

**MINUTES**  
**DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES**  
**September 25, 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 with addendum of report from Youth Services Director.

**APPROVAL OF MINUTES:** Britton moved and McNally seconded the approval of August 28, 2013 minutes as amended. Motion passed unanimously. Minutes of the September 11, 2013 special meeting were approved by consent as circulated.

**COMMUNICATIONS:** None.

**REPORT OF DIRECTOR:**

1. Karen Neal, Youth Services Director, presented report on results of the Summer Library Program. 4,084 hours of 2013 summer reading time were recorded by area youth.
2. Statistical report was reviewed noting usage of Ancestry Library Edition online resource.

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

**COMMITTEE REPORTS:**

*Building & Grounds –*

1. On September 19, 2013 the Grinnell City Council voted to award the contract for the Base Bid work and alternate in the amount of \$48,735 to S&S Plumbing, Heating, and Air Conditioning, LLC. A&J Associates has since sent a Notice of Award letter to S&S Plumbing.
2. Development of library prairie was discussed. Goltz will arrange for a meeting of the Building & Grounds Committee to arrive at a recommendation for the board.

*Finance, Salary, and Personnel –*

1. Committee will meet October 9<sup>th</sup> at 4:00 p.m. at the library.

*Long Range Planning –*

1. The trustees and staff will host an event planned for October 22<sup>nd</sup> at 7:00 p.m. at the library to share the 2013-2017 Strategic Plan with the Planning Task Force, Friends of DCL, and the City Council.

*Policy –*

**OLD BUSINESS:**

1. Britton moved and Covino seconded the adoption of the Drake Community Library 2013-2017 Strategic Plan as presented. Motion passed unanimously.

**NEW BUSINESS:**

1. McNally moved and Britton seconded the approval of wage step increases for William Crosby to \$17.08 per hour and for Julie Owens to \$16.63 per hour. Motion passed unanimously.

2. McClelland moved and Esbrook seconded the approval of revision to the Borrowing Policy. Motion passed unanimously.
3. Revision of Internet Policy was discussed and will be reviewed at the next meeting in conjunction with the Wireless Service Policy.

Meeting adjourned at 6:55 p.m.



Gail Greenwald, President



Marilyn Kennett, Recording Secretary

Date signed:

10/23/13