

MINUTES
DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES
February 22, 2017
5:30 p.m., Library Board Room

ROLL CALL: _Ahrens _Britton _Esbrook _McClelland _McNally
 _Pagliai _Rudolph Others present: _Kennett

Vice-President Ahrens called the meeting to order at 5:35 p.m.

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

Dan Van Weelden of Country Landscapes, Ames presented his proposal for improvements to the east end of the library grounds. The proposal includes six project areas: 01 East Meadow, 02 East Yard Trees, 03 Bed North of Bowladrome, 04 South Flagstone Path, 05 South Lawn Renovation, & 06 Bioswale & South Bed.

Priorities and desired modifications to the proposal were discussed. Shade structure ideas for the south terrace were also discussed. Kennett will communicate desired priorities and modifications to Van Weelden. Final proposal consisting of Areas 01, 02, 03, & 06 will be considered at the March meeting of the Board of Trustees. A separate proposal for shade sails for the south terrace will also be requested of Van Weelden.

APPROVAL OF MINUTES: Pagliai moved and Rudolph seconded the approval of the January 25, 2017 regular board meeting minutes. Motion passed unanimously.

COMMUNICATIONS:

1. A copyright infringement notice was received from Mediacom regarding use of the wireless internet connection. State Law Librarian Mandy Easter was consulted. Recommended cautionary signage and blockage of all TCP ports above 40,000 are in force. Future plans call for an agreement portal prior to granting wireless internet access. City Attorney has been notified with copy of the Mediacom letter.
2. City Manager Behrens provided current figures on FY18 budget allocations. Library will receive \$516,285 general budget transfer and \$21,252 in Capital Loan Note funds for FY18.

REPORT OF DIRECTOR:

1. Statistical report was reviewed.

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

COMMITTEES:

Building & Grounds – Ahrens, Kennett, and Youth Services Director Karen Neal met with Dan Van Weelden, Country Landscapes on February 6 for preliminary review of proposal for east grounds.

Finance, Salary, & Personnel – None.

Long Range Planning – None.

Policy – None.

OLD BUSINESS: None.

NEW BUSINESS:


1. The Bulletin Board Policy was reviewed. McClelland moved and McNally seconded acceptance of the policy as written and approval of its continued use. Motion passed unanimously.
2. The Copyright Policy was reviewed. Opinion of State Law Librarian is that a copyright policy is unnecessary because copyright law takes precedence. Ahrens moved and McClelland seconded the discontinuance of the copyright policy. Motion passed unanimously.
3. The Non-resident Request for Research Policy was reviewed. Pagliai moved and Rudolph seconded acceptance of the policy as written and approval of its continued use. Motion passed unanimously.
4. The Personal Purchase of Materials Policy was reviewed. Pagliai moved and McClelland seconded acceptance of the policy as written and approval of its continued use. Motion passed unanimously.

[Pagliai left meeting]

5. Ahrens moved and Rudolph seconded approval of promotion and wage increase for Rachel Romero to a vacant Circulation Clerk position. Motion passed unanimously.
6. McClelland moved and McNally seconded approval of new hire and wage for Helen Hotchkin to a vacant Page position. Motion passed unanimously.

Meeting adjourned at 6:55 p.m.

The next regular board meeting will take place March 22, 2017 at 5:30 p.m.


Jordan Esbrook
Library Board President
Date Signed: 3/22/17


Marilyn Kennett, Library Director
Recording Secretary