

GRIMES PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 16, 2018 at 5:30 PM
200 North James Street

The Grimes Public Library Board of Trustees met in regular session Tuesday October 16, 2018 beginning at 5:30 PM at the Grimes Public Library.

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

1. Call to Order. The meeting was called to order at 5:30 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 September 26, 2018 meeting were unanimously approved on a motion by Wanda Armstrong, seconded by Gary Schroeder.

Non-Consent Agenda

- A. Library Claims. Library claims were presented and unanimously approved on a motion by Gary Schroeder, seconded by Wanda Armstrong.
- B. New Building Discussion. Jake Anderson, Grimes City Administrator was welcomed to the meeting. Cheryl Heid presented information from the Grimes City Council strategic planning process as it relates to a new library building. Jake Anderson, Grimes City Administrator provided additional information, clarified steps to initiate formal planning for a new library and discussed a planning timetable. Cheryl will investigate architectural firms to prepare preliminary conceptual plans for a new library facility and report her findings at the next Trustee's meeting. As appropriate, costs associated with the facility will be included in the next fiscal year's budget, preparation for which is expected to begin in January 2019.

7. Reports

- A. Budget and Finance. The September 2018 Budget and Finance Report was presented. Expenses are currently 0.05% under budget expectations.
- B. Statistics. Library use statistics were presented. Young adult's use of library services, library visits, new patrons were noted to have increased in September compared to the same period last year. Overall, patrons' use of library services decreased in September 2018 compared to the same period last year.

8. Director's Report. Staff member attendance at meetings and presentations by staff members at state and national organizations were discussed. Finn has updated Early Literacy Kits and added a "Kids" page to the Library website. The parking lot lights have been repaired.

9. Friends of the Library. There was nothing to report from the Friends of the Library.

10. Trustee Comments: There were no Trustee comments.

11. Adjournment: The next meeting will be November 20, 2018. There being no additional business, the meeting was adjourned at 6:42 PM by President Andrew Borcharding.