

**MINUTES**  
**DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES**  
**December 20, 2017**  
**5:15 p.m., Library Board Room**

**ROLL CALL:**    \_X\_Ahrens    \_X\_Britton    \_X\_Elfenbein    \_X\_McNally  
                  \_X\_Pagliai    \_\_\_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:** McNally moved and Ahrens seconded the approval of the November 15, 2017 board meeting minutes. Motion passed unanimously.

**COMMUNICATIONS:**

1. Barbara Tabbert and Ryan McGuire presented an update to the trustees on their work thus far as members of the Art Advisory Committee. The trustees expressed confidence in their expertise and in their process for commissioning a piece of art for the space above the adult fiction section in the east wing of the building.
2. Proposal for prairie landscape maintenance was received from Country Landscapes, Inc.
3. A letter regarding placement of the Seed of Knowledge sculpture was received from Sue and George Drake and others.

**REPORT OF DIRECTOR:**

1. Statistical report was reviewed.
2. The Grinnell AmeriCorps Partnership will continue in 2018 with DCL serving in a "Capacity Building" role. Youth Services Director Karen Neal will serve as DCL site supervisor for three to four AmeriCorps members.

**COMMITTEES:**

*Building & Grounds –*

*Finance, Salary, & Personnel –*

*Long Range Planning –*

*Policy –*

**TRUSTEE REPORTS:** Britton reported on communication with Sue Drake regarding the placement of the Seed of Knowledge sculpture. Pagliai moved and McNally seconded the writing of a letter expressing the board of trustee's vision regarding the placement of the sculpture. Motion passed unanimously. Elfenbein will draft a letter of response to Sue and George Drake.

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

**OLD BUSINESS:** None.

**NEW BUSINESS:**

1. Minutes of the November 28, 2017 Art Advisory Committee were accepted without objection.
2. Pagliai moved and Swick seconded approval of revision to the Library's mission statement as follows:

*Empowering the community through responsive services and programs, Drake Community Library will help all patrons access information, exchange ideas, and engage in lifelong learning and cultural enrichment.*

Motion passed unanimously.

3. McNally moved and Pagliai seconded approval of Country Landscapes, Inc. proposal to perform landscaping maintenance on a monthly basis from April to September, 2018. Motion passed unanimously.

**CONTINUING EDUCATION:**

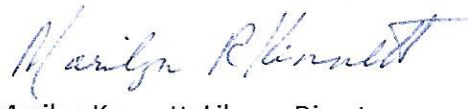
Review of Personnel Policy, Section 4.J occurred.

Meeting adjourned at 6:35 p.m.

Next meeting:  
January 24 at 5:15 p.m.



George Britton  
Library Board President  
Date Signed:



Marilyn Kennett, Library Director  
Recording Secretary

## **Drake Community Library Art Advisory Committee Meeting**

November 28, 2017

Meeting begins at 5:15 pm

Members present – Barbara Tabbert, Ryan McGuire, Joe Lacina, Lesley Wright, Sharon Johnson

Members absent – David Willig

### **Agenda:**

Discuss member's meetings with outside contacts, and discuss online posting of call for artists.

### **Discussion:**

JL – Met with structural engineer to discuss ways to suspend art. Structural engineer consultation cost \$350. There are a lot of possibilities, many anchor points in the ceiling. One anchor point would hold 400 lbs. Discussed specific hardware to use. Joe now has a better sense of what to watch for and red flags that could arise. We can also suspend art from the beams. We will have him back to consult when we decide on an artist. Discussed scaffolding vs. Genie lift. Discussed making artists aware that their work will be above books or bookcases and that we will not be moving them.

RM and BT – Explained Call for Artist document revised for our use by Ryan and edited by Barbara. 1st step is a request for qualifications, like a call for resumes. No payment is required. 2<sup>nd</sup> step is for us to choose up to four artists and pay \$250 for a proposal. Decided on an all-inclusive budget of \$17,000, leaving us \$3000 for fees and contingencies. Discussed sending out a call in early January (Ryan and Barbara will construct a timeline.)

Reviewed the elements of the application and discussed ways for entrants to submit the application – perhaps as a PDF? Pdf includes statement, resume, images, description of images/projects with detail. Embed on library website? Online-only applications but with an option to submit a paper copy by request. No references required for the first step, and perhaps ask for references of final proposals. Description of the location will be general and direct applicants to the images and video. Barbara will resend the call for artists; send all changes and suggestions to the entire group.

Ryan and Joe will work on images and video in December. We will need a one-paragraph summary for social media and other outlets to send people to the call.

Next meeting on December 12<sup>th</sup>, may cancel if we don't need it.

Agenda: Finish email proposal and bring other ideas for ways to publicize a Call for Artists.

Meeting adjourned at 6:15 pm.

11/29/17 sj