

**MINUTES**  
**DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES**  
**November 28, 2016**  
**5:30 p.m., Library Board Room**

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

President Esbrook called the meeting to order at 5:30 p.m.

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

**APPROVAL OF MINUTES:** McNally moved and Britton seconded the approval of the October 26, 2016 regular board meeting minutes. Motion passed unanimously, noting that the November meeting was subsequently rescheduled to November 28<sup>th</sup>.

**COMMUNICATIONS:**

1. None.

**REPORT OF DIRECTOR:**

1. Statistical report was reviewed. A gradual downward trend in the use of public computers was noted and attributed to the increased use of smart phones by individuals. A slight reduction in the number of public computer stations may be possible.
2. The Thomas Agran painting is being temporarily stored in the library's basement electrical room (safe and dry) until a permanent location can be obtained for it.

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

**COMMITTEES:**

*Building & Grounds* – Committee will meet in January.

*Finance, Salary, & Personnel* – The committee of Britton, Pagliai, and Rudolph met with Kennett on November 17<sup>th</sup>. The following topics were addressed:

- The proposed budget for FY18 was reviewed in detail.
- DCL provides library services to residents of Malcom, Searsboro, Oakland Acres, and Kellogg via contracts with their respective City Councils. The need to increase contract rates was discussed.
- The adjustments to staffing levels and employment conditions as a result of the July restructuring of personnel were discussed.

*Long Range Planning* – None.

*Policy* – None.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

1. Britton moved and McClelland seconded the approval of a wage step increase for Mary Vigil (aka Liz Cabelli) to the full library assistant rate of \$19.19 per hour. Motion passed unanimously.
2. Pagliai moved and Rudolph seconded the approval of the FY18 library budget proposal as presented. Motion passed unanimously.
3. Becky Heil, State Library District Consultant will be available in January to provide a trustee workshop focusing on Contracts for Library Service. Kennett will make arrangements with the public library directors from Brooklyn and Montezuma to facilitate a joint meeting for the three library boards.

Meeting adjourned at 6:25 p.m.

Due to the Christmas holiday, the next regular meeting of the Board of Trustees will be December 21, 2016 at 5:30 p.m. instead of the 4<sup>th</sup> Wednesday of the month.



Jordan Esbrook  
Library Board President  
Date Signed:

12/21/16



Marilyn Kennett, Library Director  
Recording Secretary