

**MINUTES**  
**DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES**  
**December 18, 2013**  
**5:30 p.m.**

**ROLL CALL:** Present were: \_X\_Britton \_X\_Covino \_X\_Esbrook \_X\_Goltz \_X\_Greenwald  
\_X\_McClelland \_X\_McNally Others present: \_X\_Kennett

**APPROVAL OF AGENDA:** Approved by consent.

**APPROVAL OF MINUTES:** Britton moved and McNally seconded the approval of November 27, 2013 minutes as presented. Motion passed unanimously.

**COMMUNICATIONS:** Grinnell anthropology students Eduardo Olmos and Scott Olson presented findings from their "How the Drake Community Library can best serve the needs of Grinnell's teens and tweens" assessment study. This resulted in the following recommendations:

- >Expand programming targeted at teen/tween age group
  - >Expand outreach to teen/tween age group
  - >Provide trainings for library staff regarding teenagers and tweens
  - >Make the Teen Advisory Group more robust in its engagement with teens
- A written report will be made available to the Board. Follow-up with staff is suggested.

**REPORT OF DIRECTOR:**

1. Statistical report was reviewed.
2. The Friends of Drake Community Library produced an excellent Festival of Trees event again this year featuring visits with Santa Claus as well as GMS Honor Choir and Pep Band performances. 22 decorated trees will be available for viewing throughout the holidays. \$745 was donated to Friends of DCL as a result of the public voting for their favorite tree.
3. Kennett expressed desire to meet with Imagine Grinnell representatives and to refine vision for the library grounds. Preliminary discussions with landscape architect(s) and the Malcom Soil & Water Conservation District/Natural Resources Conservation Service may also take place. Esbrook and Goltz offered to communicate with contacts at Iowa State University as well. The goal is to create a sustainable landscape that will meet community expectations.

**FINANCIAL REPORT AND APPROVAL OF BILLS:** Financial reports were reviewed. The receipts report has been reconciled with City of Grinnell financial reports. Britton moved and McClelland seconded the approval of bills payable in January. Motion passed unanimously.

**COMMITTEE REPORTS:**

*Building & Grounds –*

*Finance, Salary, and Personnel –*

*Long Range Planning –*

*Policy –*

**OLD BUSINESS:**

1. A second review of proposed revisions of the Library By-Laws took place. McClelland moved and Covino seconded the acceptance of the revision as presented with minor edits. Motion passed unanimously.

**NEW BUSINESS:**

1. Review of a new "Circulation" policy which would combine and replace the current "Borrowing" and "Confidentiality" policies took place. Further review time was desired. The policy will be further considered at the next board meeting.

The next board meeting will take place January 22<sup>nd</sup> at 5:30 p.m.

Meeting adjourned at 7:05 p.m.



Gail Greenwald, President

Date signed:

1/22/14



Marilyn Kennett, Recording Secretary