



BOARD OF TRUSTEES MEETING MINUTES

June 16, 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 #: 972 0182 8079 (No password necessary)

1. Call to Order

Called to Order by Gary Schroeder at 5:01 PM

2. Roll Call

Present: **Cheryl Heid, Director; Karalee Kerr, Assistant Director joined at 5:06 PM; Gary Schroeder, President; Ann Haugland, Vice President; Jeremy Hamp, Secretary; Erin Leifker, Board Member; Chuck Strutt, Board Member;** Eric Johansen, Grimes City Council; **Erik Fisk, HR Director**

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 Agenda

Moved – Erin Leifker

Seconded – Chuck Strutt

All ayes

5. Performance Management System update

Update (memo/pay schedule included in agenda items) on the Performance Management System delivered by HR Director, Erik Fisk.

6. Salary Schedule Review

Motion to approve proposed salary ranges:

Moved – Chuck Strutt

Seconded – Ann Haugland

All ayes

7. Approval of Previous Meeting Minutes

Motion to approve previous Meeting Minutes:

Moved – Erin Leifker

Seconded – Chuck Strutt

All ayes

8. Approval of Library Claims

Motion to approve Library Claims:

Moved – Chuck Strutt

Seconded – Erin Leifker

All ayes

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9. Covid-19 Update

Update provided by Director Heid

a. Staff Safety

- Ample PPE, staff will be required to wear facemasks, changed the staff configuration to ensure social distancing

b. Building Changes

- Various updates have taken place; youth services will be inside the conference room, removed Head of Circulation desk, changed Cheryl's office into a staff lounge, installed Plexiglass shields in various places

c. Reopening process

- Continue to monitor the CDC recommendations, taking into account all requirements the library can open with a maximum of 15-17 patrons, accommodating computer users based on their schedule needs

10. Crisis Policy

Director Heid reviewed the crisis management policy which includes the authority of the Library Director during a natural disaster or other unforeseen situation that would require the library to close or alter operations.

President Schroeder and Director Heid will explore adding financial language and will bring back to the board.

No further action at this time.

11. Reports

A. Budget and Finance

B. Statistics

12. Director's Report

Director Heid reviewed her monthly update on the Summer Reading Program, program preparation for August and the winter season if we are still running the program in a virtual manner, Youth Services staff update, and a grant application for the RFID system. Additionally, provided an update on discontinued services of the A to Z US Database, the resignation of the Head of Circulation and how the team is covering this during this time as there is a hiring freeze in place.

13. Friends of the Library Update

Minimal contact during the COVID-19 pandemic

14. Trustee Comments

Ann Haugland: impacts of resignation of HoC

Chuck Strutt: inquired about an update on purchasing shirts for staff. Director Heid will continue to explore options.

15. Adjournment

Adjourned at 6:05 PM

Posted: www.grimeslibrary.org

Grimes Public Library

Upcoming Meeting Schedule

July 21, 2020

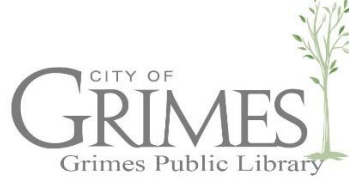
August, 18, 2020

September 22, 2020

October 20, 2020

November 17, 2020

December 15, 2020



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DRAFT