

GRIMES PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 20, 2018 at 5:30 PM
200 North James Street

The Grimes Public Library Board of Trustees met in regular session Tuesday November 20, 2018 beginning at 5:30 PM at the Grimes Public Library.

Trustees in attendance: Wanda Armstrong, Andrew Borcharding, Ann Haugland and Gary Schroeder. Absent Trustee: Dr. Kristin Williamson. Staff members present: Cheryl Heid and Karalee Kerr.

1. Call to Order. The meeting was called to order at 5:35 PM by President Borcharding.
2. Roll Call.
3. Public Forum and Citizen Comments. No one was in attendance.
4. Consent Agenda. The consent agenda was unanimously approved on a motion by Gary Schroeder seconded by Wanda Armstrong.
5. Minutes: Minutes from the October 16, 2018 meeting were unanimously approved on a motion by Wanda Armstrong, seconded by Ann Haugland.

Non-Consent Agenda

- A. Library Claims. Library claims were presented and unanimously approved on a motion by Gary Schroeder, seconded by Ann Haugland.
- B. Fee Schedule Policy and Loan Period Chart. A Fee Schedule Policy update, adding a price for labelling tape, was presented for consideration. This is a new service to patrons with the ultimate goal of making a variety of office supplies available for patrons to purchase. A recommendation was made to add Kanopy, a newly acquired downloadable video service, to the Library Loan Period Chart. Following discussion, on a motion by Gary Schroeder, seconded by Wanda Armstrong, the policy and chart changes were unanimously approved.
- C. Scope of Work. In October, the Grimes Public Library submitted requests to several architectural firms to prepare a conceptual plan and associated costs for a new library building. Responses from six architectural firms were presented for Trustee's consideration. Following review and analysis, on a motion by Wanda Armstrong seconded by Ann Haugland, OPN was unanimously selected to prepare the plan.

Reports

- A. Budget and Finance. The October 2018 Budget and Finance Report was presented. The city is updating the budgeting software. As a result, several line items have been modified to meet the new software requirements and a new report format is being used.

B. Statistics. Library use statistics were presented. Adults' use of services increased 3% over the same period one year ago. Overall, patrons' use of library services increased by 1% from the same period last year. Cheryl Heid presented a new format for the Circulation Report. The revised format will present important statistics in a clear manner and will facilitate preparation of reports for the city and state.

8. Director's Report. Two newly hired staff members are performing well. Several new programs and events were outlined. The Maker's Table, acquired through a grant submitted by Fionn, will be implemented during Winter Break. American Sign Language classes have extraordinarily well received both by children for whom they were intended and by adults as well. The children's area will be reconfigured. Cheryl is updating the emergency procedures plan. A "Recently Returned" cart has been implemented.

9. Friends of the Library. The Friends Group will implement a variety of initiatives to boost membership and business support in April 2019.

10. Trustee Comments: Wanda Armstrong complimented Cheryl for her endorsement appearance on Iowa Public Television.

11. Adjournment: The next meeting will be December 18, 2018. There being no additional business, the meeting was adjourned at 8:05 PM by President Andrew Borcharding.