

GRIMES PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 18, 2020 at 5:00 PM  
200 North James Street

The Grimes Public Library Board of Trustees met in regular session Tuesday, February 18, 2020 beginning at 5:00 PM at the Grimes Public Library.

Trustees in attendance: Jeremy Hamp, Erin Leifker, and Chuck Strutt. Trustees absent: Gary Schroeder, Ann Haugland. Staff members present: Cheryl Heid and Karalee Kerr. City Councilperson present: Eric Johansen. Guests: David Gisch, Evan Shaw.

1. Call to Order. The meeting was called to order at 5:06 PM by Jeremy Hamp.
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 Erin Leifker, seconded by Chuck Strutt.
5. Non-Consent Agenda
  - A. VR Library tour. Trustees, staff, and city council members were given a chance to take a Virtual Reality tour of the new library building.
  - B. Minutes of the January 21, 2020 library board meeting were unanimously approved on a motion by Chuck Strutt, seconded by Erin Leifker.
  - C. Library Claims. Following clarification and discussion of terms the library claims were unanimously approved on a motion by Erin Leifker, seconded by Chuck Strutt.
  - D. Library Board Policy & Discussion. Trustees present verified their term appointment and end dates. The Library board policy was unanimously approved on a motion by Erin Leifker, seconded by Chuck Strutt.
  - E. Holiday Hours Policy. Cheryl requested that the library remain open on October 12, 2020 due to early voting being held at the library that day. The staff in-service day previously scheduled on that date will be rescheduled. Cheryl also requested that this policy be renamed Closures policy. The closures policy was unanimously approved on a motion by Erin Leifker, seconded by Chuck Strutt.
  - F. Board of Trustees Secretary Nomination. Erin Leifker moved to nominate Jeremy Hamp as board secretary. The motion was seconded by Chuck Strutt and unanimously approved.
  - G. Accreditation application/Change approval. The strategic plan was updated with new board member names and unanimously approved on a motion by Erin Leifker, seconded by Chuck Strutt.

H. Intellectual Freedom policy change. Intellectual freedom information is included in the library's Confidentiality Policy.

6. Reports

A. Budget and Finance. The January 2020 Budget and Finance Report from City Hall was presented. Year to date percentage of budget spent is 64.8%.

B. Statistics. The Library statistical report was presented. Compared to the same period of the prior year total circulation was down 6%.

7. Director's Report. The new Head of Circulation will start on March 2. Cheryl will be meeting with INVISION and Christensen Development to go over the pricing proposals for the new building this week. Fundraising is ongoing. Cheryl updated the board on upcoming meetings and continuing education classes and conferences.

8. Friends of the Library. The B.I.G. event will be held at the library on February 20, 2020. Cheryl has started meeting with the Governor's Day committee.

9. Trustee Comments. No comments.

10. Adjournment: The next meeting will be March 17, 2020. There being no additional business, the meeting was adjourned at 6:20 pm by Jeremy Hamp.