

GRIMES PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 17, 2019 at 6:30 PM
200 North James Street

The Grimes Public Library Board of Trustees met in regular session Tuesday, September 17, 2019 beginning at 5:30 PM at the Grimes Public Library.

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

1. Call to Order. The meeting was called to order at 5:30 PM by President Schroeder.
2. Roll Call.
3. Public Forum and Citizen Comments. No one was present to speak.
4. Consent Agenda. Following discussion to correct the meeting agenda the consent agenda was unanimously approved on a motion by Andrew Borcharding, seconded by Ann Haugland.
 - A. Minutes: Minutes from the August 20, 2019 board meeting and September 3, 2019 special board meeting were reviewed. Note was made of spelling corrections. Minutes were unanimously approved with noted corrections on a motion by Ann Haugland seconded by Andrew Borcharding.
5. Non-Consent Agenda
 - A. Architect Discussion. Cheryl has sent out RFP to 10 local architect firms. She has had one decline, and interest from 3 other firms so far. All proposals will be reviewed at the library on Monday, September 30th at 6pm. President Schroeder strongly encouraged all present to review previous library builds from the architects' websites.
 - B. Construction Manager Discussion. City Administrator Jake Anderson, Councilperson Hamp, Cheryl, and all board members feel that it will be necessary and desired to hire a construction manager for the project. Cheryl will conduct a similar RFP process when it is time to hire a construction manager.
 - C. Building Update. Cheryl reviewed the timeline going forward in the library build process. There will be some tight deadlines and she stressed the importance of keeping things moving to ensure that we are ready to apply for two large grants that open on January 1, 2020. Councilperson Hamp will remind fellow council members of the importance of these deadlines.
 - D. Holiday hours—after discussion about the proposed holiday closings for 2020 the schedule was unanimously approved on a motion by Ann Haugland seconded by Wanda Armstrong.
6. Reports
 - A. Budget and finance—year to date percentage of budget is 16.6%
 - B. Statistics—still tweaking this report
7. Director's Report—Cheryl discussed this report. Discussion in regards as to why library is still involved with community garden plots.
8. Friends of Library—next meeting will be October 1
9. Trustee Comments—none

10. Adjournment: the next regular meeting will be Tuesday October 15, 2019 at 5:30. There being no additional business, the meeting was adjourned at 6:47 with a motion by Ann Haugland seconded by Andy Borcharding.

Respectfully submitted: Wanda Armstrong Secretary

DRAFT