

**Tentative Agenda**  
**Drake Community Library Board of Trustees**  
**March 25, 2020, 5:15 p.m.**  
**Electronic Meeting**  
**allowed as per Governor Reynold's State Public Health Emergency Declaration, March 20, 2020**  
**due to potential for spread of COVID-19**

Join Zoom Meeting online:  
<https://us04web.zoom.us/j/826201150>

Meeting ID: 826 201 150

Join by phone:  
+1 312 626 6799 US  
Meeting ID: 826 201 150

When you open the link, you will need to do a couple of things:

- 1) Allow Zoom to run
- 2) Allow Zoom to access your camera and microphone
- 3) Perform the sound check as prompted
- 4) Check whether you are muted- please have yourself muted unless you are speaking

**The meeting will be remotely via Zoom**

A. **Members present:** \_\_\_ Elfenbein \_\_\_ Hardin \_\_\_ Hammond \_\_\_ McFee  
\_\_\_ Pagliai \_\_\_ Rudolph \_\_\_ Swick Other: \_\_\_ Kennett

B. **Approval of agenda** – Acknowledging the need to slow the spread of COVID-19

C. **Approval of Minutes**

1. Approval of February 26, 2019 Regular Board Meeting minutes

D. **Communications** –

1. GPCF Drake Community Library endowment report for February 2020

E. **Report of Director**

1. Report on library service operations during the national Coronavirus outbreak

F. **Committee reports**

Building and grounds –

Finance, salary and personnel –

Long range planning –

Policy –

**H. Trustee report**

**I. Financial report and approval of bills**

**J. Old business**

1.

**K. New Business**

1. Consider the waiver of overdue charges and past balances on cardholder accounts.

2.

**L. Trustee Continuing Education**

**MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES**  
**February 26, 2020, 5:15 p.m., Caulkins Community Room**

**ROLL CALL:**    \_X\_Elfenbein    \_Hardin    \_X\_Hammond    \_McFee  
                  \_Pagliai        \_X\_Rudolph    \_X\_Swick        Others present: \_X\_Kennett

Vice-President Swick called the meeting to order at 5:20 p.m.

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

**APPROVAL OF MINUTES:** Rudolph moved and Hammond seconded approval of the January 29, 2019 Regular Board Meeting minutes. Motion passed unanimously.

**COMMUNICATIONS:**

1. Endowment report for January was received from the Greater Poweshiek Community Foundation. Fund balance, as of 1/31/2020, is \$127,299.39.
2. Email from Greater Poweshiek Community Foundation stating option for reinvestment or receipt of the 2020 disbursement from the endowment.
3. A letter of resignation was received from Diana Romero effective 21 February.
4. Final budget papers were received from City administration.

**REPORT OF DIRECTOR:**

1. January statistical report was reviewed.
2. Friends of DCL held their annual meeting Feb 25, with speaker Candida Pagan, Univ. of Iowa Libraries, presenting "Preserving Your Family Treasures". 42 community members attended the event.
3. Opening reception for "Grinnell Works", a crowd-sourced exhibition created by the Grinnell Community, Drake Community Library, and Grinnell College in collaboration with the Smithsonian's Museum on Main Street program, is scheduled for 5 p.m. on March 5<sup>th</sup>. Library Systems Administrator Monique Shore has been instrumental in the success of this exhibit throughout its planning and development stages.

*Building & Grounds* – It was suggested that a mini-campaign to solicit donations for purchase and installation of the exterior flag pole begin this Spring.

*Finance, Salary, & Personnel* - The FY21 budget was reviewed. Capital Loan allocations include funds to repair the basement door framework, clean the building exterior, upgrade for parts of the geothermal system, scheduled computer upgrades, and adult book purchases. General budget was limited to standard increase for wage/salary allocation with all other line items remaining static.

*Long Range Planning* – none  
*Policy* – none

**TRUSTEE REPORTS: None.**

**FINANCIAL REPORT AND APPROVAL OF BILLS:** Financials were reviewed. It was noted that the Alliant bill was especially high this month in comparison to same time period last year. Kennett to research cause of increased usage. Elfenbein moved and Hammond seconded the approval of bills payable in March. Motion passed unanimously.

**OLD BUSINESS: None.**

**NEW BUSINESS:**

1. Elfenbein moved and Hammond seconded approval for reinvestment of the 2020 DCL endowment distribution in the amount of \$4,503. Motion passed unanimously.
  
2. Hammond moved and Rudolph seconded the review process for the following three policies without revisions:
  - Non-resident Request for Research
  - Personal Purchase of Materials
  - Bulletin BoardMotion passed unanimously.

**TRUSTEE CONTINUING EDUCATION: None.**

Hammond moved adjournment.

Meeting adjourned at 6:00 p.m.

Next meeting: March 25, 2020 at 5:15 p.m.

Theresa Pagliai  
Library Board President

Marilyn Kennett, Director  
Recording Secretary

Fund Balance as of February 29th, 2020  
 Drake Community Library Endowment Fund - 1015

	Current Period	YTD
Gifts	40.00	12,680.00
Investment Income (Loss)	(5,610.32)	91.55
	-----	-----
Total Revenues	(5,570.32)	12,771.55
Administrative Cost Share	138.52	1,355.36
Bank Charges/Online Donation Fees	0.00	2.28
	-----	-----
Total Expenses	138.52	1,357.64
	-----	-----
Net Income (Loss)	(5,708.84)	11,413.91
	=====	=====
Beginning Fund Balance		110,176.64
Net Income (Loss)		11,413.91
Ending Fund Balance		121,590.55

Drake Community Library Endowment Fund - 1015

Type	Name	Date	Amount
Gift	Friends of Drake Community Library	07/25/2019	5,000.00
Gift	Caleb and Tina Elfenbein	07/30/2019	15.00
Gift	Clem and Leona Bodensteiner	08/27/2019	100.00
Gift	Emily Guenther	08/29/2019	25.00
Gift	Caleb and Tina Elfenbein	08/29/2019	15.00
Gift	Barbara Brown and David Lopatto	09/30/2019	15.00
Gift	R. Cecilia Knight and Gary Mertens	09/30/2019	24.99
Gift	Elaine Marzluff	09/30/2019	150.00
Gift	Joshua and Kelly Sandquist	09/30/2019	50.01
Gift	Elizabeth Trimmer	09/30/2019	30.00
Gift	Caleb and Tina Elfenbein	09/30/2019	15.00
Gift	Emily Guenther	09/30/2019	25.00
Gift	Marie Eisenman	10/01/2019	500.00
Gift	Robert and Nancy Cadmus	10/08/2019	100.00
Gift	Jeff and Harriett Dickey-Chasins	10/08/2019	50.00
Gift	Jonathan Andelson and Karin Stein	10/08/2019	100.00
Gift	Elizabeth Dobbs	10/08/2019	100.00
Gift	Dick and Carolyn Ritter	10/10/2019	200.00
Gift	Benjamin and Arlene Guenther	10/10/2019	25.00
Gift	Edward & Judith Scheer	10/17/2019	500.00
Gift	Luann and Rick Weigel	10/22/2019	25.00
Gift	Russelle Jones Leggett	10/31/2019	1,000.00
Gift	Joshua and Kelly Sandquist	10/31/2019	250.00
Gift	Thomas and Emily Moore	10/31/2019	200.00
Gift	Caleb and Tina Elfenbein	10/31/2019	15.00
Gift	Emily Guenther	10/31/2019	25.00
Gift	Transfer from GPCF Spirit of Giving Event	10/31/2019	20.00
Gift	Kent and Katherine McClelland	10/31/2019	500.00
Gift	Arnold and Harriet Adelberg	10/31/2019	1,000.00
Gift	Scott and Delphina Baumann	10/31/2019	100.00
Gift	Douglas and Virginia Cameron	11/01/2019	1,000.00
Gift	Jeffrey and Renee Menary	11/12/2019	50.00
Gift	Jean Libbey	11/25/2019	100.00
Gift	Emily Guenther	11/29/2019	25.00
Gift	Caleb and Tina Elfenbein	11/29/2019	15.00
Gift	Miriam Baumann	12/16/2019	100.00
Gift	Gayle and Lois Strickler	12/18/2019	125.00
Gift	Emily Guenther	12/31/2019	25.00
Gift	Caleb and Tina Elfenbein	12/31/2019	15.00
Gift	Barbara Brown and David Lopatto	12/31/2019	15.00
Gift	R. Cecilia Knight and Gary Mertens	12/31/2019	24.99
Gift	Elaine Marzluff	12/31/2019	150.00
Gift	Joshua and Kelly Sandquist	12/31/2019	50.01
Gift	Elizabeth Trimmer	12/31/2019	30.00
Gift	Gary and Sally Maring	12/31/2019	300.00
Gift	Jean Jones	12/31/2019	400.00
Gift	Emily Guenther	01/28/2020	25.00
Gift	Caleb and Tina Elfenbein	01/28/2020	15.00
Gift	Caleb and Tina Elfenbein	02/28/2020	15.00
Gift	Emily Guenther	02/28/2020	25.00
** Total Gifts			12,680.00