



**CLINTON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES**

Date: TUESDAY, November 14, 2017

Time: 5:15 P.M.

Place: Library Board Meeting Room, Clinton Public Library,  
306 8<sup>th</sup> Ave. S., Clinton, IA 52732

Tom Streveler (7/20) 1<sup>st</sup> President  
Dick McLane (7/20) 1<sup>st</sup>  
Quinn Williams (7/21) 1<sup>st</sup>  
Judy Carstensen (7/21) 1<sup>st</sup> (ABSENT)

Sue Raaymakers (7/20) 1<sup>st</sup> V.P.  
Francie Hill (7/20) 1<sup>st</sup> Secretary (ABSENT)  
Stephanie Neal (7/21) 1<sup>st</sup> (ABSENT)  
Bart Leavens (7/20) 2<sup>nd</sup>

Also present: Holly Youngquist (Director), Stacy Campie (Administrative Assistant),

- I. Agenda. The Board moved to alter the agenda to move items VI b. and VIII b. up in the agenda. This will allow the presenter from FEH Design to proceed without having to attend the entire Board meeting. Moved by Raaymakers, seconded by Williams, passed.
- II. Minutes. The minutes from the October 10, 2017 meeting were reviewed for approval. Moved to approve by Raaymakers, seconded by Williams, passed.
- III. A 45-minute presentation by Kevin Eipperle of FEH Design on the Facility Assessment of Clinton Public Library, October 2017. A full copy of the report was given to each Board member and an electronic copy is available from the Library Director. The Board members were asked to study the report and the Board asked the Library Building Committee to meet before the December Board meeting in order to make a recommendation for further action on the report to the Board.
- IV. Committee Reports. No committee reports.
- V. Ad Hoc Committee Reports
  - A. Cornelius reported for the Friends of the Library that new shelving has been ordered and the Friends will have their meeting on November 21 at Pizza Ranch.
  - B. No report from search committee. (This item was inadvertently placed on the agenda. The search for a new director has been completed.)
- V. Approval of Bills.
 

General Fund: \$88,645.56 Moved by McLane, seconded by Raaymakers , Approved

Donations: \$1,721.45 Moved by Williams, seconded by McLane, Approved
- VI. Unfinished Business
  - A. The Board discussed if it should accept the annual disbursement of \$6,900 from our investment in the River Bluff Community Foundation (a subdivision of the Greater Dubuque Foundaton) or to reinvest it into our account with the Foundation. A motion was made to accept the disbursement this year to be used in support of the annual book fair. Moved by Raaymakers, seconded by Williams, Passed.
- VII. Director's Report
  - A. Update on the city's Capital Improvement Projects. The city will be supporting with bonding for our urgent needs although the funding available will not meet the needs as described in our building assessment report. It is difficult to determine the level of support for the library considering the city's limited bonding ability.
  - B. Youngquist handed out a report that updated each Board member's term of office. Streveler updated the Board about the resignation of Stephanie Neal. New Board officers are elected in January and take office at that meeting. The Board will discuss new officer nominations at the December meeting.

C. Youngquist brought up the matter of In-Service Days. The city administrator would like the city employees to be on schedule for these days. The first would be Martin Luther King Day. Holly would like to schedule an "Active Shooter Training" on that day since the Library is closed. January 15 and February 22, 2018 were selected as the In-Service Days.

D. Youngquist brought up the issue of allowing staff to roll over 5 unused vacation days to 2018. Motion made by Raaymakers, seconded by Williams, Passed.

E. The Building Committee was asked to convene and make a recommendation regarding the FEH Design report. Colleen was asked to join the committee with Williams and Raaymakers.

Motion to adjourn Passed.