

**MINUTES**  
**DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES**  
**February 28, 2013**  
**5:15 p.m.**

**ROLL CALL:** Present were: \_\_Armstrong \_X\_Bierman \_X\_Goltz \_X\_Greenwald \_\_Lamphier  
\_X\_McClelland \_X\_Pohlson Others present: \_X\_Kennett

Prior to the beginning of the meeting, Merri Monks, Youth Services Consultant, State Library of Iowa presented \$500 scholarship awards to the following News Know-how Project participants: Christopher Sharpe, Dana Brown, Josh Randolph, and Sara Etheridge. The scholarships were sponsored by the American Library Association.

**APPROVAL OF AGENDA:** Pohlson moved and Bierman seconded the proposed agenda as amended to include a report of the Finance, Salary and Personnel Committee. Motion passed unanimously.

**APPROVAL OF MINUTES:** Pohlson moved and Bierman seconded that the minutes of the January 24, 2013 meeting be approved as printed. Motion passed unanimously.

**COMMUNICATIONS:** None

**REPORT OF DIRECTOR:** Statistical report was reviewed noting recent increase in usage of Learning Express database. Kennett provided an analysis of Alliant Energy costs comparing electrical usage of Stewart Library and Drake Community Library buildings over the 2007-2012 fiscal year time period.

**FINANCIAL REPORT AND APPROVAL OF BILLS:** Financial reports were reviewed. McClelland moved and Pohlson seconded the approval of bills payable in March. Motion passed unanimously.

**COMMITTEE REPORTS:**

*Building & Grounds –*

*Finance, Salary, and Personnel –* Kennett provided update on '13-'14 Budget process. Pohlson provided report of Personnel Committee meeting held January 31.

Bierman moved and McClelland seconded the approval of the hire of Julie Owens to fill Library Assistant position at wage of \$15.65 per hour. Motion passed unanimously.

Pohlson left the meeting at 6:00 p.m.

*Long Range Planning –* State Library of Iowa consultant Becky Heil met with board members via telephone conference call on February 27. Greenwald will represent the board at the community task force meetings to be held March 11 and April 8. A goal of five prioritized service responses was set for the task force. Board may participate with staff to determine working objectives in an observational, awareness-seeking role.

*Policy –*

**OLD BUSINESS:**

1. The topic of new trustees was discussed.

**NEW BUSINESS:** Goltz moved and McClelland seconded the adoption of the Donations Policy as printed. Motion passed unanimously. McClelland moved and Bierman seconded the revision of the Borrowing Policy as printed. Motion passed unanimously.

Meeting adjourned at 6:20 p.m.

*Gail Greenwald*

Gail Greenwald, President

*Marilyn Kennett*

Marilyn Kennett, Recording Secretary

Date signed: *3/28/2013*