



BOARD OF TRUSTEES MEETING MINUTES

May 19, 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 #: 997 6003 6369

Meeting Password: 749328

1. Call to Order

Meeting called to order by Gary Schroeder at 5:00 PM

2. Roll Call

Present: Director Cheryl Heid, Karalee Kerr, President Gary Schroeder, Vice President Ann Haugland, Chuck Strutt, Secretary Jeremy Hamp, Erik Fisk, HR Director, joined at 5:02 PM, Eric Johansen, City Council, joined at 5:02 PM, Erin Leifker joined at 5:04 PM

Board of Trustees member, Erin Leifker, departed the meeting at 5:45 PM

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

A. Minutes of previous monthly meeting

Moved by Ann Haugland and Seconded by Chuck Strutt. All in favor.

B. Library claims

Moved by Jeremy Hamp and Seconded by Erin Leifker. All in favor

5. Non-consent agenda

A. Library Building Project Update:

Gary provided an update on fundraising and advised Renaissance of the termination of our contract. Contract expires 5/22 and we will receive one more invoice. Larger grants and potential donors have shifted priorities. Our Construction Management company has advised that many projects, commercial and residential, are still in flight.

Proposal to suspend fundraising efforts for a short term period, pursue fund (grant) opportunities if they arise, and continue to develop our marketing and fundraising materials. Cheryl advised that she and Erin have continued to put feelers out to marketing firms to gauge interest and capacity to partner. Cheryl will be receiving a packet of information on Friday from one contact in relation to a possible partnership. Another contact is investigating options through Tech Soup. Will continue to work through the checklist.

Board agreed/advised to suspend fundraising efforts and to focus on material development during this slow down.

Meeting with Jake Anderson on May 13: spurred on by continued inquiries from Invision. Cheryl had also explored discussion on pausing with Christensen Development in order to protect finances. Jake wanted to explore options about the building as it relates to tax revenues – pursue as planned, discuss reduction in size of



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the facility, or pause the project. Jake expressed continued interest and commitment from City Council to deliver property tax relief to the residents of Grimes. This will impact projects across the community while maintaining the tax relief commitment. Another project is being explored within the city that could have a positive impact to project across the city, but is still being negotiated.

Meeting with Jake Christensen took place with Jake Anderson, Cheryl Heid, and Gary Schroeder. Explored pausing the contracts between Christensen Development, Invision, and the city. Focused points on relationships and the financial picture that make up the library project. Jake C advised that many projects in the non-profit / municipal developments have moved to a paused status. He advised that post-COVID construction may look very different and suggested discussing this with Invision.

General conclusion out of the meeting is that Christensen Development will pause the contract. Invision is also willing to pause the contract with the City of Grimes.

Recommendation is to pause the building project for a period of time for at least 90 days due to the compounding impacts of COVID-19.

Board discussed and agreed with making a recommendation to the City Council on pausing the Grimes Public Library project.

Recommendation was Moved by Chuck Strutt and Seconded by Erin Leifker. All in favor

Building Discussion: Any need or desire to change size/scope of project?

Erin provided her desire to explore more around the use, function, and service offerings rather than the size. All board members were in agreement with this approach.

B. Covid-19 Update

1. Pandemic Policy

Gary recommended that this policy be expanded beyond a pandemic policy and include other possible disaster related scenarios

2. Reopening Discussion

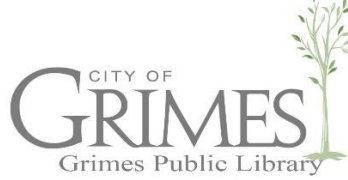
Cheryl updated the Board of Trustees on the approach to reopening the Grimes Public Library. Conversations are happening with other Library Directors around the metro to partner in the planning of reopening. We are currently in the 2nd phase of a 5 phase plan. This week is the first week with staff back in the library. Cheryl reviewed the plan in detail with the library staff. The plan is to evaluate every two weeks and determine if movement in the plan is needed and if we are prepared to move. The general target date to open is June 15. A key decision point is related to availability of PPE.

6. Reports

A. Budget and Finance

B. Statistics

7. Director's Report



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8. Friends of the Library Update

9. Trustee Comments

10. Adjournment

Meeting adjourned at 6:28 PM by Ann Haugland and Seconded by Jeremy Hamp

Posted: www.grimeslibrary.org

Grimes Public Library

Upcoming Meeting Schedule

June 16, 2020

July 21, 2020

August, 18, 2020

September 22, 2020

October 20, 2020

November 17, 2020

December 15, 2020