

MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES

April 28, 2021, 5:15 p.m.

Electronic Meeting

made available via Zoom from the online City Agenda Center

**allowed as per Governor Reynold's State Public Health Emergency Declaration, March 20, 2020
due to potential for spread of COVID-19**

ROLL CALL: __Elfenbein _X__Hardin _X_Hammond _X_McFee
 _X_Pagliai _X__Rudolph __Swick Others present: _X_Kennett

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

APPROVAL OF AGENDA: Hammond moved and McFee seconded approval of the agenda, noting the need to meet electronically due to COVID-19 social distancing practices.

Roll call vote: _n/a_Elfenbein _Aye__Hardin _Aye_Hammond _Aye_McFee _Aye_Pagliai
 _Aye__Rudolph _n/a_ Swick

APPROVAL OF MINUTES: Hardin moved and Hammond seconded approval of the March 24, 2021 Regular Board Meeting minutes.

Roll call vote: _n/a_Elfenbein _Aye__Hardin _Aye_Hammond _Aye_McFee _Aye_Pagliai
 _Aye__Rudolph _n/a_ Swick

COMMUNICATIONS:

1. DCL endowment report, period ending March 31, 2021 was received from Greater Poweshiek Community Foundation.
2. Email from Nicole Brua-Behrens was received detailing options for annual endowment disbursement

REPORT OF DIRECTOR:

1. April 2021 statistical report was reviewed. It was noted that 623 uses of the Library's wifi connection were recorded. This represents an increase from 407 uses compared to same month last year.
2. The hiring process for the Youth Services Coordinator position is nearing completion.
3. Library operations during pandemic:
 - Browsing appointments began April 5th. Computer use by appointment was moved to the main library during April. Doors will open to the public beginning May 3rd – no appointments necessary.
 - Social distancing and mask wearing protocols will remain in effect. Clear plastic partitions are in use at service desks.
4. The strategic plan with progress notations was made available to trustees for discussion at next meeting.
5. Country Landscapes has provided plan for improvements to the south perimeter of parking lot and replacement of maple tree lost to the derecho.

COMMITTEE REPORTS:

Building & Grounds – none
Finance, Salary, & Personnel – none

Long Range Planning – none
Policy – none

TRUSTEE REPORTS: *none*

FINANCIAL REPORT AND APPROVAL OF BILLS: Financials were reviewed. McFee moved and Rudolph seconded the approval of bills payable in May.

Roll call vote: *_n/a_* Elfenbein *_Aye_* Hardin *_Aye_* Hammond *_Aye_* McFee *_Aye_* Pagliai
Aye Rudolph *_n/a_* Swick

OLD BUSINESS: *None*

NEW BUSINESS:

1. Wage and salary levels for all staff, including the vacant Youth Services Coordinator position, for FY22 were presented. Hardin moved and Hammond seconded approval of wage and salaries as presented.

Roll call vote: *_n/a_* Elfenbein *_Aye_* Hardin *_Aye_* Hammond *_Aye_* McFee *_Aye_* Pagliai
Aye Rudolph *_n/a_* Swick

2. Hammond moved and McFee seconded reinvestment of \$5,400.19 disbursement back into DCL endowment held by the Greater Poweshiek Community Foundations.

Roll call vote: *_n/a_* Elfenbein *_Aye_* Hardin *_Aye_* Hammond *_Aye_* McFee *_Aye_* Pagliai
Aye Rudolph *_n/a_* Swick

3. McFee moved and Hardin seconded approval of Contracts for Library Service with Kellogg, Malcom, Oakland Acres, & Searsboro as presented.

Roll call vote: *_n/a_* Elfenbein *_Aye_* Hardin *_Aye_* Hammond *_Aye_* McFee *_Aye_* Pagliai
Aye Rudolph *_n/a_* Swick

4. Rudolph moved and Hammond seconded revision to the TEMPORARY Meeting Room Policy as presented.

Roll call vote: *_n/a_* Elfenbein *_Aye_* Hardin *_Aye_* Hammond *_Aye_* McFee *_Aye_* Pagliai
Aye Rudolph *_n/a_* Swick

5. McFee moved and Hardin seconded authorizing Kennett to coordinate with City management, as needed, regarding any future Library closures due to changes in pandemic conditions.

Roll call vote: *_n/a_* Elfenbein *_Aye_* Hardin *_Aye_* Hammond *_Aye_* McFee *_Aye_* Pagliai
Aye Rudolph *_n/a_* Swick

Discussion took place regarding ability to meet in person for May board meeting. Kennett to check with City on need for remote access to the meeting in addition to in-person access for the public due to current pandemic conditions.

TRUSTEE CONTINUING EDUCATION: *none*

Meeting adjourned at 6:20 p.m.

Next meeting: May 26, 2021 at 5:15 p.m.



Theresa Pagliai
Library Board President

Marilyn Kennett, Director
Recording Secretary