

**MINUTES**  
**DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES**  
**March 23, 2016**

**5:30 p.m.**

**ROLL CALL:** Present were: \_X\_Ahrens    \_X\_Britton    \_Esbrook    \_X\_McClelland  
\_X\_McNally    \_X\_Pagliai    \_X\_Rudolph    Others present: \_X\_Kennett

**APPROVAL OF AGENDA:** McNally moved and Britton seconded the approval of the agenda. Motion passed unanimously.

**APPROVAL OF MINUTES:**

Pagliai moved and Ahrens seconded the approval of February 24, 2016 regular board meeting minutes. Motion passed unanimously with Britton abstaining.

**COMMUNICATIONS:**

1. Kennett is awaiting a determination from Paul Pohlson of Ramsey Weeks as to whether additional liability insurance coverage is needed for AmeriCorps members during the "In Your Neighborhood" enrichment program planned for June 27 – July 22, 2016.
2. Molly Rideout has confirmed placement of "Seed of Knowledge" by Stephanie Sailer on the front lawn (west side) of library. Installation is expected during the first week of June.
3. The FY2017 Approved Budget has been received from City administration.
4. City Volunteer Appreciation event is April 15<sup>th</sup> at 6:00 p.m. at the Grinnell Country Club.

**REPORT OF DIRECTOR:**

1. Statistical report was reviewed. 78 community members attended the Friends of DCL Annual Meeting in February which included a Humanities Iowa Speaker program.

**FINANCIAL REPORT AND APPROVAL OF BILLS:** Financials were reviewed. Britton moved and Rudolph seconded the approval of bills payable in April. Motion passed unanimously.

**COMMITTEE REPORTS:**

*Building & Grounds –*

*Finance, Salary, and Personnel –*

*Long Range Planning –*

*Policy –* Kennett presented a second draft of revision to the Donations Policy and related internal procedures.

**OLD BUSINESS:** Pagliai moved and McNally seconded approval of the Donations Policy as presented. Motion passed unanimously. Current policies are available for viewing from the Library website.

Discussion occurred regarding internal procedures related to expenditure from the Gifts Fund. The following will be incorporated into internal procedures: "The Library Director has authority to initiate expenditure from the "Library Gifts – Spec Rev Fund" held by the City of Grinnell in amounts that do not exceed the lesser of \$5,000 or ten percent of the total Library Gifts fund. Expenditure anticipated to exceed this limitation requires formal approval from the Library Board of trustees. Final approval, as with all library expenditures, regardless of amount, lies with the Library Board of Trustees and the City Council of Grinnell."

**NEW BUSINESS:** None.

Meeting adjourned at 6:05 p.m.

The next regular board meeting is scheduled for April 27, 2016 at 5:30 p.m.

Katherine McClelland, Library Board President

Date signed:

*Katherine McClelland*  
4/27/16

*Marilyn Kennett*

Marilyn Kennett, Recording Secretary