

**BOARD OF TRUSTEES MEETING**  
**April 21, 2020 at 5:00 p.m.**  
**200 N James Street**

Due to the Covid-19 Crisis, this meeting will be held via Zoom.

Meeting ID #: 795 542 988

Meeting Password: 002793

1. Call to Order

Gary Schroeder called at 5:02 PM

2. Roll Call

Present: Cheryl Heid, Karalee Kerr, Charles Strutt, Gary Schroeder, Ann Haugland, Erin Leifker, and Jeremy Hamp

3. Public Forum & Citizen Comments

A. Public Forum "Those people wishing to address the Board need to sign up on the sheet which has been provided. Each person will be allowed three minutes and may address no more than two issues per Grimes Rules of Procedures for Conduct of City Business." – May 2005

4. Approval of the Consent Agenda

Moved: Erin

Second: Chuck

A. Minutes of previous monthly meeting

Moved: Erin

Second: Chuck

B. Library claims

Moved: Jeremy

Second: Ann

5. Non-consent agenda

A. Policy Discussion –

Each month a new policy will be discussed per State regulations

As part of accreditation process, we need to review each policy over a three (3) year cycle.

Review of Inclement Weather Policy.

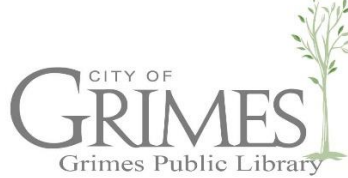
Moved: Erin

Second: Chuck

B. Covid-19 Update/Discussion

Reviewed email from Cheryl dated April 6, 2020. Focus on how we continue to provide access to the community. Cheryl developed a plan for reopening the library. This will follow the Gov. Reynolds' plan and is a three phased approach. Reviewing with Chief Clark as safety measures continue to be a priority and focus. The plan is located on our Dropbox.

**ACTION:** Review at your convenience and provide any feedback to Cheryl.



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C. FY21 Budget Discussion/Decision

Department Heads were all tasked with preparing for a 10% budget cut. Cheryl presented her plan of 10% as well as 20% in case the ask changes in the future. 20% is more of an FYI and does not need to be approved and sent back to City Hall. At 10%, total need to cut is \$82,135.

Reviewed FY20-21 Expenditure Decrease Options:

1. Cut Special Revenue
2. Cut RFID System
3. Hold on replacement of technology/computers
4. Reduce Materials Budget
5. Reduce Program Budget
6. Reduce Continuing Ed Budget
7. Cut Safety Budget
8. Reduce Office Budget

Moved: Chuck

Second: Erin

D. Building Update/Discussion

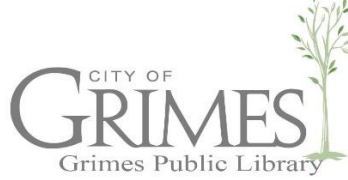
Impact discussion based on COVID-19 related to our construction management company. With the slow down on the project, how are we leveraging our CM company? Cheryl provided an overview of the work that they are doing for us and on our behalf. Unknown at this time where we are exactly with the budget and timeline. This will most likely be delayed until the pandemic has diminished and the city is reopened to a more functional state.

E. Fundraising decision

What is our strategy and who is our audience as we focus on pivoting our approach? How do we leverage Renaissance? Grants that Renaissance was assisting us with are no longer active due to COVID-19. Board direction is to explore other options for partnership that can help us develop, target, and attain targeted goals. Need to define and refine our approach. The targeted campaign is dependent upon the city commitment. Target audience, how do we find them, and how do we best target them?

**ACTION:** Board advised Director Heid to move forward with the termination of the Renaissance contract subject to the 30 day notification and based on advisement/direction from City Attorney, Tom Henderson.

Moved: Jeremy



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Second: Ann

6. Reports

A. Budget and Finance

Opened for comments/discussion from the Board. Nothing noted.

B. Statistics

Impacts of COVID-19 reflect statistics that are normal tracked. However, this is not indicative of the work the GPL staff during this time.

7. Director's Report

Director Heid reviewed minor additions since the report was first sent to the Board.

8. Friends of the Library Update

Cheryl advised of a note of thanks and donation made by a patron family.

9. Trustee Comments

No comments

10. Adjournment

Meeting adjourned at 6:21. Moved by Erin, Second by Chuck.

Posted: [www.grimeslibrary.org](http://www.grimeslibrary.org)

Grimes Public Library

**Upcoming Meeting Schedule**

May 19, 2020

June 16, 2020

July 21, 2020

August, 18, 2020

September 22, 2020

October 20, 2020

November 17, 2020

December 15, 2020