

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

ROLL CALL: Present were: _X_Britton _X_Covino _X_Esbrook _X_Greenwald _X_McClelland
_X_McNally ___Pohlson Others present: _X_Kennett

APPROVAL OF AGENDA: Approved by consent.

APPROVAL OF MINUTES: Britton moved and McNally seconded the approval of September 24, 2014 regular board meeting minutes as presented. Motion passed unanimously. McClelland moved and Covino seconded the approval of August 27, 2014 Annual Meeting minutes as presented. Motion passed unanimously with Britton abstaining.

COMMUNICATIONS:

1. Converging Landscapes fund report was received from the Greater Poweshiek Community Foundation detailing income and expenditures. As of 9/30/2014 balance is \$29,708.59.
2. Converging Landscapes donor report was received from the Greater Poweshiek Community Foundation. As of 10/22/14, \$44,040 have been received in gifts and pledges towards the campaign.
3. An e-mail communication expressing appreciation for the work performed thus far on the library grounds was received from Jo Wray, City Council member.

REPORT OF DIRECTOR:

1. Statistical report was reviewed.
2. FY14 Annual Report was presented in brochure format. Report has been distributed to City Council members.
3. Covino reported on college preparation workshops for high school students scheduled for November 1st and November 8th at DCL. These workshops will be led by Grinnell College Admissions personnel.
4. Kennett reported on current status of landscaping project. A cash flow statement for the project was presented. \$31,600 needs to be raised in addition to existing funds to fully complete the project as planned.

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

COMMITTEE REPORTS:

Building & Grounds –

1. Duane Neff, Director of Building and Planning, has organized contractors under Garling Construction to perform metal work and caulking repair/installation on the roof. Garling Construction will be covering the costs associated with these repairs.
2. Kennett presented report from Vic Amoroso, A & J Associates, regarding de-humidification project as of October 16, 2014:
 - a. S&S and subcontractors have completed piping, sheet metal and electrical contract work.
 - b. Florida Heat Pump finally shipped the BAC-Net control board for the new water to water heat pump that was installed by S&S.

- c. The BAC-Net board replaced the temporary temperature controller installed by S&S to operate the heat pump in a temporary mode.
- d. Woodman has set up the automatic controls for the new equipment at the project site and is completing the software.
- e. Woodman attempted to install the new software in the system but the failure of the Network Manager prevented that. [Note: Cost of new Network Manager is \$6,200]
- f. After the new Network Manager is installed Woodman will finish the software and the control "points" installation.
- g. A&J will review the system installation and operation and prepare a substantial completion and final close out punch lists after Woodman completes their work.
- h. S&S will submit the close-out documents to A&J per contract.
- i. A&J will process out the close out material and recommend that the project be accepted and final contractor payment made.

Finance, Salary, and Personnel – McNally reported favorable results, without reservation, regarding the evaluation of the library director.

Long Range Planning – Covino will convene committee to review strategic plan with staff members.

Policy –

OLD BUSINESS:

1. Plans for remainder of landscaping project were discussed. McClelland presented ideas for Area 3 including a community garden plot, fruit trees, or planting native species in this area. Kennett to arrange a meeting with John Rathbun, Forever Green, to further plans for work in Spring, 2015.

NEW BUSINESS:

1. Covino moved and McClelland seconded the approval of \$7.35 per hour wage for Nadiri Saunders, a new hire into a vacant page position. Motion passed unanimously.

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

McNally moved for adjournment. Meeting adjourned at 6:30 p.m.



Gail Greenwald, Vice-President

Date signed:

12/8/14



Marilyn Kennett, Recording Secretary