

GRIMES PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
December 18, 2018 at 5:30 PM  
200 North James Street

The Grimes Public Library Board of Trustees met in regular session Tuesday December 18, 2018 beginning at 5:30 PM at the Grimes Public Library.

Trustees in attendance: Wanda Armstrong, Andrew Borcharding, Ann Haugland, Gary Schroeder and Dr. Kristin Williamson. Staff members present: Cheryl Heid, Fionn Hutchins and Karalee Kerr. City Council Liaison present: Ryan Berger

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. Ryan Berger, City Council Liaison, provided an update on City Council actions and strategic plan development.
4. Consent Agenda. The consent agenda was unanimously approved on a motion by Gary Schroeder seconded by Wanda Armstrong.
5. Minutes: Minutes from the November 20, 2018 meeting were unanimously approved on a motion by Ann Haugland seconded by Wanda Armstrong.

#### Non-Consent Agenda

- A. Maker Space Demonstration. Fionn Hutchins, Head of Youth Services, provided an overview of the Maker Space. Materials for the project were received from a \$6,000.00 grant awarded by the Iowa Governor's STEM Advisory Committee.
- B. Library Claims. Library claims for November were presented. Following discussion, on a motion by Gary Schroeder seconded by Ann Haugland, the claims were unanimously approved.
- C. Library FY 2020 Budget. The proposed Library budget for FY 2020 was presented by Cheryl Heid. The budget conforms with directives from the City Administrator to maintain an overall 4% increase from the FY 2019 Budget. The library Budget focused increases on the categories "Information Management" to keep equipment up-to-date and "Wages" in an effort to maintain staff compensation relatively competitive with other Metro libraries. Following considerable discussion on a motion by Gary Schroeder seconded by Kristin Williamson, the budget was unanimously approved.

A supplement to the 2020 budget was then considered. In its strategic planning process, the City Council placed a high priority on building a new Library. Anticipating the possibility that the City Council might move forward with construction of a new facility in the upcoming year, Trustees determined it would be prudent to recommend a supplement to the FY 2020 budget for funds to retain an architect for a new library. Cheryl Heid has requested but not yet received information from a variety of sources regarding the cost for architectural services. Following discussion on a motion by

Wanda Armstrong seconded by Ann Haugland a recommendation was unanimously approved to add a supplement to the budget in an amount not to exceed \$135,000.00 for architectural services.

- D. Scope of Work Discussion. OPN, the architectural firm retained to do the conceptual planning and cost estimation for a new Library facility, has begun work gathering information to develop the plan. Initial conversations have been held with selected members of the staff and Cheryl has submitted data for the analysis.
- E. City of Grimes Strategic Plan Discussion. The City of Grimes Strategic Plan was discussed. Building a new Library has been recognized as a high priority by the City Council and City administrative leadership. A copy of the plan has been sent to OPN to assist in their initial data analysis process.

## 6. Reports

- A. Budget and Finance. The final October 2018 Budget and Finance Report was presented. The city continues to update finance software. Final reports for November 2018 are not yet available but will be distributed once complete.
- B. Statistics. Library use statistics were presented. Overall use of Library services increased 5% with a substantial increase (42%) in the Young Adult category.

7. Director's Report. A summary of holiday events and recent meetings was provided. The Children's area has been rearranged. Parking lot lighting will be upgraded both to decrease operating costs and to improve reliability. Collection weeding continues. Initial steps are being taken to apply for reaccreditation which expires in approximately one year. At the request of City management, the difference between the budgeted amount for the architectural feasibility study and the actual cost will be paid from the special Library fund. Job analyses have been completed consistent with a request from the City Human Resources Director. Several very positive patron comments were read. Acquisition of a new server will be discussed at the January meeting.

8. Friends of the Library. The Friends group will be renamed to include the Foundation responsibilities. Planning is underway to increase membership and to improve fundraising.

9. Trustee Comments: Wanda Armstrong reported that she has heard several positive comments regarding the Library and staff members through her involvement with GVSS.

10. Adjournment: The next meeting will be January 15, 2019. There being no additional business, the meeting was adjourned at 7:30 PM by President Andrew Borcharding.