

GRIMES PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 15, 2019 at 5:30 PM
200 North James Street

The Grimes Public Library Board of Trustees met in regular session Tuesday January 15th, 2019 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 Burger

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 present to speak.
4. Consent Agenda. The consent agenda was unanimously approved on a motion by Gary Schroeder seconded by Ann Haugland.
 - A. Minutes: Minutes from the December 18, 2018 and special January 7, 2019 meetings were unanimously approved on a motion by Ann Haugland seconded by Gary Schroeder.
5. Non-Consent Agenda
 - A. Library Claims. December Library claims were presented. Following discussion, on a motion by Gary Schroeder seconded by Wanda Armstrong, the claims were unanimously approved.
 - B. Library FY 2020 Budget. An amended Library budget for FY 2020 was presented by Cheryl Heid. The budget was updated at the request of Marcia Woodke, Finance Director for the City of Grimes, to include an allocation for building/liability insurance. Following discussion on a motion by Wanda Armstrong seconded by Ann Haugland, the budget amendment was unanimously approved.
 - C. Circulation Policy and Registration Form. The revised Library Circulation Policy was presented for consideration. The policy has been modified to clarify how library cards can be obtained and to make the policy's language more gender inclusive. The Registration Form, modified to reflect changes in the policy, was also presented. Cheryl Heid noted that all future policy reviews will include consideration for inclusive language. Following discussion on a motion by Ann Haugland seconded by Kristin Williamson, the revised policy and form were unanimously approved.
 - D. Scope of Work Discussion. Representatives from OPN, the architectural firm retained to do the conceptual planning and cost estimation for a new Library facility, will be at the library from 10 AM until 5 PM on January 24, 2019 for the initial development charette. Approximately twenty people representing community members, library staff, library Trustees and city leadership have been invited to attend.

- E. Clarification of Expectations for Library Administrative Staff to Work Weekend Shifts. Currently, the Library Director, Assistant Director, Head of Circulation and Head of Youth Services are scheduled to work weekend shifts on a rotating basis. The reasons for this scheduling procedure were discussed and Trustee comments were solicited. Trustees requested that the administrative staff clarify with the City Human Resources Director how individuals who work weekends will take weekday compensatory time off. On the basis of this discussion, no changes will be made in the current scheduling process.
- F. Library Expenditures. Cheryl Heid and Andrew Borcharding discussed a City Council person's recent concern with a Library Trustee approved expenditure. Reasons for the expenditure were discussed and clarified with the council person, the council in general and with city leadership. Trustees engaged in a spirited discussion of the matter reaffirming the earlier approval of the expenditure.

6. Reports

- A. Budget and Finance. The November 2018 Budget and Finance Report was presented. As the city continues to update finance software, the final report for December 2018 is delayed and will be present when complete.
- B. Statistics. The Library statistical report was presented. Total circulation increased 7% over the same period last year bolstered by increases of 44% in Young Adult use, a 15% increase in programs and increased meeting room use. A brochure produced by Jill, Head of Circulation, demonstrating Library use and services was presented for information and will be distributed to the community. A revised report format now includes items withdrawn from use through "weeding" efforts by the staff.

7. Director's Report. A new timesheet format has been prepared and submitted to the City Human Resources Director for consideration. The new format will permit employees to log their time on work computers and will significantly simplify calculation of worked hours. Events, programs and building upkeep progress were discussed. A sewing machine and Cricut have been added to the Maker Space.

8. Friends of the Library. The Friends Foundation is revising its marketing efforts and planning for fundraising.

9. Trustee Comments. There were no comments.

10. Adjournment: The next meeting will be February 19, 2019. There being no additional business, the meeting was adjourned at 7:25 PM by President Andrew Borcharding.