

**MINUTES – ANNUAL MEETING**  
**DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES**  
**June 28, 2017**  
**5:00 p.m., Caulkins Community Room**

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

The annual meeting was convened at 5:00 p.m. prior to the regular monthly meeting.

**APPROVAL OF AGENDA:** McClelland moved and Britton seconded the approval of the agenda.

**ELECTION OF OFFICERS:** McClelland moved and Pagliai seconded the nomination of the following slate of officers:

President – George Britton  
Vice President – Jim Ahrens  
Corresponding Secretary – Karen McNally

Motion passed unanimously.

Meeting adjourned at 5:05 p.m.

George Britton  
Library Board President  
Date Signed:

Marilyn Kennett, Library Director  
Recording Secretary

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

President Britton called the meeting to order at 5:05 p.m.

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

**APPROVAL OF MINUTES:** Ahrens moved and McClelland seconded the approval of the May 24, 2017 regular board meeting minutes. Motion passed unanimously.

**COMMUNICATIONS:**

1. As part of Alliant Energy's Commercial Energy Efficiency Program, a site visit and analysis of the library facility's energy consumption was performed. The resulting Commercial Energy Audit Report has been received and distributed to trustees.
2. A letter from Bierman & Bierman, P.C. was received. The check disbursement of the \$10,000 bequest from the estate of Janelle Luebben to the Library has occurred.
3. Award letters from Grinnell College for two mini-grants were received. A mini-grant of \$500 has been received for a workshop series, "Into Focus: Storytelling Through Photographs". Additionally, a mini-grant of \$2,400 has been received for the purchase of four laptops for use with technology focused programs.

**REPORT OF DIRECTOR:**

1. Statistical report was reviewed.
2. It was noted that the Rotary Chicken BBQ changed venue to 5<sup>th</sup> Avenue, west of Park Street for the June 8<sup>th</sup> event because the slope of the library parking lot is not suitable for the large grills used by the Rotary Club.
3. Country Landscapes, Inc. was on site June 22 and June 23 to install plants and trees at east end of the library property.

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

**COMMITTEES:**

*Building & Grounds* – None.

*Finance, Salary, & Personnel* – None.

*Long Range Planning* – None.

*Policy* – None.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

1. A list of community members knowledgeable about art was considered and prioritized for the new Art Advisory Committee. Kennett to follow-up with contact.
2. The Alliant Energy audit will be reviewed at the next regular library board meeting.
3. Pagliai moved and Ahrens seconded approval of revision of the "Meeting Room Policy" to allow for booking of meeting space by private educational tutors. Motion passed unanimously.
4. McClelland moved and Rudolph seconded adoption of a new policy, the "Special Events Policy" to allow for private functions to occur in the library facility, under a schedule of fees, during times outside of regular hours of operation. Motion passed unanimously.
5. Pagliai moved and Rudolph seconded the purchase of the "Seed of Knowledge" sculpture for \$6,000 from the Grinnell Area Arts Council plus the cost of installing it in the south prairie area, estimated to be an additional \$1,700. Motion passed unanimously.

A certificate of appreciation was presented to Katherine McClelland for her service as a library trustee from 2010-2017. Jordan Esbrook was also recognized and will be presented with a certificate of appreciation for her service as a library trustee from 2013-2017.

Meeting adjourned at 5:55 p.m.

The next regular board meeting will take place July 26, 2017 at 5:30 p.m.

  
Jordan Esbrook  
Library Board President  
Date Signed:

Marilyn Kennett, Library Director  
Recording Secretary

## DRAKE COMMUNITY LIBRARY

### MEETING ROOM POLICY

**Note: Although there is no charge for the use of these meeting rooms, any donation your organization may like to give will be gratefully received.**

1. The Drake Community Library provides meeting space for civic, cultural, educational and public informational meetings by community and business groups. Private social events are not allowed. Meeting rooms are not available for businesses to sell or promote merchandise or services or placement of orders. Meeting rooms are not available for non-profit organizations to conduct fund-raising activities.

Exception: Programs or sales conducted by the Friends of Drake Community Library, the City of Grinnell or the library itself.

2. All meetings held at the library must be free of charge. No admission, collection or donation may be taken. Exception: With approval of the library director, permission to charge a fee may be given to the Friends of Drake Community Library as well as organizations and area colleges using meeting rooms for seminars, programs, and courses of an educational or cultural nature. Private tutoring of an educational nature is allowed.

These regulations are in accordance with Article VI of the American Library Association's Library Bill of Rights which states that such facilities should be made available to the public served by the given library "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

3. Reservations for use of meeting rooms will be assigned according to the needs of the meeting. Meeting rooms available include:

<b>Community Room</b>	Capacity 110 seated with chairs only. OR Capacity 80 with tables in use by attendees. LCD projector and speaker system with hearing loop are available to users. A kitchenette is accessible to users. A divider wall is available to create two spaces (one-half capacity limits apply when divider wall is in place)
<b>Large Group Study Room</b>	Capacity 10 seated around table.
<b>(2) Small Group Study Rooms</b>	Capacity 3.
<b>Board Room</b>	Capacity 12 seated at table.
<b>Story Room</b>	Prioritized for Library events, outside groups may use with approval.

4. The meeting rooms are scheduled on a first come, first served basis. Meetings may be scheduled via the library website, by telephone, or in person. Responsible persons must be over the age of 18. The calendar of scheduled events may be viewed online from the library's website.
5. Meetings must begin prior to library closing time. Meetings held in the Community Room may extend past closing time. All other meetings must begin and end during hours of library staff availability. Meetings may start as early as 9:00 a.m.
6. All equipment must be scheduled in advance. Wireless Internet access is available in the meeting spaces. Organizations must supply their own laptop computer. All organizations must take reasonable precautions to avoid damage of equipment, furnishings, floor cover and other library property. Candles and open flames are not allowed. Only Post-It® materials are permitted on wall surfaces and only dry erase markers may be used on white board surfaces. Exits shall not be obstructed and all materials brought in shall be completely removed. The Library will bill organizations for damaged library property.
7. Set up and clean up is the responsibility of the user. Meeting room furniture may be arranged to fit the needs of the user but must be returned to the standard arrangement prior to departure. The Library is a smoke-free building.
8. Food and non-alcoholic beverages are permitted in the Community Room. Covered non-alcoholic beverages are permitted in other meeting areas.
9. Use of meeting rooms does not imply library endorsement of ideas expressed in the meeting or of the aims and goals of the organizations using the facilities. In case a question is raised as to the objective and activities of any organization, group, or individual requesting use of the meeting rooms, the Library Board shall be the final authority in granting or refusing permission for the use of the rooms.
10. All advertising and public notices of events to be held in the meeting rooms must carry a clear statement of organizational sponsorship. No organization or group shall use the Library as its official address.

The Drake Community Library's Meeting Room Policy is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies.

Adopted 04/10  
Revised 10/13  
Revised 06/14  
Revised 06/17

## **DRAKE COMMUNITY LIBRARY SPECIAL EVENTS POLICY**

### **Purpose**

The primary purpose of Drake Community Library facilities is to provide a public place where people have open access to informational and cultural resources. After these primary uses have been met, the Library may allow private entities use of the facility, on a rental basis, outside of the regular hours of library operation.

### **Definition**

A special event is defined as an after-hours activity, and as such, is subject to requirements and allowances that may differ from the Drake Community Library Meeting Room Policy. Special events may include private celebrations such as weddings, as well as corporate and non-profit functions. The Board of Trustees of the Drake Community Library, or its designee, approves all special event usage of the Library.

### **General Rental Regulations**

1. The Library facility may be reserved up to one year in advance of the special event.
2. The Library's south terrace, grounds, and interior spaces with the exception of staff areas will be available for use. Specific areas to be accessible will be determined at time of request and specified in the Rental Agreement (Appendix B).
3. The Library reserves the right to determine the potential for harm to facilities and may reject a special event request.
4. Due to the Library's extensive hours of operation, available dates are limited to Sundays during the summer and holidays. Scheduling of events will also be determined by the availability of staff and/or security personnel.
5. Use of the facility may be terminated at any time if the conduct of the group is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building. Groups renting space will be held financially responsible for any special cleaning, maintenance, or repair resulting from the event.
6. Groups renting facility may not charge admission to their event.
7. Groups renting facility must provide their own setup and takedown and basic clean-up or employ outside catering and/or other services for these purposes.
8. Serving of beer and wine is allowed under provisions in the rental agreement. Spirits are not allowed on the premises of Drake Community Library.
9. In accordance with the Iowa Smoke Free Air Act, no smoking is allowed within the Library facility or on Library grounds.
10. No animals are allowed in the facility with the exception of service animals.

### **Fees and Agreements**

1. A Preliminary Event Request (Appendix A) must be submitted to secure an event date.
2. A per day rental rate plus hourly charges for staffing and cleaning will be charged as detailed in the Rental Agreement.
3. The event host must provide the Library with a copy of an insurance policy outlining the individual, group, or organization's social host liability insurance coverage at least fourteen (14) days prior to the event. The social host liability insurance coverage must provide a minimum of \$1,000,000 (one million dollars) in liability coverage.
4. The Library must have the appropriate signed Rental Agreement and payment prior to the event date. Due date will be noted on the Rental Agreement. Potential for refund of fees will be specified in the Rental Agreement.

The Drake Community Library's Special Events Policy is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies and the Special Events Rental Agreement.

Adopted 06/17



## Drake Community Library PRELIMINARY SPECIAL EVENT REQUEST

Thank you for your interest in having your special event at Drake Community Library. Your request will be considered and you will be contacted with the results within two weeks of receipt of this form.

Additional information regarding use of the facility by private entities outside of normal library operating hours can be found at our website, [www.grinnell.lib.ia.us](http://www.grinnell.lib.ia.us)

Date Request Submitted: \_\_\_\_\_

Desired Date for Event: \_\_\_\_\_

Please return completed form to:  
Marilyn Kennett, Library Director  
mail: 930 Park Street, Grinnell, Iowa 50112  
fax: 641.236.2667  
email: [mkennett@grinnelliowa.gov](mailto:mkennett@grinnelliowa.gov)  
phone: 641.236.2661

Space(s) Desired:  Clerestory area  Story Room  Community Room  Terrace (outdoors)

Organization or Business, if applicable: \_\_\_\_\_

Event Host (Person responsible): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

\_\_\_\_\_ Approximately how many people will be attending? \_\_\_\_\_

**Hours of access desired on date of event** (library staff/security person must be on site during all hours of occupation) Note: In the case of wedding events an additional time period for a rehearsal may be negotiated.

Time period for Set-up / Decorating prior to event : \_\_\_\_\_

Time period for event : \_\_\_\_\_





## Drake Community Library RENTAL AGREEMENT

*We welcome you to celebrate your special day or event at the Drake Community Library! The Library is a destination in our downtown, located one block north of Central Park and across the street from Hotel Grinnell, at the junction of Fifth Avenue and Park Street. Drake Community Library is the public library for the City of Grinnell and operates as a department of city government. The facility was completed in 2009 and allows for private functions when the Library would otherwise be closed to the public, i.e. non-library service hours. The facility may be reserved in advance and is booked on a first come, first serve basis. The reservation process can be initiated by contacting Drake Community Library at 641-236-2661. Address: 930 Park Street, Grinnell, Iowa 50112. Website: [www.grinnell.lib.ia.us](http://www.grinnell.lib.ia.us)*

The Drake Community Library (hereinafter DCL) and the Renter named below agree as follows:

### Rental Fees

Reservations may be made up to one year in advance. A payment equal to 100% of the facility rental schedule is due at the time of booking. The facility rental fee will be refunded in full if the event is canceled within 30 days of signing the rental agreement. A final invoice will be sent if additional charges apply after the event. All payments will be listed on the final invoice.

### *Facility Rental Schedule*

Hours of Access on \_\_\_\_\_ (date), \_\_\_\_\_ (day of week)

Set-up/decorating time period of \_\_\_\_\_ to \_\_\_\_\_

Event and take-down time period of \_\_\_\_\_ to \_\_\_\_\_

Renter shall have access to interior spaces with the exception of staff areas

DCL has twelve (12) 2'x6' aluminum folding tables and one-hundred (100) chairs available for use in addition to library furnishings.

Renter shall have access to outdoor terrace via story room and south terrace doors

Note any other agreed upon exceptions \_\_\_\_\_

- |   |          |
|---|----------|
| <input type="checkbox"/> Facility Rental  | \$400.00 |
| <input type="checkbox"/> Cleaning Fee (\$100.00 minimum to cover first 2 hours)   | \$100.00 |
| <input type="checkbox"/> Staff/Security person _____ hours @\$35.00/hour<br>to cover all times of Renter/Caterer occupation | \$ _____ |

**Total Rental Schedule (payment due upon signing Rental Agreement)    \$ \_\_\_\_\_**

\_\_\_\_\_ (Initial)

Payment of the rental schedule amount entitles the renter to use the facility on the date of the event during the agreed upon time periods noted in the rental schedule. Special arrangements must be made for use past 12:00 midnight and **an additional rental fee will be charged at a rate of \$100 per hour plus security fee hours** if occupancy exceeds the 12:00 midnight timeframe.

\_\_\_\_\_ (Initial)



**Decorations/Setup/Takedown/Cleaning**

Renter will be limited to free standing floor display and table decorations only. No decoration shall be taped or attached to the ceiling or walls, tables, chairs, window door glass or to building exterior. No table “sprinkles” of very fine glitter or rice and stickers, or like decorations are allowed to be used in the facility. Renter shall remove all decorations.

The Renter is responsible for setup & takedown of tables/chairs used for the event. Tables and chairs must be wiped down as necessary and returned to storage, or original configuration, after use. All trash must be picked up and placed in DCL trash receptacles. Excessive trash must be bundled in trash bags and placed in appropriate dumpster at east end of building. DCL Staff will be present to facilitate setup/takedown process. DCL is responsible for final cleaning (vacuuming, mopping floors, general cleaning). \_\_\_\_\_(Initial)

**Alcohol Use**

**No spirits (hard liquor) are allowed on DCL premises. BYOB is NOT permitted. Cash bar is NOT permitted.** *DCL staff/security retains the right to refuse to serve alcohol at any event or to any person for any reason or for no reason whatsoever, and further reserves the right to terminate any event that (in the sole judgment of DCL or those acting under its authority) has become unruly or improperly managed or is a risk to any person or property. If any event is so terminated, there shall be no return of rental amounts or deposit and the same shall be forfeited. No alcohol will be served at highschool graduation events.*

**Beer and wine may be provided by the Renter free to guests without a liquor license.**

[ ] Renter does plan to serve beer and/or wine free of charge to guests.

[ ] Renter does not plant to serve beer and/or wine free of charge to guests.

\_\_\_\_\_(Initial)

**Deposit and Proof of Liability Insurance**

A \$500.00 deposit will be collected 60 days prior to date of the event and will be fully refunded within ten (10) days after the event **less** any additional charges for extra cleaning time or occupancy past the agreed upon time detailed in the facility rental schedule.

A Certificate of Insurance (\$1 Million Limit of Liability) must be provided by Renter 60 days prior to date of event. Vendor example: [www.theeventhelper.com](http://www.theeventhelper.com) \_\_\_\_\_(Initial)

Total Facility Rental Schedule (amount from previous page) \$ \_\_\_\_\_

\_\_\_\_\_ date received

Deposit amount \$ \_\_\_\_\_

\_\_\_\_\_ date received

Proof of Liability Insurance

\_\_\_\_\_ date received

I have read and agree to all DCL policy stipulations.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Renter)

\_\_\_\_\_ Date \_\_\_\_\_  
(Library Director)