

MINUTES
DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES
January 22, 2014
5:30 p.m.

ROLL CALL: Present were: __Britton __Covino _X_Esbrook _X_Goltz _X_Greenwald
_X_McClelland _X_McNally Others present: _X_Kennett

APPROVAL OF AGENDA: Approved by consent.

APPROVAL OF MINUTES: McNally moved and Esbrook seconded the approval of December 18, 2013 minutes as presented. Motion passed unanimously.

COMMUNICATIONS: None

REPORT OF DIRECTOR:

1. Statistical report was reviewed.
2. Kennett reported on meeting with Imagine Grinnell representatives and anticipated meetings with Brian Clark of Confluence and Mindy Sieck of Malcom Soil & Water Conservation District/Natural Resources Conservation Service.

FINANCIAL REPORT AND APPROVAL OF BILLS: Financial reports were reviewed. It is anticipated that the annual amount budgeted for utilities will not be sufficient to cover expected utility costs for the remainder of the fiscal year. The humidity control project is expected to be underway in February. Esbrook moved and McClelland seconded the approval of bills payable in February. Motion passed unanimously.

COMMITTEE REPORTS:

Building & Grounds – Esbrook reported on contact made with the Iowa State University horticultural department. A possibility exists of engaging an ISU design class and/or student landscaping club with the library project. It was recommended that Kennett contact Landscapes by Design, a Huxley firm, to provide preliminary consultation in addition to that of Confluence. It was also recommended that trustees review the “Prairie Landscape Maintenance Proposal” submitted by Larissa Mottl and Ann Stillman, August 2012, the November 2013 plan update submitted by Lorna Caulkins and notes from Goltz on the subject. February 12, 2014 was proposed as a possible date for Special Board of Trustees meeting to further evaluate options for the library grounds.

Finance, Salary, and Personnel – Kennett, Greenwald, and McNally will attend Budget meeting with City Finance Committee, January 28, 2014, 7:00 a.m.

Long Range Planning –

Policy –

OLD BUSINESS:

1. A second review of proposed revisions to the Circulation policy took place. The Circulation policy combines and replaces the Borrowing policy and the Confidentiality policy. Goltz moved and Esbrook seconded the adoption of the Circulation policy as presented. Motion passed unanimously.

NEW BUSINESS:

1. Review of a new Internet Usage and Wireless policy took place. This policy combines and replaces the current "Internet Usage" and "Wireless" policies. McClelland moved and McNally seconded the adoption of the Internet Usage and Wireless policy as presented and edited. Motion passed unanimously with Goltz abstaining.
2. Review of the Material Selection policy took place. McNally moved and Goltz seconded the revision of the policy as presented and edited. Motion passed unanimously.
3. Review of the Behavior policy took place. McClelland moved and Esbrook seconded the revision of the policy as presented and edited. Motion passed unanimously.
4. Review of the Unattended Children policy took place. McNally moved and Goltz seconded the revision of the policy as presented and edited. Motion passed unanimously.
5. A step increase in pay to \$17.12 per hour was presented for Julie Owens, Library Assistant. McNally moved and Esbrook seconded the wage approval. Motion passed unanimously.

The next board meeting will take place February 26, 2014 at 5:30 p.m.

Meeting adjourned at 7:00 p.m.

Gail Greenwald, President
Date signed:

Marilyn Kennett, Recording Secretary