seconds, approved.

Approve Bills: Kris moves to approve the bills, Lottie seconds, approved

Bank Account Reconciliation Report:

Correspondence: Jami reports the library received a \$200 check from the estate of Helen Frakes.

Report from the Director: Jami reports that Owl Pharmacy has decided to choose the library to be the recipient of any winnings from their Christmas Tree Decorating Contest. Dannco has also chosen the library as the recipient of funds raised from their Pallet Craft Challenge Event. There will be an American Girl Tea Party Saturday, November 21st. Children's Librarian JeNel attended a summer reading program training in Johnston, IA. The theme this year will be Ready, Set, Read. The Board will need to start reviewing library policies in January. Jami also reports that the library is under budget.

Report from the Friends of the Library: (Report given by Jami, no Friends of the Library representatives present) The Boutique at the Central Bazaar raised over \$700 and the Raffle is in progress.

Report from the Foundation: None

Report from the Officers: None

Reports from Standing Committees:

Executive Committee: None

Governance Committee: The Governance committee met and created several documents - Duties of the Governance Committee, Trustee Orientation Policy, Welcome Letter to new members of the Board.

Budget and Finance Committee: The Budget and Finance Committee recommends to the Board that, in order to correct the \$250,000 wrongful transfer to the Library Foundation, the Library Board should accept \$235,000 (\$15,000 has already been transferred back to the Library) in funds from the Swab Estate donation intended for renovations. The original \$250,000 transfer has since been invested and there would be fees and lost interest if the Foundation were to withdraw the funds from those investments. By accepting the Swab funds, which were to be transferred when needed for renovations in the near future anyway, the Foundation can avoid the fees and lost interest. Kris moves that the Library accept the \$235,000 from the Swab Estate funds, with the limitations that the funds be used for a reading room, to correct the wrongful transfer previously approved by the Board. Bob seconds the motion. Some discussion is had on the issue of receiving funds with strings attached and whether this solution is correct accounting wise for both the Foundation and the Library. A vote was taken and the motion was approved.

Building Committee: The carpets were cleaned and this will now be a regular occurrence in order to extend the life of the carpets in the library.

Personnel Committee: None

Public Relations Committee: None

Reports from Special Committees: None

Unfinished Business: None

New Business:

Window Repair Quote: Jeremy Belloma has quoted a price of \$1,425.00 to seal the windows. Bob moved to accept the quote and hire Belloma to seal the windows, Larry seconds, approved.

Legal Form for Transfers: City Administrator Patrick Antonen mentioned a tax form for future transfers from the Library to the Foundation, however since he is absent from the meeting, this item will be discussed at the December Board meeting.

Job Description for Drake Public Library Trustee: The documents produced by the Governance Committee are reviewed and discussed. Bob moves to accept the documents, Dana seconds, approved.

Guidelines for Orientation and Training of New Board Members: The documents produced by the Governance Committee are reviewed and discussed. Larry moves to accept the documents, Bob seconds, approved.

Agenda Items for Next Meeting: None

Upcoming Meetings: Next regular Board meeting will be on 12/9/2015 at 5pm.

Adjourn: Motion to adjourn by Lottie, second by Larry, approved.