

**Drake Free Public Library
Regular Board Meeting Minutes
February 10th 2016**

Call to Order: President Pete Lind called the meeting to order at 5:03 PM.

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

Board Member Absent: None

City Personnel: None

Library Staff Present: Interim Director JeNel Allen Barth, Beth Burgin

Visitors: None

Approval of Agenda: Motion to approve the agenda by Shawn, second by Kathy, approved.

Minutes Approval: Motion to approve the minutes from the 1/13/2016 Board Meeting made by Lottie, second by Dana, approved

Bills Approval: Motion to approve the bills by Shawn, second by Dana, approved.

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

Report from Director and Staff: Interim Director JeNel reported that the Book Fair will be in March and volunteers are needed.

Report from the Friends of the Library: None

Report from Library Foundation: The Foundation will be creating a trifold brochure regarding donations and the way the different organizations associated with the library use them. The goal is to eliminate confusion of where contributor's donations go and how they are spent. The Library Board's public relations committee will assist with this wherever possible.

Reports from Standing Committees:

Executive Committee: There was an email sent to the Executive Committee by Board President Pete Lind regarding advertising expenses for the Library Director position, however, no action was taken by the Committee.

Budget and Finance Committee: A representative from the Budget and Finance Committee/Library Board will be attending a meeting of the City Council to request increased funding for library employee salaries.

Personnel Committee: The Personnel Committee has been taking actions to advertise the Library Director position. They have received several applications which will be reviewed March 1st. Interviews of selected applicants are planned for the second week of March. There is discussion of how many Board members should be present during the interviews, but no decision was made.

Unfinished Business:

Update on Director Hiring Process: Discussed at length during the Personnel Committee update. Motion to discontinue the employment advertisement in the Daily lowegian for the Library Director position made by Bob, second by Shawn, approved.

Agenda Items for Next Meeting:

Update job description for Library Director Position

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