

**MINUTES**  
**DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES**  
**November 28, 2018**  
**5:15 p.m., Caulkins Community Room**

**ROLL CALL:**    \_X\_Ahrens      \_\_Britton      \_X\_Elfenbein      \_X\_McNally  
                 \_X\_Pagliai      \_X\_Rudolph      \_X\_Swick      Others present: \_X\_Kennett

President Ahrens called the meeting to order at 5:15 p.m.

**APPROVAL OF AGENDA:** Pagliai moved approval of the agenda. Swick seconded. Motion passed unanimously.

**APPROVAL OF MINUTES:** McNally moved and Pagliai seconded the approval of the October 24, 2018 regular board meeting minutes. Motion passed unanimously.

**COMMUNICATIONS:**

1. DCL Endowment fund report for month of October 2018 was received from the Greater Poweshiek Community Foundation.

**REPORT OF DIRECTOR:**

1. Statistical report was reviewed.

**COMMITTEES:**

*Building & Grounds* – Kennett reported that LED Lighting Crew completed work November 15; Recorded Doors has been given approval to install handlers on the doors to the two main restrooms; American Masonry has not completed exterior caulking and cleaning work.

*Finance, Salary, & Personnel* – Pagliai, Britton, and Kennett met on 15 Nov to review proposed FY20 library budget and consider changes to library personnel policy. Pagliai reported on committee's recommendation for promotion of Karen Neal to position of Assistant Director with requisite increase in pay to be included in the FY20 library budget. Pagliai and Kennett presented FY20 budget figures. Draft revision of the library personnel policy which would adopt, in whole, the City policy with exceptions regarding vacation allowances, holiday pay, position classification, and grievance procedure was presented and discussed. The question of retaining a separate library personnel policy or incorporating library policy exceptions into the City personnel policy was discussed.

*Long Range Planning* –

*Policy* –

**TRUSTEE REPORTS:** None.

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

**OLD BUSINESS:** None.

**NEW BUSINESS:**

1. Swick moved and McNally seconded approval of the FY20 Budget as presented. Motion passed unanimously.

2. Further information from City administration and City Attorney will be sought regarding changes to the library's personnel policy. No action taken.

**TRUSTEE CONTINUING EDUCATION:** Kennett informed trustees of a State Library continuing education webinar opportunity "Iowa Population Trends and the Future of Your Library", which will be presented January 17 by Gary Krob, State Data Coordinator in Iowa.

Meeting adjourned at 6:10 p.m.

Next meeting: December 19, 2018 at 5:15 p.m.



Jim Ahrens  
Library Board President

Date Signed:

20 Dec 18



Marilyn Kennett, Library Director  
Recording Secretary

Fund Balance as of October 31st, 2019  
 Drake Community Library Endowment Fund - 1015

	Current Period	YTD
Gifts	5,265.99	5,265.99
Investment Income (Loss)	(5,489.60)	(2,938.03)
Investment Related Expenses	0.00	0.00
	-----	-----
Total Revenues	(223.61)	2,327.96
Administrative Cost Share	226.63	590.56
Bank Charges/Online Donation Fees	2.50	2.50
	-----	-----
Total Expenses	229.13	593.06
	-----	-----
Net Income (Loss)	(452.74)	1,734.90
	=====	=====
Beginning Fund Balance		97,046.76
Net Income (Loss)		1,734.90
Ending Fund Balance		98,781.66