

MINUTES
DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES
June 27, 2018
5:15 p.m., Caulkins Community 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: Swick moved and McNally seconded the approval of the May 23, 2018 board meeting minutes as corrected. Motion passed unanimously with Britton abstaining. Notes from the June 5, 2018 Art Advisory Committee meeting were accepted.

COMMUNICATIONS:

1. Notification from State Library of Iowa regarding submission of the Direct State Aid report.

REPORT OF DIRECTOR:

1. Direct State Aid report has been submitted.
2. Statistical report was reviewed.

COMMITTEES:

Building & Grounds – Swick and Ahrens held committee meeting on 6/25/18 with Kennett present. Committee recommends purchase of a ShadowSpec multi (4) mast cantilever umbrella system with library logo branding to provide shade for south terrace.

Finance, Salary, & Personnel – Committee is working on Director evaluation process.

Long Range Planning –

Policy –

TRUSTEE REPORTS: None.

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

OLD BUSINESS:

1. Board make-up for FY19 was discussed.

NEW BUSINESS:

1. Pagliai moved and Swick seconded approval of hire and wage for Diana Romero into a part-time Circulation Clerk position. Motion passed unanimously.

2. Kennett presented a new policy for managing the library's social media presence. Swick moved and Elfenbein seconded adoption of the Social Media Policy with editing. Motion passed unanimously.


3. McNally moved and Pagliai seconded approval of Meeting Room Policy revision incorporating language to address requests for recurring meeting reservations. Motion passed unanimously.


4. The Behavior Policy was reviewed. Elfenbein moved and Swick seconded retaining the policy without revision. Motion passed unanimously.

5. Swick moved and Elfenbein seconded purchase of a multi (4) mast cantilever umbrella system with library logo branding from ShadowSpec. Expenditure not to exceed \$11,500. Motion passed unanimously.

Meeting adjourned at 6:10 p.m.

Next meeting: July25, 2018 at 5:15 p.m.


George Britton
Library Board President
Date Signed: 7/25/18


Marilyn Kennett, Library Director
Recording Secretary

Drake Community Library Art Advisory Committee Meeting

June 5, 2018

Meeting begins at 5:15 pm

Members present – Barbara Tabbert, Ryan McGuire, Joe Lacina, David Willig, Sharon Johnson

Members absent – Lesley Wright

Agenda:

How to publicize and promote the new art installation

Discussion:

Ideas:

Run an article about the Art Committee and what we've been doing in the Grinnell Herald Register.

Run an article about what we bought and a press release/announcement announcing purchase of art

Library email newsletter

Friends newsletter

Decision made to save the big push for two weeks to a month out.

Sharon will write a short blurb for the email newsletter.

Barbara will write for the Friends newsletter

Send information to Arts Council after the newsletter publications.

Publicity will be based on Michele's schedule.

New member:

Lesley's original commitment was for one year. If she leaves, we need to find a new committee member.

Next purchase:

Not sure when more money will be available. We'll finish this installation and see what happens next.

Meeting adjourned at 6:00 pm. Next meeting time TBD.

06/19/2018 sj