

Drake Public Library Board of Trustees
Wednesday, June 13, 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 Kris Laurson.

Board Members Absent: Dana Moritz and Shawn Dekker

Library Staff Present: Library Director JeNel.

Welcome Visitors: City Administrator Jason Fraser..

Agenda/Minutes Approval: "Gift for Julie Eagan" is added to "Construction Update" on the agenda, otherwise the agenda and minutes are approved as presented.

Approval of Bills: Kris moved to approve the payment of the bills as presented, Dennis second, approved.

Director's Report: Library Director JeNel Barth reported 1) DPL stops the "Summer Slide" by offering free, literacy-based programming through the Summer Reading Program, 2) there were 152 people at the Blank Park Zoo program, 3) the Grout Museum will be presenting as part of the Summer Reading Program, 4) the new Natel phone system has been installed and JeNel will be cancelling the Windstream service and 5) PCS is assembling a bid for computer replacements.

Report from the City: The City is preparing for end of fiscal year/beginning of new fiscal year.

Report from Friends: The Friends will be assisting with the open house for the newly renovated Library and may be holding a cookout fundraiser at Fareway.

Report from the Drake Public Library Foundation: The Foundation is working on developing the Little Libraries program and continuing to apply for grants.

Report from Officers: Election of new officers will be at July meeting.

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

- **Building Committee:** Various topics in connection with the Drake Ave. building were discussed by the Board. A Centerville high school student will be helping pull weeds for service hours, the letter board has been reinstalled and JeNel is ordering letters.
- **Rededication Committee:** Plans for the rededication were discussed.
- **Executive Committee:** 1) The Executive Committee held an e-meeting on May 24, 2018 and voted to approve the donation of the unused orange carpet tiles to the Re-Store (by Habitat for Humanity) in Des Moines. The e-meeting was held due to the urgency of ensuring proper disposal of the tiles at no expense to the DPL and 2) The Executive Committee held an e-meeting May 24, 2018 and voted to approve Change Order No. 9 involving building an additional metal deep-shelf bookcase from the repurposed metal shelving. The bookcase will go in the Genealogy room at a cost of \$364.55. The e-meeting was held so that the contractor could continue work without having to wait until the next regular board meeting.

Unfinished Business:

1. Construction Update: Final inspections are happening at the Drake Ave. and several issues, such as carpet installation, are being addressed. The Board also discussed the gift for Julie Eagan for her generous donation of her time and skills in choosing finishes and furnishings for the renovated space.
2. Update on Break Room: A choice of countertop was made and leftover gray paint will be used for the walls.
3. Bylaws Change: No action taken at this time.
4. Library Dome issues: JeNel has contacted Bovard Studio regarding issues with the dome.
5. Room Signage: JeNel looking into this with Dannco.
6. Furniture Update/Date for Moving in: Tentative delivery date is June 29, 2018.

New Business:

1. Replacement for Janitor: the Board discussed whether to hire a cleaning crew or hire a new part time janitor. It was tentatively decided to hire a new part time janitor once the renovated library is reopened.
2. Swab Book Fund: Larry presented a handout with an explanation/suggestion on how to handle money donated by Bill Swab that would allow more interest to be earned, and in turn causing the donation to last longer.
3. Pendant Lights: The pendant lights in the Maker Space/Conference Room are too low. Nicole moved to remove the pendant lights and cap them off at the ceiling, Kris second, approved.

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

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