

MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES

January 27, 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: _X_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 Elfenbein seconded approval of the agenda, noting the need to meet electronically due to COVID-19 social distancing practices.

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

APPROVAL OF MINUTES: McFee moved and Rudolph seconded approval of the December 16, 2020 Regular Board Meeting minutes.

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

COMMUNICATIONS: Greater Poweshiek Community Foundation (GPCF) reports for DCL endowment were received for months July thru December 2020.

REPORT OF DIRECTOR:

1. Statistical reports for December were reviewed.
2. Kennett and Montezuma Public Library Director presented FY2022 budget request for county resident library services to Poweshiek County Supervisors, December 31, 2020.
3. Kennett presented FY2022 budget request for library services to City Council Finance Committee, January 6, 2021.
4. Recruitment process for Youth Services Coordinator position will begin in February.
5. Library services remain in Phase I under pandemic conditions: Curbside pick-up of materials; Internet access by appointment. Volunteer Income Tax Assistance provided by Iowa State Extension will be offered both remotely and in the Community Room utilizing social distancing practices as per the Temporary Meeting Room Policy beginning Feb 6th.
6. J&M Roofing and City Building & Planning Supervisor inspected the loggia roof condition which has been an ongoing concern, unrelated to the August derecho. Previous repairs have proven to be unsatisfactory. J&M Roofing proposal has been recommended and submitted.

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. Elfenbein moved and Rudolph seconded the approval of bills payable in February.

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

OLD BUSINESS: *None*

NEW BUSINESS:

1. Hardin moved and McFee seconded approval of ADA checklist for Priority #3 Toilets to be submitted with State Library Accreditation report.

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

2. Hammond moved and Hardin seconded approval of State Library Accreditation report.

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

3. The new format for GPCF fund reports and the ability to access DCL endowment fund information via the Ahrens Foundation fund advisor web portal was discussed under communications.

TRUSTEE CONTINUING EDUCATION: Postponed review of the following to February meeting.

- [Confidentiality of library records](#) (Iowa Code Chapter 22.7 (13))
- [Open meetings law](#) (Iowa Code Chapter 21)
 - [State Library open meetings law webinar](#)
- [Fair Labor Standards Act](#) (U.S. Code Title 29, Chapter 8)
 - Summarized in Trustee Handbook, pages 68, 69
- [Iowa Library Trustee's Handbook](#)

Pagliai moved for adjournment.

Meeting adjourned at 5:45 p.m.

Next meeting: February 24, 2020 at 5:15 p.m.



Theresa Pagliai
Library Board President

Marilyn Kennett, Director
Recording Secretary