

**MINUTES**  
**DRAKE COMMUNITY LIBRARY BOARD OF TRUSTEES**  
**October 23, 2019, 5:15 p.m., Library Board Room**

**ROLL CALL:**    \_\_Elfenbein    \_\_X\_\_Hardin    \_\_X\_\_Hammond    \_\_X\_\_McFee  
                  \_\_Pagliai        \_\_X\_\_Rudolph    \_\_X\_\_Swick        Others present:  \_\_X\_\_Kennett  
                  Citizens present: Stuart Porter

Vice-President Swick called the meeting to order at 5:15 p.m.

**APPROVAL OF AGENDA:** Hardin moved and Rudolph seconded approval of the agenda. Motion passed unanimously.

**APPROVAL OF MINUTES:** McFee moved and Hammond seconded approval of the September 25, 2019 Regular Board Meeting minutes. Motion passed unanimously.

**COMMUNICATIONS:**

1. The DCL Endowment Fund September, 2019 reports were received from the Greater Poweshiek Community Foundation. Ending fund balance is \$115,402.57.

**REPORT OF DIRECTOR:**

1. Statistical report was reviewed.
2. Kennett presented additional information regarding costs of flag pole installation: 20' pole/shipping, \$1,145; dedicated lighting and installation, \$1,175; flag pole installation by Public Services \$50; American & State flags, annually, \$400; for a total of approximately \$2,800.
3. Plans are in place for the "Open Book" event on November 2<sup>nd</sup>. Five individuals will share their stories in a conversational library setting. The event meets one of our "Celebrate Diversity" goals within the strategic plan.

**COMMITTEES:**

*Building & Grounds* –

*Finance, Salary, & Personnel* – Hardin reported on committee meeting held October 15<sup>th</sup> with Hardin, Pagliai, Rudolph, and Kennett present. Kennett presented the FY21 budget proposal. The committee recommended a salary increase and promotion for Youth Services Director Karen Neal, retaining amount proposed for building maintenance, and decreasing expectation for amount collected in overdue charges. Further negotiation needs to occur with Poweshiek County Supervisors to achieve *Optional* accreditation standard again.

*Long Range Planning* –

*Policy* –

**TRUSTEE REPORTS:** Kennett and Neal convened a community stakeholder meeting, held October 17<sup>th</sup>, regarding Homelessness in Grinnell. Twenty-five people were in attendance representing City and County government, human service agencies, and community organizations. Hardin was present to represent the Board of Trustees. Hardin reported that Julie Eberbach, Director of The Institute for Community Alliances, led the meeting, providing pertinent data and suggestions for how to respond to people who find themselves without housing. Future meetings will focus on information sharing and collaboration of services amongst community organizations and governmental agencies.

**FINANCIAL REPORT AND APPROVAL OF BILLS:** Financials were reviewed. Hammond moved and Hardin seconded the approval of bills payable in November. Motion passed unanimously.

**OLD BUSINESS:**

1. Hardin moved and Hammond seconded purchase and installation of flag pole with designated lighting to occur in Spring of 2020 if funds remain in FY20 budget or in Summer 2020 if enough funds are allocated in the FY21 budget. Motion passed unanimously.

**NEW BUSINESS:**

1. Hardin moved and McFee seconded approval of the following wage approvals for the following vacancies, requiring no change to the current budget:

Pages: Justine Raney and Gabriella Aponte, \$7.35 /hour

Circulation Clerk: Walker Bell, \$12.99 /hour

Library Assistant: Rachel Romero and Lucy Chang, \$19.96/hour

Motion passed unanimously.

2. Hardin moved and McFee seconded approval and support for a 3% raise in addition to the FY21 cost of living wage increase for Karen Neal, citing her exemplary work with the Grinnell Education Partnership and AmeriCorps members, as well as her increased managerial duties over the last three years. Motion passed unanimously.

3. Rudolph moved and Hammond seconded approval of the FY21 Library budget proposal as recommended and presented by the Finance, Salary, and Personnel committee. Motion passed unanimously.

**TRUSTEE CONTINUING EDUCATION:**

Hardin, McFee, and Kennett attended the State Library Learning Circuit Workshop on October 16<sup>th</sup>. The Every Library Institute presented "Understanding Audiences for Community Engagement and Support". Information highlights were shared.

Next meeting will occur on the third Wednesday of November due to the Thanksgiving holiday.

Meeting adjourned at 6:35 p.m.

Next meeting: November <sup>21</sup>~~20~~, 2019 at 5:15 p.m.



Theresa Pagliai  
Library Board President  
Date Signed:



Marilyn Kennett, Library Director  
Recording Secretary