

Drake Public Library Board of Trustees
Regular Board Meeting Minutes - Wednesday, March 14, 2018

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

Board Members Present: Shawn Dekker, Tom Johnson, Larry Heikes, Nicole Cox, Kathy Cridlebaugh, Kris Laurson, Dennis Beason, Lottie Wilson and Dana Moritz. All board members present.

Library Staff Present: Library Director JeNel Barth.

Welcome Visitors: Krystal Fowler of the Daily Iowegian.

Agenda/Minutes Approval: Agenda for March meeting and Minutes from the Feb 2018 Regular Board Meeting approved as presented.

Approval of Bills: Shawn moved to approve the payment of the bills for March, Lottie second, approved.

Director's Report: Library Director JeNel Barth reported that she will be attending a Library Director's round table in May 2018 where they will focus on HR issues. She also noted visits from some attendees of CCB and her visits with a group at TENCO Day Hab. The visitors from CCB have made bookmarks to be distributed at the library. JeNel also shared some statistics regarding the use of library items other than books for checkout, including DVDs and audiobooks.

Report from City: None

Report from Friends: The Friends made approximately \$500 in their Pi Day fundraiser and approximately \$300 through the Hy-Vee Round up fundraiser.

Report from the Drake Public Library Foundation: The Foundation is working on developing grant writing resources.

Report from Officers: Larry reports that the State Library is providing a Webinar Series for library board members. There will be one webinar per month during the months from February to October 2018.

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

Executive: There was a request for change order submitted on 2/23/2018 for an additional \$2,217.60 involving steel plates in the North wing of the library and additional costs for footings and foundations. This change order was voted on and approved by the Executive committee via e-meeting.

Budget and Finance: Shawn Dekker provided an update on the budget and it is noted that the Board will approve employee salaries and the budget by June 2018.

Furniture (Update and Information): The Furniture Committee has met numerous times and has a fairly complete list of all shelving and furniture to be ordered. They will continue to meet and work with Tammy of Iowa Prison Industries to finalize the order. Lottie Wilson provided an overview of the colors and materials chosen for various items being ordered. There was discussion regarding the carpet in the basement as well, and the board decided to eliminate the colored carpet squares from the design and keep the carpet gray throughout. The board also selected ZAR brand stain color Moorish Teak for the circulation desk refinishing.

Public Relations: Tom Johnson provided a list of ideas for increasing the community's awareness of the library.

Unfinished Business:

1. Repair of outdoor letter board: the materials have been ordered for repairing the letter board.
2. Construction update: the board discussed the progress of the renovation construction.

New Business:

1. Change to Natel as telephone service provider: Lottie moved to switch to Natel for phone services, Dennis second, approved.
2. SSL Certificate for library website: Shawn moved to approve the cost to obtain an SSL Certificate for the library website, Kris second, approved.
3. Carpet change for basement: the carpet chosen for the basement was discussed by the board. The general sentiment of the board was to have all carpet squares be gray and eliminate the colored squares. Lottie will call Michelle of FEH and possibly the representative from Mohawk carpet to discuss.
4. Main circulation desk refinishing: Daniel Beechy will be refinishing the circulation desk. Larry will make a donation to cover the cost of this.
5. Roof leak: Mark Mosley will be coming to look at the roof and determine if there is a leak and what the repairs will be.
6. Removal of water fountain: One of the water fountains in the library was not properly plumbed and it is suggested that it be removed. Larry moved to remove the water fountain, Lottie second, approved.
7. Break room and storage room remodeling: Names of contractors to contact for the breakroom remodeling are discussed.

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, and landscaping issues.

Upcoming Meetings: Regular board meeting April 11, 2018 at 5:00 pm.

Adjourn: Shawn moved to adjourn, Nicole second, approved.