

**Minutes of the Drake Community Library Board of Trustees**  
**September 25, 2024**  
**Drake Community Library Board Room**  
**Meeting also made available via Zoom from the online City Agenda Center**

**Roll Call:** \_X\_Guenther \_X\_Hammond \_\_Lindley \_X\_McFee \_X\_Pagliai \_X\_Saunders  
\_Swick      Others present: \_X\_Neal \_X\_Snow \_X\_Devig

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

**Approval of Agenda:**

Hammond moved and Guenther seconded approval of the agenda.

**Approval of Minutes:**

Saunders moved and Hammond seconded approval of the August 21, 2024, Board Meeting minutes.

*Roll call vote:*

\_X\_Guenther \_X\_Hammond \_\_Lindley \_X\_McFee \_X\_Pagliai \_X\_Saunders \_Swick

**Communications:**

The June 2024 – August 2024 GPCF Endowment fund reports were reviewed.

**Report of the Director:**

1. A brief Statistical report was reviewed.
2. Iowa Code Chapter 21 has change, meetings must offer an online attendance option.
3. HBS is working through the equipment changes.
4. County Board of Supervisors approved an outside Narcan vending machine for DCL.
5. A new board member will be at our October meeting.

**Committee Reports:**

Building & Grounds-none  
Finance & Salary-none  
Personnel-none  
Long Range Planning-none  
Policy-none

**Trustee Report:** None

**Financial Report and Approval of Bills:**

1. Financials were reviewed. McFee moved and Hammond seconded the approval of bills payable in October.

*Roll call vote:*

\_X\_Guenther \_X\_Hammond \_Lindley \_X\_McFee \_X\_Pagliai \_X\_Saunders \_Swick

**Business:**

1. McFee moved and Guenther seconded approval of a contract with Open Sense Solutions LLC.

*Roll call vote:*

\_X\_Guenther \_X\_Hammond \_Lindley \_X\_McFee \_X\_Pagliai \_X\_Saunders \_Swick

2. Neal provided an update on building and grounds projects. The building and grounds committee will meet to discuss and prioritize future capital projects.

3. McFee moved and Guenther seconded approval of payment from the general fund to Jeff Sears Construction for the recent window installation.

*Roll call vote:*

\_X\_Guenther \_X\_Hammond \_Lindley \_X\_McFee \_X\_Pagliai \_X\_Saunders \_Swick

4. Hammond moved and Saunders seconded approval of a contract with BlueCloud Analytics using gifts funds to pay for year 1 and adding to the general budget going forward.

*Roll call vote:*

\_X\_Guenther \_X\_Hammond \_Lindley \_X\_McFee \_X\_Pagliai \_X\_Saunders \_Swick

5. McFee moved and Guenther seconded approval of Penelope Fennel as a library page.

*Roll call vote:*

\_X\_Guenther \_X\_Hammond \_Lindley \_X\_McFee \_X\_Pagliai \_X\_Saunders \_Swick

6. Hammond moved and Guenther seconded approval of the pay rate for library page, Penelope Fennel

*Roll call vote:*

\_X\_Guenther \_X\_Hammond \_Lindley \_X\_McFee \_X\_Pagliai \_X\_Saunders \_Swick

7. McFee moved and Guenther seconded sending Neal and Snow to LibLearnX using gift funds.

*Roll call vote:*

\_X\_Guenther \_X\_Hammond \_Lindley \_X\_McFee \_X\_Pagliai \_X\_Saunders \_Swick

**Trustee Continuing Education:**

Assistant Director Snow discussed the success of the Library Summer Program and Outreach Programs. 3,500 people were reached through normal and outreach programs, 2,100 were reached through outreach only programs and, 500 people registered for the reading program.

Meeting adjourned 6:24 p.m.

Next regular meeting is October 23, 2024, at 5:15p.m.

Theresa Pagliai  
Library Board President

Karen Neal, Director  
Recording Secretary