

**MINUTES**  
**DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES**  
**March 28, 2018**  
**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 February 28, 2018 board meeting minutes. Motion passed unanimously.

**COMMUNICATIONS:**

1. Received letter from Greater Poweshiek Community Foundation (GPCF) regarding 2018 grant disbursement options with respect to the DCL Endowment Fund. The eligible grant disbursement is 5% of the previous three year average of the portfolio's market value.
2. Email communication from State Library informing library of need to include focus group process and timeline for annual actions into the new strategic plan.

**REPORT OF DIRECTOR:**

1. Statistical report was reviewed.
2. Kennett will make necessary changes to the strategic plan. Accreditation status is unaffected as previous plan is still in effect.
3. Mental Health First Aid Course provided by Central Iowa Community Services will be offered free of charge to the public and library staff on May 4, 2018.
4. Kennett reported on training provided by the City regarding sexual harassment in the workplace. Kennett and Neal attended.

**COMMITTEES:**

*Building & Grounds* – Kennett reported on inspection of the building after two small pieces of concrete fell from the ceiling near the teen computer area. Doug DeMeulenaere, Owner, Garling Construction, has determined that the building has settled on a very small scale. Remedy is to clean out and caulk the area of concern. The public is prevented from entering the area of concern until repairs are completed.

*Finance, Salary, & Personnel* – Committee met on March 19, 2018 to review the library's personnel policy with respect to the City's personnel policy. Committee recommendation is for Kennett to draft changes to the library's personnel policy to incorporate City policy into the library policy where applicable.

*Long Range Planning* –

*Policy* –

**TRUSTEE REPORTS:** Britton asked trustees to be thinking of ways to increase communication between the Board of Directors of the Friends of Drake Community Library and the Library Trustees.

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

**OLD BUSINESS:** None.

**NEW BUSINESS:**

1. Swick moved and Rudolph seconded the reinvestment of the \$3636.00 GPCF grant disbursement back into the DCL Endowment Fund held at GPCF. Motion passed unanimously.


2. McNally moved and Swick seconded approval of contract language for the creation, installation, and purchase of artwork. Motion passed unanimously. Contract is attached. The Art Advisory Committee will receive proposals from four artists from whom a final selection will be made.

**CONTINUING EDUCATION:**

The response from the American Library Association and news stories surrounding a current materials challenge at the Orange City Public Library were presented as a case study. Topics related to selection policy, form for reconsideration of materials, and the Freedom to Read Statement were discussed.

Meeting adjourned at 6:00 p.m.

Next meeting: April 25, 2018 at 5:15 p.m.

  
George Britton  
Library Board President  
Date Signed: 4/25/18

  
Marilyn Kennett, Library Director  
Recording Secretary

## CONTRACT

Drake Community Library, a unit of the municipal government of Grinnell, Iowa, (hereafter “the library”) and (name of artist) agree to the following terms for creating and installing a piece of art. This contract specifies each party’s roles, rights, and responsibilities for this project.

(name of artist) will create and install the piece of art which she/he proposed in the document dated (date) (attached below as part of this contract) and which the Drake Community Library Board of Trustees accepted (notification attached below as part of this contract).

### Location

The art will be installed overhead in the central hall of the library suspended at least eight feet above the floor. (name of artist) will consult with the library staff, the Art Advisory Committee, and a third-party consultant of the library’s choice to ensure the safety and security of the work and of the public.

### Budget

The project budget is \$17,000 for all expenses associated with the artwork. This includes, but is not limited to, the artist’s compensation, materials, fabrication, travel, transport of the piece, and installation of it.

Drake Community Library agrees to pay a 75% deposit of \$12,750 within thirty days of the return of this signed contract. The remaining \$4,250 will be remitted within thirty days of the acceptance of the installed artwork by the Library Board of Trustees.

### Timeline

Agreement to this contract: By May 7, 2018

Project completion: Before the end of 2018

**Installation**

\_\_\_\_\_ (name of artist) \_\_\_\_\_ will consult with the library director and the Art Advisory Committee to arrange times for installing the artwork. In order to ensure the safety of and to minimize inconvenience to library patrons, certain parts of the installation may have to take place when the library is not open for regular hours. A library employee will be present in the building at this time or times.

The library, at its expense, will provide a third-party consultant of their choice to review the installation plan and inspect the final installation for safety and security.

**Repair**

Drake Community Library shall make reasonable efforts to maintain the artwork in good repair at all times after its final acceptance by the Library Board of Trustees. Should repair or restoration of the artwork become necessary, Drake Community Library shall, if possible, first contact \_\_\_\_\_ name of artist \_\_\_\_\_ by email or postal mail to the artist's last known address so that she/he may have the first option for the needed repair(s).

**Copyright and Ownership**

\_\_\_\_\_ (name of artist) \_\_\_\_\_ retains copyright to images of the artwork, including permission to use images of the artwork for commercial purposes. \_\_\_\_\_ (name of artist) \_\_\_\_\_ grants permission to the library for use of images of the project in the library's publications and on its website and social media outlets.

When the artwork is installed and accepted, it will become the property of the library, which may use it for any purpose, including modifying, selling, donating, or destroying it.

**Termination of Contract**

If the project cannot be completed, the library reserves the right to collect a full refund of the deposit of \$12,750.

The undersigned agree to the terms of this contract as stated in it.

\_\_\_\_\_ (name of artist)

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

President, Board of Trustees  
Drake Community Library

\_\_\_\_\_

Date \_\_\_\_\_

Library Director  
Drake Community Library