

Drake Public Library Board of Trustees
Regular Board Meeting Minutes - Wednesday, September 13, 2017

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

Board Members Present: Larry Heikes, Dana Moritz, Kristopher Laurson, Nicole Cox, Kathy Cridlebaugh, Lottie Wilson, Dennis Beeson

Board Members Absent: Shawn Dekker, Tom Johnson

Library Staff Present: Library Director JeNel Barth

Welcome Visitors: Jason Fraser, Jay Dillard, and Krystal Fowler

Agenda Approval: Agenda was approved as presented.

Minutes Approval: Minutes were approved by consensus as presented.

Approval of Bills: Kris moved to approve the payment of the bills for September, Nicole second, approved.

Director's Report: JeNel reported that the move to the temporary location is going well. The new space was professionally cleaned, the carpets were cleaned, and all other plans are moving along on schedule. PCS of Ottumwa will be setting up the computers, Mediacom is hooking up the internet and Windstream will be installing the phones.

Report from City: City Administrator Jason Fraser reports that the public hearing for approving the library renovation was held and the annual city budget will reflect the renovation requirements.

Report from Friends: The nursing home route has been taken over by Paula Gray. The Friends will be holding their annual Bake Sale on 10/7/2017 at WalMart.

Report from Foundation: None

Report from Officers: None

Reports from Standing Committees (Executive, Governance, Building, Budget and Finance, Public Relations): None

Personnel: Annual review of Library Director – The Personnel Committee met with JeNel and Jason Fraser. All agreed that JeNel is doing an outstanding job. Dana moved to accept the review of the committee, Kathy second, approved.

Unfinished Business:

1. Consideration of construction bid: Kris moved to eliminate the breakroom renovation from the renovation plans and accept the bid from CCI, Nicole second, approved.
2. Remaining agreements and contracts to approve: (Church lease for additional storage) – Nicole moved to approve, Dana second, approved.
3. Disposal of extraneous items, donation to Historical Museum: Kathy will speak to Lisa Eddy, several ideas for disposal were discussed.
4. Waste water pipe issue: Tom Bain watched the video of the pipe again and noted the large holes, tears, and said he would not do the lining in the pipe. FEH is taking another look.
5. Bulletin board repair: Larry and Dennis will resolve.
6. City ordinances: City needs to determine if further examination is necessary.

New Business:

1. Long-term absence of a member: there is no penalty or resignation required due to a prolonged absence for reason of illness.
2. Replacing Budget and Finance member: Larry will be a member of the Budget and Finance committee.
3. Long term financial planning: Budget committee will meet to discuss.
4. Succession order for president: Appointing a president pro tem was discussed.
5. Teleconferencing for members: possibility for absent board members to participate by phone was discussed.
6. Converting the coal room to a storage space: was discussed.
7. Sign for temporary location: need for a sign at the temporary location was discussed.
8. Building/Landscaping problems: discussion.
9. Addition of "Public Comments" to agenda: was discussed.

Adjourn: Kathy moved to adjourn, Lottie second, approved.