

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

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

Board Members Present: Larry Heikes, Shawn Dekker, Nicole Cox, Kathy Cridlebaugh, Dennis Beason, and Kris Laurson.

Board Members Absent: Tom Johnson and Dana Moritz.

Library Staff Present: Library Director JeNel Barth

City Staff Present: City Administrator Jason Fraser

Agenda/Minutes Approval: Approved as presented.

Approval of Bills: Shawn moved to approve paying the bills as presented by Library Director JeNel Barth

Director's Report: Library Director JeNel Barth reported 1) she is in the process of interviewing candidates for the janitorial position (part time), 2) the first shipment of furniture has arrived at the renovated library, 3) on the overdue item/fine procedure the library uses, 4) the Summer Reading Program presentations have been very well attended, 5) she is taking a course about working with older adults in library settings, and 6) PCS bid regarding replacement computers.

Report from the City: City Administrator Jason Fraser reported 1) City Hall hours will be changing to 8:00am to 4:30pm, 2) library may want to look into prepaid bills for Alliant, water, etc., and 3) FEH has sent a substantial completion in connection with the library renovations.

Report from the Friends: None

Report from the Drake Public Library Foundation: Foundation President Larry Heikes reported 1) the Foundation is meeting on July 19, 2) they are continuing in their grant-writing efforts and waiting for approval on 2 submitted grant proposals, and 3) the Foundation received funds from Centerville Rotary for the Little Libraries program.

Report from Officers: None

Reports from Standing Committees:

Executive Committee: the Executive Committee held an e-meeting June 25, 2018 for the purpose of voting on accounts payable claims presented for payment in June. The full board discussed paying these claims in FY2018 and paying them prior to the beginning of FY2019 will prevent the need to amend the budget early in FY2019 and also uses FY2018 budget money rather than FY2019. The Executive Committee voted unanimously to approve payment of the bills.

Personnel Committee: Annual evaluation of the Library Director will be completed in August.

Building Committee: Storage room in library needs to be cleaned out, there is a need for a storage shed and landscaping work to be done.

Rededication Committee: No update.

Unfinished Business:

1. Construction Update: the library needs to be thoroughly cleaned, however, renovations are almost entirely completed.
2. Update on Break Room: completed.
3. Library Dome Issues: JeNel has contacted Bovard Studios and is waiting for a call back, there have been no further leakage issues.
4. Furniture Update/Date for Moving in: Furniture and shelving will be delivered and collection moved back to Drake Ave. building end of July/very beginning of August.

New Business:

1. Selection of New Board Member: Shawn nominated Julie Eagan, approved.
2. Selection of Board Member Representative to Foundation: Kathy nominated Dennis, approved.
3. Initial FY2020 Budget Discussion: Larry states that the handbook for Iowa library boards says to start early on this process, the board discussed several priorities for the budget in the coming year.
4. Disposal of Old Furniture: JeNel is contacting other local libraries to see if any of them are interested in any furniture pieces.
5. Bulletin Board Policy: the different options for a bulletin board policy were discussed by the board.
6. Replacing Microfilm Reader: JeNel is getting a bid on replacement.
7. Parking Space: Dollar Tree is opening next door to the library soon, JeNel will contact them regarding parking spaces.
8. A/C Vibrating: Jesse Fagan of Southern Iowa Heating and Cooling will be coming July 16 to inspect.
9. Clean Stairwell: the board discussed then need for cleaning the library after renovations are complete and whether the stairwell should be included in that cost.

Agenda Items for Future Meetings: City Ordinance Questions, Mowing and Snow Removal

Upcoming Meetings: Regular Board Meeting August 8, 2018 at 5:00 pm – to be held in the newly renovated Drake Ave. library building.

Adjourn: Dennis moved to adjourn the meeting, Kris second, approved.