

Minutes of the Drake Community Library Board of Trustees
March 25, 2026
Drake Community Library Jones Board Room
Meeting also made available via Zoom from the online City Agenda Center

Trustees Present: Emily Fenner, Emily Guenther, John Hammond, Avery Lindley, Lee McFee, Theresa Pagliai, Luke Sanders

Trustees Absent:

Staff Present: Karen Neal, Mallory Snow, Alyssa Devig (City Clerk)

Guests Present: Lucy Change, Greg Roth

Call to Order

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

Public Comment

Approval of Agenda

Lindley moved and McFee seconded approval of the agenda.

Motion passed 7/0

Business

City Engineer, Greg Roth, presented plans for the Accessible Parking Project. The plans show 2 additional handicapped parking spaces on Park Avenue and a drop-off area.

Trustee Continuing Education

Library Assistant, Lucy Chang, presented information about her job duties and answered questions.

Approval of the Minutes

Lindley moved and Hammond seconded approval of February 25, 2026, minutes.

Motion passed 7/0

Communications

February 2026 Greater Poweshiek Community Foundation (GPCF) reports were reviewed.

Report of the Director

- February Statistics were reviewed
- City Council tour was reviewed
- Legislative update was given

Committee Reports

Building & Grounds: Met March 23, 2026, to discuss two quotes for automatic door openers and chose a recommendation.

Finance & Salary: Met March 13 and created a schedule aligning strategic plan goals with the yearly disbursement from the Board Endowed Fund.

The schedule is as follows:

November–January: DCL staff will review the Strategic Plan and recommend updates to the goals for the coming year.

January: The Director will present the proposed goals to the Library Board for discussion.

February: The Library Board will consider future projects and determine the appropriate disbursement amount.

Personnel: No report

Long Range Planning: No report

Policy: No report

Financial Reports

Financials were reviewed. Linley motioned and Guenther seconded approval of bills payable in April.

Motion passed (7/0)

Business

Saunders motioned and Lindley seconded approval of the Donation Policy

Motion passed (7/0)

Snow left meeting

Contracts

McFee motioned and Hammond seconded approval of a quote by Hawkeye Lock & Security to install 2 automatic door openers at the north entrance.

Motion passed (7/0)

McFee motioned and Saunders seconded approval of up to \$2,500 for the electrical part of the work on the automatic doors.

Motion passed (7/0)

McFee moved and Hammond seconded approval of a contract with Sensus for the installation of a footfall sensor system to ensure accurate measurement of library foot traffic, funded by the general fund and state funds.

Motion passed (7/0)

Adjourn

Meeting adjourned by unanimous consent at 6:20.

Next Library Board Meeting: **Wednesday, April 22, 2026**