

GRIMES PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 25, 2019 at 6:00pm
200 North James Street; Grimes, Iowa 50111

The Grimes Public Library Board of Trustees met in regular session Monday, November 25, 2019 beginning at 6:00 pm at the Grimes Public Library.

Trustees in attendance: Gary Schroeder, Ann Haugland, Andy Borcharding. Trustees Absent: Wanda Armstrong, Dr. Kristin Williamson. Staff members present: Cheryl Heid, Karalee Kerr.

1. Call to Order. The meeting was called to order at 6:10 pm by President Schroeder.
2. Roll call.
3. Public Forum and Citizen Comments. No one present to speak.
4. Approval of the Consent Agenda. The consent agenda was unanimously approved on a motion by Ann Haugland, seconded by Andy Borcharding.
 - a. Minutes: The minutes from the October 29, 2019 board meeting were unanimously approved on a motion by Andy Borcharding, seconded by Ann Haugland.
5. Non-consent agenda.
 - a. Library claims. . Library claims were presented. Following discussion, on a motion by Ann Haugland and seconded by Andy Borcharding, the claims were unanimously approved.
 - b. CMA/Owner's rep discussion. The library received 9 proposals. Following discussion about the pros and cons of each type of representation the board decided that after reviewing all of the proposals they would interview 2 CMAs and 2 Owner's reps. Interviews will be 12/3/2019 at City Hall.
 - c. Demonstration of support for library build discussion. Cheryl and Jill will be present at the community holiday celebration on 12/8/19 from 4-6 pm at the GCC. Cheryl has received permission from Brian and Kayla to do a photo booth.
 - d. Building Update Discussion. Cheryl presented the latest building plans from INVISION including the idea of the teen space as a mezzanine level stretched over the youth department instead of over the programming room.
 - e. Strategic Plan Discussion. Cheryl is still working on the strategic plan. The main focus will be on the new building.
 - f. Budget FY21 Discussion. Cheryl reported that each department can ask for a 4% increase and any big ticket items.
 - g. Grant writing discussion and decision. Hans Hoeksema from Renaissance Group, Inc. was present to discuss the fundraising process and how they might be able to help the library. Board members discussed the possibility of focusing efforts on grant proposals

instead of community fundraising. Board members will review all grant writer and fundraising proposals at the next board meeting.

6. Reports.
 - a. Budget and Finance. The October 2019 Budget and Finance report was presented and discussed. Thirty-three percent of the fiscal year has elapsed and expenses are at 35% but Cheryl mentioned that the salary amendment hasn't been applied yet.
 - b. Statistics. The library statistical report was presented and discussed. Overall circulation decreased 1% compared to the same reporting period in the prior year.
7. Director's Report. The Director's report was presented and discussed. Cheryl will be advertising for the Head of Circulation position soon. Cheryl led discussion about meeting room use now and in the future in a new building. She will meet with other city staff to discuss the impact future library meeting room use may have on other city buildings.
8. Friends of the Library Update. With Andy Borcharding's upcoming departure from the library board the board will need to appoint a new Friends liaison.
9. Trustee Comments. There were no comments.
10. Adjournment. There being no additional business, the meeting was adjourned at 8:42 pm by President Schroeder.