

Drake Public Library Board of Trustees
Wednesday, February 13, 2019, 5:00 p.m.
Regular Board Meeting Minutes

Call to Order: Board President Shawn Dekker called the meeting to order at 5:00 p.m.

Board Members Present: Dana Moritz, Shawn Dekker, Kris Laurson, Nicole Cox, Kathy Cridlebaugh, Dennis Beason, Ron Eggerman, and Tom Johnson.

Board Members Absent: Julie Eagan.

Library Staff Present: Library Director JeNel Barth

City Staff Present: City Administrator Jason Fraser

Visitors/Public Comment: None

Agenda/Minutes Approval: No changes, approved as presented.

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

Director's Report: Library Director JeNel Barth reports: 1) the accreditation process for the Library is complete, 2) she has set up a collaboration between the Library and Star Staffing & HR Services, LLC to present a Resume Building Class for patrons, and 3) there were 5,604 check outs directly from the shelves as well as Bridges checkouts and Inter Library Loans.

Report from the City: The City is undergoing its annual budget review and will approve the budget at the March 4, 2019 City Council meeting.

Report from the Friends: The Friends will be holding Pi Day on March 14, 2019.

Report from the Drake Public Library Foundation: None.

Report from Officers: None

Reports from Standing Committees (Executive, Budget and Finance, Governance, Building, Public Relations, Personnel):
None

Unfinished Business:

1. Disposal/Sale of unneeded items left at Craver Garage: There are very few items left and will be cleared out. The Library will receive a refund of a portion of the rent due to the limited amount of items being stored.

New Business:

1. Museum Board: Offer to share profits from selling book shelves made from leftover steel shelving materials.
2. Photocopier Lease Offer: Tabled to allow for more information before making decision.
3. By-Laws Review: Amended and Restated Bylaws presented by Nicole Cox for the Board's review. Discussion was had about various provisions, and there were no objections. Since the accreditation process requires approved Bylaws, and the Bylaws require two meetings to review and approve, the previous Bylaws were approved by the Board on motion made by Tom Johnson and second by Dana Moritz. The Amended and Restated Bylaws will be voted on at the March 2019 Board meeting to allow the requisite notice period to pass.
4. Personnel Policy/Collection Development Policy: Both policies were reviewed, discussed and approved by the Board on motion made by Dana Moritz, second by Kathy Cridlebaugh.
5. Approve ADA Checklist for Existing Facilities: This document will be turned in with the accreditation materials. Motion to approve made by Kris Laurson, second by Dennis Beason, approved.
6. Resignation of Board President: Shawn Dekker announced her resignation as she and her husband will be moving from the area. The Board recognized and thanked Shawn for her service on the Board, especially with her extensive help with the budget and accounting. The Board discussed possible replacements and decided to recommend Michelle Moore to the Mayor/City Council for appointment.

Agenda Items for Future Meetings: Approval of Amended and Restated Bylaws, election of vice president, welcome new member when appointed, photocopier.

Upcoming Meetings: Regular Board Meeting March 13, 2019 at 5:00 pm

Adjourn: Kris Laurson made a motion to adjourn, Kathy Cridlebaugh second, approved.