

MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES

September 22, 2021, 5:15 p.m.

Drake Community Library Board Room

Meeting also made available via Zoom from the online City Agenda Center

ROLL CALL: _X_Elfenbein _X_Hardin _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: Elfenbein moved and Hardin seconded approval of agenda as presented.

Roll call vote: _Aye_Elfenbein _Aye_Hardin _n/a_Hammond _Aye_McFee _Aye_Pagliai
 _Aye_Rudolph _n/a_Swick

APPROVAL OF MINUTES: McFee moved and Elfenbein seconded approval of the August 25, 2021 Regular Board Meeting minutes.

Roll call vote: _Aye_Elfenbein _Aye_Hardin _n/a_Hammond _Aye_McFee _Aye_Pagliai
 _Aye_Rudolph _n/a_Swick

COMMUNICATIONS:

1. The July 31 & August 31, 2021 DCL endowment reports were received and reviewed.

REPORT OF DIRECTOR:

1. August 2021 statistical report was reviewed. Circulation of e-resources has decreased slightly, while circulation of print materials has increased, but has not increased to pre-pandemic levels.

2. Library operations will continue to be monitored with respect to current COVID-19 local conditions and Center for Disease Control guidelines. The transmission rate of COVID-19 in Poweshiek County remains at a rating of "high". The CDC recommends mask-wearing for all individuals, regardless of vaccination status, within indoor settings where substantial or high risk exists. Local Public Health reports an increase in the 14-day testing positivity rate to 13.6% .

3. JP Gardening provided grounds keeping services on 9/13 & 9/14 and will continue a maintenance program for the south prairie and other library grounds.

4. Report detailing Network and Internet budget recommendations created by Systems Administrator Monique Shore was made available for review.

5. Kennett received replies from Shenandoah and Norwalk public libraries regarding network security audits. Shenandoah Public Library conducted an audit solely for the library network. The City of Norwalk conducted a cybersecurity audit and the library was included in that process. Both entities received recommendations for specific areas of improvement.

COMMITTEE REPORTS:

Building & Grounds – none
Finance, Salary, & Personnel – under new business
Long Range Planning – none
Policy – none

TRUSTEE REPORTS: none

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

Roll call vote: _Aye_Elfenbein _Aye__Hardin _n/a_Hammond _Aye_McFee _Aye_Pagliai
_Aye__Rudolph _n/a_ Swick

OLD BUSINESS: none

NEW BUSINESS:

1. Hardin moved and Elfenbein seconded that library hours remain as per the “summer hours” schedule through October because of current trends regarding transmission rates of COVID-19; with re-evaluation of pandemic conditions to occur at the next regular meeting of the trustees.

Roll call vote: _Aye_Elfenbein _Aye__Hardin _n/a_Hammond _Aye_McFee _Aye_Pagliai
_Aye__Rudolph _n/a_ Swick

3. Elfenbein moved and McFee seconded the approval of three candidates to be interviewed for the Library Director position. No candidate requested a closed session.

Roll call vote: _Aye_Elfenbein _Aye__Hardin _n/a_Hammond _Aye_McFee _Aye_Pagliai
_Aye__Rudolph _n/a_ Swick

TRUSTEE CONTINUING EDUCATION: The personal committee shared knowledge gained through their experience in conducting a director search.

Meeting adjourned at 6:00 p.m.

Next meeting: October 27, 2021 at 5:15 p.m.



Theresa Pagliai
Library Board President

Marilyn Kennett, Director
Recording Secretary