

**MINUTES**  
**DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES**  
**December 19, 2018**  
**5:15 p.m., Caulkins Community Room**

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

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

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

**APPROVAL OF MINUTES:** Pagliai moved and McNally seconded the approval of the November 28, 2018 regular board meeting minutes. Motion passed unanimously with Britton abstaining.

**COMMUNICATIONS:**

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

**REPORT OF DIRECTOR:**

1. Statistical report was reviewed.
2. Door handlers have been installed on main restroom doors; electrical work not completed yet.
3. No communication has been received from American Masonry regarding completion of caulking and cleaning of building exterior.

**COMMITTEES:**

*Building & Grounds –*

*Finance, Salary, & Personnel –* Pagliai and Kennett met with City Manager on 29 Nov to present proposed FY20 library budget and discuss the possibility of changes to library personnel policy as it relates to the city personnel manual.

*Long Range Planning –*

*Policy –*

**TRUSTEE REPORTS:** None.

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

**OLD BUSINESS:**


1. A revision of the Library Personnel Policy adopting the majority of the City Personnel Manual and retaining specific differences was presented. Discussion occurred regarding the differences that exist between the City Personnel Manual and the Library Personnel Policy. Further edits occurred after detailed review. Pagliai moved and Rudolph seconded approval of the Personnel Policy as edited. Motion passed unanimously.

**NEW BUSINESS:** None.

TRUSTEE CONTINUING EDUCATION: None.

Meeting adjourned at 6:20 p.m.

Next meeting: January 23, 2019 at 5:15 p.m.



Jim Ahrens  
Library Board President  
Date Signed: 1/24/19



Marilyn Kennett, Library Director  
Recording Secretary

Fund Balance as of November 30th, 2018  
 Drake Community Library Endowment Fund - 1015

	Current Period	YTD
Gifts	675.00	5,940.99
Investment Income (Loss)	1,084.04	(1,853.99)
Investment Related Expenses	0.00	0.00
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Total Revenues	1,759.04	4,087.00
Administrative Cost Share	134.81	725.37
Bank Charges/Online Donation Fees	0.00	2.50
	-----	-----
Total Expenses	134.81	727.87
	-----	-----
Net Income (Loss)	1,624.23	3,359.13
	=====	=====
Beginning Fund Balance		97,046.76
Net Income (Loss)		3,359.13
Ending Fund Balance		100,405.89