

**MINUTES of the DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES**

**August 25, 2021, 5:15 p.m.**

**Caulkins Community Room**

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

**ROLL CALL:**    \_X\_Elfenbein   \_X\_Hardin   \_X\_via Zoom\_Hammond           \_X\_McFee  
                  \_X\_Pagliai       \_X\_Rudolph   \_X\_via Zoom Swick    Others present:   \_X\_Kennett

President Pagliai called the meeting to order at 5:20 p.m. in the Caulkins Community Room.

**APPROVAL OF AGENDA:** By consent, the agenda was approved as presented.

**APPROVAL OF MINUTES:** Rudolph moved and Swick seconded approval of the July 28, 2021 Regular Board Meeting minutes.

Roll call vote:   \_Aye\_Elfenbein   \_Aye\_Hardin   \_n/a\_Hammond   \_Aye\_McFee   \_Aye\_Pagliai  
                  \_Aye\_Rudolph   \_Aye\_Swick

**COMMUNICATIONS:**

1. The June 30, 2021 DCL endowment report was received and reviewed.

**REPORT OF DIRECTOR:**

1. July 2021 statistical report was reviewed.

[Hammond joined meeting]

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 increased to a rating of “high” in late July/early August and remains in at that level currently. The CDC recommends mask-wearing for all individuals, regardless of vaccination status, within indoor settings where substantial or high risk exists.

3. Kennett reported that the City of Grinnell does not conduct a third-party audit of its computer networks and advises the library that funding would need to come from the library budget if trustees desire an audit of DCL computer networks. Hammond offered to make follow-up inquiries. Kennett will research what other Iowa libraries are doing regarding third-party audits.

**COMMITTEE REPORTS:**

Building & Grounds – none

Finance, Salary, & Personnel – Committee of Hardin, Rudolph, and Pagliai advertised the Library Director position on Library/City/Chamber websites, School of Library & Information Science job boards at Iowa’s state universities, and online job search sites. Application period ends September 10.

Long Range Planning – none

Policy – none

**TRUSTEE REPORTS:** *none*

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

Roll call vote:   \_Aye\_Elfenbein   \_Aye\_Hardin   \_Aye\_Hammond   \_Aye\_McFee   \_Aye\_Pagliai  
                  \_Aye\_Rudolph   \_Aye\_Swick

**OLD BUSINESS:** Swick moved and McFee seconded approval of the following slate of committee assignments for FY22:

Building & Grounds: Elfenbein, Hammond

Finance, Salary, & Personnel: Hardin, Rudolph, Pagliai

Long Range Planning: Committee of the Whole

Policy: Swick, McFee

Roll call vote: \_Aye\_Elfenbein \_Aye\_\_Hardin \_Aye\_Hammond \_Aye\_McFee \_Aye\_Pagliai  
\_\_Aye\_Rudolph \_Aye\_ Swick

**NEW BUSINESS:**

1. McFee moved and Hammond seconded wage approval for Haven Marlette and Jocelyn Rupe. into vacant Page positions.

Roll call vote: \_Aye\_Elfenbein \_Aye\_\_Hardin \_Aye\_Hammond \_Aye\_McFee \_Aye\_Pagliai  
\_Aye\_\_Rudolph \_Aye\_ Swick

2. Hardin moved and Rudolph seconded that library hours remain as per the "summer hours" schedule through September 30 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 \_Aye\_Hammond \_Aye\_McFee \_Aye\_Pagliai  
\_Aye\_\_Rudolph \_Aye\_ Swick

3. Elfenbein moved and Hardin seconded the purchase of COVID-19 rapid test kits for use by staff and household members in the event of symptomatic conditions or an exposure to COVID-19.

Roll call vote: \_Aye\_Elfenbein \_Aye\_\_Hardin \_Aye\_Hammond \_Aye\_McFee \_Aye\_Pagliai  
\_Aye\_\_Rudolph \_Aye\_ Swick

**TRUSTEE CONTINUING EDUCATION:** State Library of Iowa opportunities were shared by Pagliai and by email.

Meeting adjourned at 6:00 p.m.

Next meeting: September 22, 2021 at 5:15 p.m.



Theresa Pagliai  
Library Board President

Marilyn Kennett, Director  
Recording Secretary