

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

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

Trustees in attendance: Gary Schroeder, Ann Haugland, and Andrew Borcharding. Staff members present: Cheryl Heid and Karalee Kerr. Guest: David Brahn.

1. Call to Order. The meeting was called to order at 5:33 PM by President Schroeder.
2. Roll Call.
3. Public Forum and Citizen Comments. No one was present to speak.
4. Approval of the Consent Agenda. The consent agenda was unanimously approved on a motion by Ann Haugland, seconded by Andrew Borcharding.
 - A. Minutes of previous monthly meeting. The minutes from the November 25th board meeting and December 3rd and 12th special meetings were reviewed and unanimously approved on a motion by Andrew Borcharding, seconded by Ann Haugland.
 - B. A motion to amend the non-consent agenda. Moved by Andy Borcharding to add item F to the non-consent agenda: Consideration and recommendation of Renaissance Group, Inc. The motion was seconded by Ann Haugland and unanimously approved.
5. Non-Consent Agenda
 - A. Library Claims. November library claims were presented. Following discussion, on a motion by Andrew Borcharding, seconded by Ann Haugland, the claims were unanimously approved.
 - B. Building Update Discussion. Cheryl and Gary met with INVISION and city staff from Development Services this morning to discuss the site plan. Minor changes were made including shifting the building further to the east to maximize the amount of space between the building and James Street, moving the garbage enclosure, and discussing the placement of the water source for the fire department.
 - C. Strategic Plan Discussion & Approval. Cheryl presented the finished strategic plan. The main focus is on the new library building. Andrew Borcharding motioned to approve the strategic plan pending the appointment of three new library board trustees by Mayor Mikkelsen at the January 14, 2020 city council meeting, and pending the update to board officers as discussed at tonight's meeting. The motion was seconded by Ann Haugland and unanimously approved.
 - D. Budget FY21 Discussion. Cheryl presented the fiscal year 2021 budget request and capital expense request. The FY21 budget has a 4% increase. Some account names

and amounts have changed from the FY20 budget due to the addition of several new accounts by the city finance director. The technology account has increased due to the addition of Syndetics Unbound to our Polaris contract. Syndetics is an upgrade to our online catalog. Cheryl also presented a capital budget request which includes phase one of RFID implementation by Envisionware. Phase two will be included in the FY22 budget request with the goal to have the RFID system operating before moving to the new building. Ann Haugland made a motion to approve the FY21 proposed budget with the addition of phase one of the Envisionware quote as a capital budget item. Andrew Borcharding seconded the motion and it was unanimously approved.

- E. Budget review for FY22. Cheryl presented a rough draft of FY22 budget to get an idea of what expenses will be in the new building. She has had discussions with several other library directors of 30,000 square foot buildings with geothermal energy to estimate utility costs. Cheryl and Fionn are working on a new staffing model for the new building. Some items were best guess estimates to give the board a very rough idea of what future budgets may look like.
- F. Consideration and Recommendation of Renaissance Group, Inc. Gary, Ann, and Karalee met with Josh from Renaissance on December 9, 2019 to further discuss the contract and their plans for grant applications and a fundraising campaign. Andrew Borcharding moved that the library board recommends moving forward with hiring Renaissance Group, Inc. upon successful negotiation of the contract by city staff. Ann Haugland seconded the motion and it was unanimously approved.

6. Reports

- A. Budget and Finance. The November 2019 Budget and Finance Report was presented. Total Library Services actual expenditures were 43.86 %; 41.6% of the fiscal year has elapsed.
- B. Statistics. The Library statistical report was presented. Compared to the same period of the prior year total circulation was down 1%.

7. Director's Report. Cheryl gave an update on the search for a new Head of Circulation. She has been pleased with the applications received so far and will conduct interviews after the position closes on January 7, 2020. Jill's last day will be January 18, 2020. Cheryl discussed some upcoming collaboration opportunities with local organizations. The City of Grimes Employee Handbook was discussed and board members commented that the document has a focus on employee retention and noted that it is good to see the changes that the city has implemented to that effect.

8. Friends of the Library. Cheryl met with a local resident who expressed interest in joining the Friends of the Library board. A new liaison to the Friends group will need to be appointed from the library board after all of the new trustees have been appointed.

9. Trustee Comments. President Schroeder and all board members and staff thanked Andrew Borcharding for his years of service as a library trustee. He has been an invaluable member of the board during some years of great change, and his positive influence during that time is greatly appreciated by all. Andrew and the board members all stated that they are excited to continue working together as he continues to serve the City of Grimes as a city council member. President Schroeder introduced and welcomed David Brahn as a potential new trustee to the

library board. David shared some of his background with the board and all look forward to working with him. Kristin Williamson has submitted her formal resignation from the library board.

10. Adjournment: The next meeting will be January 21, 2020. There being no additional business, the meeting was adjourned at 7:20 PM by President Schroeder.

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