

Drake Public Library Board of Trustees
Wednesday, April 11, 2018
Regular Board Meeting Minutes

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

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

Board Members Absent: Shawn Dekker and Kris Laurson

Library Staff Present: Library Director JeNel Barth.

Welcome Visitors: Krystal Fowler of the Daily Iowegian and City Administrator Jason Fraser.

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

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

Director's Report: Library Director JeNel Barth reported : 1) Bees: JeNel has contacted the person previously hired to help with the bee problem in the Library and has received no response. She has also left a message for Atomic Pest Control. Lottie will call Havards as well. 2) Roof Leak: Mark Mosley will be repairing the roof by filling in gaps where leaks are forming. 3) Natel: Windstream bill averages \$200 a month, which includes a \$32 rebate that is being discontinued. Natel's estimate is \$140 a month, with installation and hardware costing \$400. Jason Fraser adds that it may be possible to create an extension to the library from the City which may reduce the cost even further. Jason and JeNel will call Natel to learn more. 4) JeNel will be attending a class regarding community impact of libraries on April 12, 2018 in Johnston. 5) JeNel went to a training to assist patrons avoid online scams and will have materials to provide the public.

Report from City: City Administrator Jason Fraser reports that there will be a budget amendment vote by the City Council at their regular meeting on May 7, 2018. This will not affect the library.

Report from Friends: The Friends are holding a book sale Thursday, April 19, 2018 10am to 4pm.

Report from the Drake Public Library Foundation: The Foundation received the ACCF grant of \$5,000 which will go towards the purchase of 7 new computers and accompanying tables. The Foundation is currently working on 4 other grants.

Report from Officers: None

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

Unfinished Business:

1. Construction Update: Currently, lighting is pending, the conference room will then have its ceiling installed. The main floor and children's circulation desks are completed and painting is ongoing. Going forward, carpeting and other finishing work will be completed.
2. Breakroom Bid: Mason Blizek has provided an estimate to finish out the breakroom for a total of materials and labor of \$10,710. Jason Fraser notes that if all the materials could come from Lockridge, the City's account could be used to pay for them. Tom moved to accept the bid from Blizek, Nicole second, approved.
3. Approval of IPI Furniture Order: IPI submitted a bid for approximately \$110,000 for furniture with delivery installation costing an additional approximate \$5,000. Tom moved to accept the bid from IPI as presented, Dana second, approved. It is also noted that the Board would like to give a gift for Julie Eagan for her help with the design of the newly remodeled space.
4. Change Order #5 (Basement Carpet): The change order to have the orange carpet tiles removed and replaced with gray tiles was considered by the board. The cost is \$5,115.60. Nicole moved to approve change order #5, Dennis second, approved.
5. Change Order #6 (Paint Stairwell): the change order was discussed by the board and failed due to lack of motion for approval.

New Business: Future Change Orders: Change in reuse of metal shelving and the addition of more electrical outlets in the new north floor room.

Agenda Items for Future Meetings: Budget FY 2019, continuing Swab book fund, city ordinance questions, and landscaping issues.

Upcoming Meetings: Regular board meeting May 9, 2018 at 5:00 pm.

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