

**MINUTES**  
**DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES**  
**August 23, 2012**  
**5:15 p.m.**

**ROLL CALL:** Present were: \_\_Armstrong \_\_X\_Bierman \_\_X\_Goltz \_\_X\_Greenwald \_\_Lamphier  
\_\_X\_McClelland\_\_ X\_Pohlson Others present: \_\_X\_Kennett

**INTRODUCTIONS:** Newly hired Assistant Director Stephanie Sueppel was introduced to the board.

**APPROVAL OF AGENDA:** Pohlson moved and McClelland seconded that the agenda be approved. Motion carried.

**APPROVAL OF MINUTES:** Pohlson moved and Goltz seconded that the minutes of the July meeting be approved as printed. Motion carried.

**COMMUNICATIONS:** none.

**REPORT OF DIRECTOR:** Statistical report was reviewed.

**FINANCIAL REPORT AND APPROVAL OF BILLS:** Financial reports were reviewed. Pohlson moved and Bierman seconded the approval of bills payable in August. Motion carried.

**COMMITTEE REPORTS:**

*Building & Grounds* – Public Services Department has cleared vegetation from parking lot islands and grounds south of the parking lot. Plans include placement of landscaping fabric and river rock by Public Services Department. Kennett reported on meeting with Prairie volunteers. Kennett reported on City Building & Planning recommendation of A & J Associates to study the building's humidity control systems. A & J Associates would provide written evaluation, recommend modifications and solutions, and conceptual estimate of construction cost. Greenwald appointed Bierman to the Building & Grounds committee in addition to existing committee members.

*Finance, Salary, and Personnel* – Goals outlined for Library Director include: hiring of Assistant Director and Library Assistant; completion of community survey and staff performance evaluations by January 1, 2013; completion of 5 year long range planning by July 1, 2013.

*Long Range Planning* – Greenwald outlined the process recommended by the American Library Association for strategic planning.

**OLD BUSINESS:** McClelland & Goltz reported on the delivery of retirement plaque to Lorna Caulkins. Exit interview notes have been filed in the "Hiring" notebook.

**NEW BUSINESS:**

Pohlson moved and McClelland seconded the approval of anticipated payment for Public Services grounds project. Motion carried.

McClelland moved and Bierman seconded the following statement: The Library Board of Directors extends support for one year to the effort to create an urban prairie that meets the expectations of the community. Motion carried.

Pohlson moved and McClelland seconded the promotion of William Crosby to Library Assistant with starting wage of \$15.65 per hour with 3% increase after 6 months of employment. Motion carried.

Meeting adjourned at 6:45 p.m.



Gail Greenwald, President



Marilyn Kennett, Recording Secretary