

MINUTES
DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES
July 24, 2019
5:15 p.m., Caulkins Community Room

ROLL CALL: _X_Elfenbein _X_Hardin _X_Hammond _X_McFee
 _X_Pagliai ____Rudolph _X_Swick Others present: _X_Kennett

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

APPROVAL OF AGENDA: Swick moved and Elfenbein seconded approval of the agenda. Motion passed unanimously.

APPROVAL OF MINUTES: Swick moved and Pagliai seconded approval of the June 26, 2019 Regular Board Meeting minutes. Motion passed unanimously.
Swick moved and Pagliai seconded approval of the June 26, 2019 Annual Board Meeting minutes. Motion passed unanimously.

COMMUNICATIONS:

1. An invitation was extended and agenda time allocated for Stuart Porter to bring his concern before the board of trustees. Porter did not appear.

REPORT OF DIRECTOR:

1. Statistical report and Materials Stock report for fiscal year ending June 30, 2019 was reviewed.

COMMITTEES:

Building & Grounds –

Finance, Salary, & Personnel – Pagliai reported on July 10th committee meeting held with Rudolph and Kennett. Committee discussed the progress that has been made with City Administration regarding revision of the personnel policy.

Long Range Planning –

Policy –

TRUSTEE REPORTS: None.

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

OLD BUSINESS:

1. None.

NEW BUSINESS:

1. Swick moved and Hammond seconded approval to renew the annual contract with ProQuest for Library Thing for Libraries (a catalog enhancement tool). The FY20 budget contains this item under Contractual Services. Motion passed unanimously.

2. Awaiting quote from Jason Guthrie for removal of trellis from the south terrace. This project is not structural to the building. No action taken.

3. McFee moved and Swick seconded the use of gift funds for the reupholstering of twelve (12) library chairs by Iowa Prison Industries based on quote of \$4,284.00. Motion passed unanimously.

4. American Masonry has failed to complete the caulking work on library building exterior. Quotes have been received from Central States Coatings and TNT Tuckpointing to perform necessary work. Elfenbein moved and McFee seconded authorizing Kennett to review options with City Administration and for the use of gift funds if necessary to make up the difference between the FY19 capital loan note carryover and cost of completion. Motion carried unanimously.

5. Duties of committees were discussed. Committee personnel will be determined at the next regular board meeting.

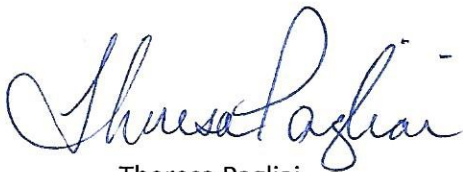
TRUSTEE CONTINUING EDUCATION:

Trustees were informed of opportunities for continuing education provided by the State Library of Iowa and of the library's weekly e-newsletter.

Swick moved for adjournment. Motion carried unanimously.

Meeting adjourned at 6:30 p.m.

Next meeting: August 28, 2019 at 5:15 p.m.



Theresa Pagliai
Library Board President
Date Signed:



Marilyn Kennett, Library Director
Recording Secretary