

MINUTES
DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES
October 25, 2017
5:15 p.m., Library Board Room

ROLL CALL: _X_Ahrens _X_Britton _Elfenbein _X_McNally
 _X_Pagliai _X_Rudolph _X_Swick Others present: _X_Kennett

President Britton called the meeting to order at 5:15 p.m.

APPROVAL OF AGENDA: Agenda approved by consent.

APPROVAL OF MINUTES: Pagliai moved and Swick seconded the approval of the September 27, 2017 board meeting minutes. Motion passed unanimously.

COMMUNICATIONS:

1. Verbal communication with Scott Dermont, State Library regarding clarification of accreditation standard related to County Contracts for Library Services. The optional accreditation standard does not specify a minimum contract amount for incorporated cities.
2. Received State Library Open Access and Interlibrary Loan Reimbursement payment of \$4,562.30.

REPORT OF DIRECTOR:

1. Statistical report was reviewed.
2. Friends of DCL sponsored the October 24 Community Meal with library staff, trustees, and friends performing the onsite tasks for this outreach service. Over 80 people were served.

COMMITTEES:

Building & Grounds – Swick, Ahrens, and Kennett met with City Building Supervisor Duane Neff for an onsite inspection and information regarding the building masonry condition. A second quote is being sought from American Masonry, Grinnell for masonry cleaning and caulking replacement.

Finance, Salary, & Personnel – Pagliai reported on the director evaluation process citing that a positive review for Kennett was delivered. Work is being done to systematize and streamline the review process for the future. Pagliai also reported that the committee and Kennett had requested a proposal for staff development from Randall Resources, International, a firm with a wide range of products as well as some local experience. A course of action was recommended.

Long Range Planning – The October 13th strategic planning session was reviewed. Trustees signed up to participate in small groups with staff on specific service responses. A small group will also work on refining the mission statement.

Policy –

TRUSTEE REPORTS: Some public feedback has been received regarding placement of the “Seed of Knowledge” sculpture in the prairie east of the back terrace. Reasons for this placement were discussed:

- New sculpture/sign occupying previous “Seed of Knowledge” placement will better identify the building as the public library
- “Seed of Knowledge” sculpture will achieve visibility from the south terrace with backdrop of bioswale and Black Tupelo trees when they mature. Placement east of the terrace meant less disturbance to existing prairie vegetation.
- Shade sails will be installed on terrace, further enhancing use of that space
- Placement is not necessarily permanent; the Director and Trustees will monitor the success of the current arrangement and modify if/as appropriate.

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

OLD BUSINESS: None.

NEW BUSINESS:

1. Swick moved and Pagliai seconded approval of staff development package proposed by Randall Resources, International in an amount not to exceed \$12,000. Motion passed unanimously.

CONTINUING EDUCATION:

Topic was postponed.

The Finance, Salary, & Personnel Committee will meet November 13, 2017 at 5:15 p.m.

The November & December board meeting times will occur as follows due to holiday conflicts:

November 15, 2017 at 5:15 p.m.

December 20, 2017 at 5:15 p.m.

Swick motioned for adjournment at 6:30 p.m. Motion seconded by McNally.



George Britton
Library Board President
Date Signed:



Marilyn Kennett, Library Director
Recording Secretary