

GRIMES PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 19, 2019 at 5:30 PM
200 North James Street

The Grimes Public Library Board of Trustees met in regular session Tuesday, February 19th, 2019 beginning at 5:30 PM at the Grimes Public Library.

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

1. Call to Order. The meeting was called to order at 5:33 PM by President Borcharding.
2. Roll Call.
3. Public Forum and Citizen Comments. President Borcharding welcomed and thanked our new City Council liaison, Jeremy Hamp.
4. Consent Agenda. The consent agenda was unanimously approved on a motion by Wanda Armstrong seconded by Ann Haugland.
 - A. Minutes: Minutes from the January 15, 2019 and special January 24, 2019 meetings were unanimously approved on a motion by Ann Haugland seconded by Wanda Armstrong.
5. Non-Consent Agenda
 - A. Library Claims. January Library claims were presented. Following discussion, on a motion by Wanda Armstrong seconded by Ann Haugland, the claims were unanimously approved.
 - B. Credit Card Policy. The Library no longer has its own credit card but instead uses the City of Grimes issued credit card. Following discussion, on a motion by Ann Haugland seconded by Wanda Armstrong the credit card policy will be removed from the Grimes Public Library Policies.
 - C. Building Discussion. Cheryl Heid solicited opinions from board members concerning two possible building options that OPN had presented in a previous meeting with library staff, several members of city leadership, and several members of the Library Board of Trustees. The possible uses of a black box space, parking lot considerations, and patio space options were discussed. Cheryl will reach out to OPN for more clarification on the black box space.
 - D. Server Discussion. A third quote was presented for the server replacement. Following discussion the board members recommended accepting a previously submitted quote.
 - E. Update Library Board Terms and Information. All board members were asked to verify their contact information, board appointment date, and board term expiration date.

Following discussion, on a motion by Ann Haugland seconded by Dr. Kristin Williamson, the policy was approved.

6. Reports

- A. Budget and Finance. The January 2019 Budget and Finance Report was unavailable but will be distributed once complete.
 - B. Statistics. The Library statistical report was presented. Total circulation increased 4% over the same period last year. Door counts and program attendance were negatively impacted by extreme cold and snow during the month of January. Volunteer hours reported on the statistical report will now include the time served by the members of the Board of Trustees.
7. Director's Report. Cheryl Heid is working on some possible staffing reconfigurations due to an upcoming staffing vacancy. Laser Resources is working on a new logo for the Library and Friends group. Cheryl recently presented at Kennybrook Village about possible future collaborations. The Library will be getting a Little Free Library in the butterfly garden. Karalee Kerr presented information on collectionHQ and BestMARC products for collection development and maintenance. The Library will start offering online access to our Gale databases via student ID number to all students and teachers in the Dallas-Center Grimes school district. Other events, programs, and building upkeep progress were discussed.
8. Friends of the Library Update. The Friends group will be meeting on Wednesday, February 20th. The Friends B.I.G. event is Thursday, February 21st.
9. Trustee Comments. Ann Haugland presented an idea for a Human Library that first started in Copenhagen, Denmark.
10. Adjournment. The next meeting will be March 19, 2019. There being no additional business, the meeting was adjourned at 7:28pm by President Andrew Borcharding.