

MINUTES
DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES
May 23, 2018
5:15 p.m., Library Board Room

ROLL CALL: __Ahrens __Britton _X_Elfenbein _X_McNally
 _X_Pagliai _X_Rudolph __X_Swick Others present: _X_Kennett

Secretary McNally called the meeting to order at 5:15 p.m.

APPROVAL OF AGENDA: Agenda approved by consent.

APPROVAL OF MINUTES: Swick moved and Elfenbein seconded the approval of the April 25, 2018 board meeting minutes. Motion passed unanimously. Rudolph moved and Pagliai seconded the approval of the May 9, 2018 special board meeting minutes. Motion passed unanimously.

COMMUNICATIONS:

1. Kennett received positive response from all four contracting cities and Poweshiek County regarding increased contract rates for FY19.

REPORT OF DIRECTOR:

1. Statistical report was reviewed.
2. The Don Puls estate gift is source of funding for the Michele Gutlove art installation.
3. Kennett will serve as back-up AmeriCorps on-site supervisor this summer.

COMMITTEES:

Building & Grounds –

Finance, Salary, & Personnel – Kennett reminded personnel committee of timing for annual review of library director.

Long Range Planning –

Policy –

TRUSTEE REPORTS: None.

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

OLD BUSINESS:

1. Board make-up for FY19 was discussed.

2. Proposal for installation of six shade sails on the south terrace was received from Country Landscapes, Inc. in the amount of \$36,571.94. Discussion occurred about vision, purpose, anchor construction, and cost of the project. Elfenbein moved and Pagliai seconded non-acceptance of the proposal at this time. Motion passed unanimously. Options for less expensive shade and seating solutions will be explored.

NEW BUSINESS:

1. Swick moved and Elfenbein seconded approval of updated job descriptions for all library employees. Motion passed unanimously.

2. Elfenbein moved and Rudolph seconded approval of employee wages for all library employees for FY19. Motion passed unanimously.

3. The following statement was arrived at to clarify the bills approval process:

Memorandum of Understanding

The Board of Trustees of Drake Community Library recognizes the need for authorizing payment of certain routine bills ahead of the normal payment cycle. Electric and telephone utilities are representative of such routine bills. The Board of Trustees also recognizes that due to the timing of the monthly library board meeting there may be times when other vendor invoices in need of payment miss the time period for trustee approval prior to payment occurring.

While all due diligence and care will be undertaken by the Library Director to present bills for payment in a timely manner, the Board of Trustees of Drake Community Library thus recognizes the final approval performed by the City Council of Grinnell, Iowa as sufficient oversight to meet the immediate needs of the Library. A record of all bills paid is reflected in reports received by trustees.

Meeting adjourned at 6:15 p.m.

Next meeting: June 27, 2018 at 5:15 p.m.



George Britton
Library Board President
Date Signed:



Marilyn Kennett, Library Director
Recording Secretary