

**Drake Public Library Board of Trustees**  
**Special Meeting Minutes**  
**Wednesday, August 30<sup>th</sup>, 2017**

**Call to Order:** President Larry Heikes called the meeting to order.

**Board Members Present:** Tom Johnson, Larry Heikes, Nicole Cox, Kathy Cridlebaugh, Kris Laurson, Lottie Wilson, Dennis Beason, and Dana Moritz.

**Board Members Absent:** Shawn Dekker

**Library Staff Present:** Library Director JeNel Barth

**Visitors Present:** City Administrator Jason Fraser and Daily Iowegian reporter Krystal Fowler,

**Agenda Approval:** No objections, approved by consensus.

**Minutes Approval:** No objections, approved by consensus.

**New Business:**

1. Request for delay of bidding: Dana moved to delay bidding to September 12, 2017, Nicole second, approved.
  
2. Report on timeline for moving: Library Director JeNel Barth reported that utilities will be started in the temporary library space on Friday, September 1, the space will be cleaned the following weekend, and the carpets will be cleaned on the next Monday and Tuesday. Mediacom will begin services next Wednesday. The storage garage for the items from the library that do not need a temperature controlled space will cost \$100 a month. The items stored in the garage will be stored on a pallet and covered for protection. The library materials that need a more regulated environment will be housed elsewhere. The City will allow the library's snow blower and lawnmower to be stored in a City owned storage shed. Mail will be held at the post office for JeNel to pick up on a regular basis rather than forwarding to avoid any delay in receiving mail. The drop box will also be moved to the temporary space. The library will be closed from September 11, 2017 to September 17, 2017 with a planned reopening in the temporary space on September 18.
  
3. Tom moved to approve agreements or contracts for the following, Kathy second, all approved:
  - a. Cleaning and preparing the new site;
  - b. Moving books and furniture to the new site;
  - c. Rental of temporary storage space for remaining furniture;
  - d. Storage of books not moved; and
  - e. Moving furniture and books not going to the new site.
  
4. Disposal of unused materials from north wing: Kathy will contact Lisa Eddy and/or an architectural salvage business.
  
5. Letter to Mr. Grossman: Larry has drafted a letter to present to Mr. Grossman in recognition of the \$10,000 discount on rent for the temporary space.
  
6. Report and discussion of sewer line problems: Larry has discussed the issue with several individuals. Dave McCann believed the problem was within the footprint of the building, KCL Engineering believes it is outside the building, and Tom Bain in Johnston believes there are too many holes in the pipes to insert lining. There may also be an option of installing a pump in order to keep the pipes flowing properly.

**Agenda Items for Next Meeting:**

**Upcoming Meetings:** September 13, 2017 @ 5:00 pm – regular board meeting

**Adjourn:** Nicole moved to adjourn, Kathy second, approved.