

**Drake Public Library Board of Trustees**  
**Regular Board Meeting Minutes - Wednesday, January 10, 2018**

**Call to Order:** Board President Larry Heikes called the meeting to order at 5:00 pm.

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

**Board Members Absent:** None

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

**Welcome Visitors:** Krystal Fowler.

**Agenda Approval:** Agenda for meeting approved as presented.

**Minutes Approval:** Minutes from the December 13<sup>th</sup>, 2017 meeting approved as presented.

**Approval of Bills:** Kris moved to approve the payment of the bills for January, Shawn second, approved.

**Director's Report:** Library Director JeNel Barth reported that she participated in an online training regarding new technology use in public libraries. JeNel has also begun preparing for tax season by ordering IRS forms and reviewing instructions in order to assist patrons. She will be attending a department head meeting with the City and several City Council meetings, along with Library Board members, to present the Library's budget proposal.

**Report from City:** None

**Report from Friends:** The Winter Raffle will be held from January 1, 2018 – February 28, 2018. The Friends are also working with Hy-Vee on the annual "Round Up" fundraiser.

**Report from the Drake Public Library Foundation:** No report – next meeting will be held on January 18, 2018.

**Report from Officers:** There will be an Iowa Library Trustee training webinar on January 18, 2018. Larry Heikes also reports that he has added a needed downspout extension on the library.

**Reports from Standing Committees (Executive, Governance, Building, Budget and Finance, Public Relations) & Special Committee (Furniture):**

**Executive (Report on Change Order 3):** The Executive Committee held an "e-meeting" on December 16, 2017 to vote on proposed change order 3, involving removing and replacing the sheet rock ceiling on the second floor mtg room. The total cost of this change order is approximately \$2,529.40. The e-meeting was held due to the urgency of making a decision before the next regular board mtg. The change order was unanimously approved.

**Budget and Finance (Report of Meeting and Budget Plans):** The Budget and Finance Committee met on December 19, 2017 to discuss the FY2019 proposed budget. It was agreed that a significant increase in city funding will be necessary in order to operate the Library. The highest priority is to increase library employee salaries. Additionally, more staff is necessary and the hours of operation need to increase. The Committee also agreed that janitorial services will be needed on a daily basis and an increase in funds for capital expenditures, programming, and professional development is also needed. Members of the Committee will attend a County Board of Supervisors meeting as well as the City Council meeting in order to communicate the needs of the library and present the budget proposal.

**Furniture (Update and Information):** The Furniture Committee has received a bid from Iowa Prison Industries for furniture. The Committee will have additional meetings to decide on a final recommendation to the full Board of the best source for furniture and to develop a firm list of furniture needs.

**Unfinished Business:**

1. Discussion of FY 2019 budget: See report of Budget and Finance Committee above.
2. Construction update including construction budget: Now that the ceiling has been removed in the conference room, additional bees have been discovered. New sanitary lines and gravel have been installed and they are waiting on concrete to be added.
3. Amending a previous motion regarding the renovation budget: spending from LOST funds: The issue of whether to spend LOST funds rather than other reserves of the Library was discussed briefly and tabled for additional discussion at a later date.

**New Business:** None

**Agenda Items for Future Meetings:** Continuing Swab book fund, disposal of left-over items, bulletin board repair, city ordinance questions, construction of breakroom and storage room, building and landscaping issues.

**Upcoming Meetings:** Regular board meeting February 14<sup>th</sup>, 2018.

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