

Drake Public Library
Regular Board Meeting Minutes
April 13, 2016

Call to Order: Vice President Bob Thomas called the meeting to order at 5:00pm

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

Board Members Absent: Pete Lind

City Personnel: Patrick Antonen, Jay Dillard

Library Staff Present: Library Director JeNel Barth

Visitors: None

Agenda Approval: Motion to approve agenda by Bob, Dana seconds, approved.

Minutes Approval: Motion to approve the minutes from previous meeting made by Dana, Kathy seconds, approved.

Bills Approval: Shawn moves to approve the payment of the bills, Kris seconds, approved.

Bank Account Reconciliation Report Approval: Shawn moves to approve the report, Dana seconds, approved.

Report from Library Director: The Scholastic Book Fair made \$319 in Scholastic Dollars and \$35 in cash donations. Also, JeNel mentions the need for a secured, timed wireless network. Kathy moves to spend approximately \$100 on a timed wireless network, operational during library hours only, Kris seconds, approved.

Children's Librarian hiring process/update: There have been 5 resumes submitted and 2 to 3 candidates selected for interviews. JeNel would like to have two members of the board assist in the interviewing and hiring of the new children's librarian position. Bob moves that Nikki and Dana assist in the selection process, Lottie seconds, approved.

Assign JeNel Barth as Primary Contact for Quickbooks: Shawn moves to add JeNel Barth, Library Director, and Patrick Antonen, City Administrator, as primary contacts to the Quickbooks account of Drake Public Library, effective immediately, Kathy seconds, approved.

Report from the Friends: The Pi Day fundraiser made \$603.

Report from Foundation: The next Foundation meeting will be on April 18, 2016.

Reports from Standing Committees:

Executive Committee: None

Governance Committee: None

Budget and Finance Committee: None

Personnel Committee: None

Building and Grounds Committee:

Quote for scaffolding to clean lights in meeting room: The quote from True Value for the rental of scaffolding will be approximately \$100. Lottie moves to approve the rental expense and cleaning of the lights in the meeting room of the library, Dana seconds, approved.

Bug Out: pest control company returning to check the interior of the building in addition to the exterior.

Public Relations Committee: None

Unfinished Business: None

New Business:

Policy Review, Library Operations: Who May Use the Library, Out of State Resident's Service, Borrower's Information. Lottie moves to approve policies as amended, Shawn seconds, approved.

Agenda Items for Next Meeting:

Strategic Planning Review and Discussion
- Revised Mission Statement Approval

Architect

Children's Librarian Hiring Approval

Adjourn: Bob moves to adjourn at 5:50, Shawn seconds, approved.