

Drake Free Public Library
Regular Board Meeting Minutes
March 9th, 2016

Call to Order: President Pete Lind called the meeting to order at 5:00 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: Patrick Antonen

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

Visitors: None

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

Minutes Approval: Motion to approve the minutes from the 2/10/2016 Board Meeting made by Dana, second by Kathy, approved

Bills Approval: Motion to approve the payment of the bills by Shawn, second by Kris, approved.

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

Report from Director and Staff: Interim Director JeNel Allen Barth reported that the Book Fair is in progress on the 2nd floor of the library.

Report from the Friends of the Library: No representatives from the Friends of the Library present. JeNel reports that "Pi Day" will be held on 3/14/2016. Volunteers will bake pies to be sold to benefit the Friends and the Library.

Report from Library Foundation: Larry Bettis resigned from the Foundation Board due to a conflict of interest.

Reports from Standing Committees:

Executive Committee: None

Governance Committee: None

Budget and Finance Committee: Shawn and Bob attended two city council meetings to request \$8,100 in additional funding for library employee salaries. This is the equivalent of five additional hours for three library employees. The city council voted and approved an additional \$4,100 in funds for the library.

Personnel Committee: There were a total of 5 applicants for the Library Director position. The personnel committee chose 2 candidates to interview. The interviews will take place on 3/16/2016 at 4:30 and 5:30. Shawn moved to increase Interim Director JeNel Allen Barth's rate of pay to the Library Director's rate as of the day she began the Interim position, February 11th, 2016. Second by Dana, approved. Dana moved to call a special meeting of the board for the purposes of hiring a Library Director on 3/23/2016 at 5:00. Second by Kathy, approved.

Building and Grounds Committee: Jeremy Belloma will begin work on the library windows. The janitor will need to look into the wasp problem in the meeting room as well as cleaning the lights in the meeting room. Patrick reports that FEH and the city attorney continue to work on the contract for the renovations.

Public Relations Committee: The PR committee will hold a meeting after the next Foundation meeting to determine if assistance is needed with a brochure the Foundation mentioned.

Unfinished Business:

None

New Business:

Job Description for Director approval: Bob moves to approve the job description for Library Director with the discussed changes. Second by Shawn, approved.

Policy Review, Library Operations: Tabled until April Board meeting due to limited time.

Agenda Items for Next Meeting:

**Policy Review: Who May Use the Library, Out of State Resident's Service,
Borrower's Information
Strategic Planning Discussion**

Upcoming Meetings:

3/23/2016, 5pm: Special meeting for all board members - hiring Library Director
3/30/2016, 5pm: Special meeting for all board members - Planning for Results
Meeting with Becky Heil

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

