

**MINUTES**  
**DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES**  
**April 23, 2014**  
**5:30 p.m.**

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

**Secretary McClelland conducted the meeting.**

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

**APPROVAL OF MINUTES:** Britton moved and Covino seconded the approval of March 26, 2014 minutes as presented. Motion passed unanimously.

**COMMUNICATIONS:**

1. State Library of Iowa communicated release of updated Trustee Handbook, see <http://www.statelibraryofiowa.org/ld/t-z/Trustees>
2. Otto Hall, Grinnell resident, in-person communication: Hall expressed that there is interest from a local service organization to purchase a U.S. flag and flagpole with lighting to be installed on the library grounds. Topic will be put on May agenda for trustees to consider. Kennett to gather relevant information from City.

**REPORT OF DIRECTOR:**

1. Statistical report was reviewed noting overall steady use of library materials and services. Low usage of the World Book Online resource was noted.
2. Kennett reported on recent City of Grinnell goal setting session held with city administration, city council and department head members. Accomplishments were noted from the past two years. Concerns and opportunities were informally prioritized for the future. Repurposing the Community Building was identified as a high priority.

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

**COMMITTEE REPORTS:**

*Building & Grounds –*

- The humidity control project is nearly finished. Yet to occur:
  1. Balancing the new water and air flow rates
  2. Perform piping leak tests and system function tests
  3. A&J to check out control sequences and do punch list of system modifications
  4. S&S Plumbing to provide system training for library staff
  5. S&S Plumbing to submit close out documentation including warranties, test reports, and O&M manuals

*Finance, Salary, and Personnel –* Committee meeting took place 18 April regarding a personnel matter with McNally, Britton, and Kennett present. Britton reported that committee is satisfied with planned course of action.

*Long Range Planning –*

*Policy* – The Meeting Room policy was reviewed with respect to capacity levels allowed in the Community Room when tables are in use. Kennett to communicate with public safety department to determine what capacity level is acceptable. It was also noted that proper screening of groups needs to occur to insure policy compliance with respect to promotional and profit-making activity on site.

**OLD BUSINESS:**

1. Covino moved and McNally seconded to table the formulation of a resolution regarding library grounds. Motion passed unanimously.
2. The decision to purchase a defibrillator for the library was discussed. Kennett provided information on the type of staff training received using the specific model of defibrillator to be purchased. No action necessary.

**NEW BUSINESS:**

1. Britton moved and Covino seconded the acceptance of the Forever Green contract for Area 1 of the landscaping design plan without the jewel box patio feature and the acceptance of the remainder of the design plan for planning purposes. Motion passed unanimously.
2. Covino moved and McNally seconded the initiation of fundraising efforts to implement the Forever Green design plan. Motion passed unanimously.

The next regular board meeting will take place May 28, 2014 at 5:30 p.m.

McNally moved for adjournment. Meeting adjourned at 7:05 p.m.



Gail Greenwald, President  
Date signed:

*May 28, 2014*



Marilyn Kennett, Recording Secretary