

**MINUTES**  
**DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES**  
**August 22, 2018**  
**5:15 p.m., Caulkins Community Room**

**ROLL CALL:**    \_\_ Ahrens            \_\_X\_\_ Britton        \_\_X\_\_ Elfenbein        \_\_X\_\_ McNally  
                  \_\_X\_\_ Pagliai            \_\_\_ Rudolph        \_\_X\_\_ Swick        Others present:  \_\_X\_\_ Kennett

Vice-President Pagliai called the meeting to order at 5:15 p.m.

**APPROVAL OF AGENDA:** Agenda approved by consent.

**APPROVAL OF MINUTES:** McNally moved and Swick seconded the approval of the July 25, 2018 regular board meeting minutes. Motion passed unanimously.

**COMMUNICATIONS:**

1. None.

**REPORT OF DIRECTOR:**

1. Statistical report was reviewed, noting a good start to the new fiscal year with a 6% increase in overall circulation compared to same time period last year. Increase occurred in both print and electronic item usage. Program attendance was up 6.4%.
2. The shade umbrella system has been installed on south terrace and is being enjoyed by readers and wireless Internet users.
3. Michele Gutlove and crew of her family members finished installation of suspended glass sculpture entitled "Prairie Song" on 8/22/18. A reception featuring a video interview with the artist is planned for 9/13/18.

**COMMITTEES:**

*Building & Grounds* –

*Finance, Salary, & Personnel* – Pagliai and Britton reported on the completion of annual performance review of Kennett.

*Long Range Planning* –

*Policy* –

**TRUSTEE REPORTS:** None.

**FINANCIAL REPORT AND APPROVAL OF BILLS:** Financials were reviewed. Increased revenue from Contracts for Library Services was noted. Swick moved and Britton seconded the approval of bills payable in September. Motion passed unanimously.

**OLD BUSINESS:** Kennett presented Appendix C to the Special Events Policy which allows for a lower rental rate for social events occurring outside of regular library hours, utilizing only the Caulkins Community Room space. Swick moved and Elfenbein seconded the addition of Appendix C to the Special Events Policy with the understanding that the change will be implemented on a trial basis for up to three events, at which time the policy will be subject to review. Motion passed unanimously.

**NEW BUSINESS:**

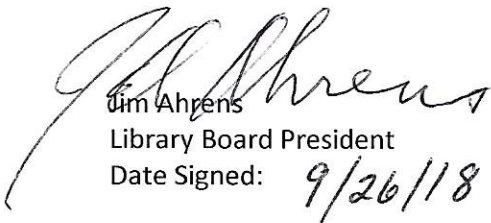
1. Effenbein moved and McNally seconded acceptance of the work product of Michele Gutlove, Design Studio GH, LLC. Motion passed unanimously.

**TRUSTEE CONTINUING EDUCATION:**

1. The Iowa Library Association conference to be held in Cedar Rapids, October 4th-5th, was discussed with respect to attendance by library staff and trustees.

Meeting adjourned at 5:50 p.m.

Next meeting: September 26, 2018 at 5:15 p.m.

  
Jim Ahrens  
Library Board President  
Date Signed: 9/26/18

  
Marilyn Kennett, Library Director  
Recording Secretary