

MINUTES
DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES
November 27, 2013
5:30 p.m.

ROLL CALL: Present were: Britton Covino Esbrook Goltz Greenwald
 McClelland McNally Others present: Kennett

APPROVAL OF AGENDA: Approved by consent.

APPROVAL OF MINUTES: McClelland moved and McNally seconded the approval of October 23, 2013 minutes as presented. Motion passed unanimously.

COMMUNICATIONS: None.

REPORT OF DIRECTOR:

1. Statistical report was reviewed.
2. As of November 18th, A&J Associates has reviewed shop drawing submittals from S&S Plumbing and is awaiting same from Woodman Controls and S&S Electric. S&S Plumbing is awaiting delivery of equipment. An onsite construction meeting will take place once equipment has been delivered and all construction documents have been reviewed. It is anticipated that equipment and construction materials will arrive in December.
3. The library is reviewed for accreditation purposes every three years. Accreditation paperwork is due to the State Library by February 28, 2014.
4. DCL has produced a youth services electronic newsletter for several years. Adult services and community resource information is now being incorporated into the newsletter.
5. Report of the Drake Community Library Endowment held by the Greater Poweshiek Community Foundation was provided. As of 10/31/13 endowment balance is \$50,186.87. This report will be presented on an annual basis.

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

COMMITTEE REPORTS:

Building & Grounds –

1. Esbrook reported on information gathering regarding the library prairie. The August 2012 board resolution regarding the prairie was reviewed. Documents provided by volunteers Elizabeth Hill and Lorna Caulkins were distributed. Further study was recommended.

Finance, Salary, and Personnel –

1. The committee met November 13th to review FY15 budget proposal with Kennett. City Council review will occur in January with final budget determination occurring in late March. Evaluation of the library director and library staff will occur in the Spring.

Long Range Planning –

Policy –

OLD BUSINESS:

- 1.

NEW BUSINESS:

.. Review of Library Bylaws took place. Proposed edits include updating the library name; referencing Chapter 22 of the Municipal Code; removing member requirements of standing committees; separating the Finance, salary, and personnel committee into two committees; and referencing Youth Services Director instead of Assistant Librarian in section VII. Kennett will circulate the proposed revision prior to the next board meeting.

The next board meeting will take place December 18th at 5:30 p.m.

Meeting adjourned at 6:40 p.m.



Gail Greenwald, President



Marilyn Kennett, Recording Secretary

Date signed:

12/18/13