

**Drake Public Library Board of Trustees**  
**Wednesday, August 8, 2018**  
**Regular Board Meeting Minutes**

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

**Board Members Present:** Larry Heikes, Nicole Cox, Kathy Cridlebaugh, Dennis Beason, Julie Eagan and Tom Johnson.

**Board Members Absent:** Dana Moritz, Shawn Dekker, and Kris Laurson.

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

**City Staff Present:** None

**Agenda/Minutes Approval:** "Resignation of Larry Heikes from office of President" was added as no. 4 under "New Business" on agenda. Tom moved to approve both regular and annual minutes from July meetings, Nicole second, approved.

**Approval of Bills:** Tom moved to approve the payment of bills for August, Nicole second, approved.

**Director's Report:** Library Director JeNel Barth reported 1) the library has moved back to the Drake Ave. building and she has received many positive reactions from patrons, 2) a different display for large print materials may be needed, 3) YuGiOh kids toured the library, 4) invitations will go out to the adult coloring group to return to regular meetings at the library, 5) JeNel completed the course she was taking regarding older adults in libraries, and 6) she will be developing a job description for the part time "floater" position and place an ad in the newspaper.

**Report from the City:** None

**Report from the Friends:** None

**Report from the Drake Public Library Foundation:** Foundation President Larry Heikes gave a summary of the purpose of the Foundation and how the board members are working to support the library. The Foundation continues to generate monetary support for the library by applying for grants. They received the \$5,000 Bemis grant for children's programs.

**Report from Officers:** None

**Reports from Standing Committees:**

**Executive Committee:** None.

**Personnel Committee:** An evaluation was performed of JeNel and the committee found that she is doing a wonderful job and meeting all expectations. Their report is attached hereto.

**Building Committee:**

- a. Break Room – floor needs to be replaced at some point.
- b. Outdoor Letter Board – the plexi-glass will be replaced.
- c. Storage Room – the library's janitor (Cody) will be working on getting rid of the radiators and cleaning out the storage room.
- d. Storage Shed – a 9 x 12 storage shed is \$2,177 – Nicole moved to purchase and install shed, Kathy second, approved.

**Budget and Finance:** None

**Reports from Ad hoc Committees:**

**Rededication Committee:** Reception will be on October 6, 2018 during Homecoming at 2:00 p.m.

**Unfinished Business:**

1. Construction Update: there are some final issues to resolve, otherwise construction is complete.
2. Building Issues: The air conditioning is having some issues with vibration, Jesse Fagan is working on them and it was decided that painting the stairwell will be an issue to address in the future.
3. Disposal of unneeded items: The Moravia and Mystic libraries will be picking up some items.
4. Library Dome: a new attic vent is needed.
5. Replacement of Microfilm Reader: JeNel is still searching for the appropriate machine – looks to be around \$4,000 for a replacement.
6. Bulletin Board Policy: See attached bulletin board policy – Dennis moved to approve the policy as written, Tom second, approved.
7. Parking: short term parking at Dollar Tree is ok.

**New Business:**

1. Continuing Education Requirements: Larry reminded the board of the many free continuing education opportunities and that there is a requirement of 3-5 hours of continuing education for each board member.
2. Purchase of replacement boxwood bushes: Dennis moved to approve the purchase of 11 replacement boxwood bushes for \$385.00.
3. Request for storage space for Foundation materials: it is decided that the Foundation is welcome to store their materials in the library – JeNel will look for a good space for them to use.
4. Resignation: Board President Larry Heikes will be moving and resigned from his position as president.

**Upcoming Meetings:** Regular Board Meeting September 12, 2018 at 5:00 pm

**Adjourn:** Larry moved to adjourn the meeting, Tom second, approved.