

# Grimes Public Library

## Board of Trustees



200 N James St  
Grimes, IA 50111  
Phone | 515.986.3551  
grimeslibrary.org

**Director** | Cheryl Heid

**Library Board** | Gary Schroeder, Ann Haugland, Jeremy Hamp, Chuck Strutt, Erin Leifker

### BOARD OF TRUSTEES MEETING

#### April 20, 2021 at 5:00 p.m.

#### 200 N James Street

#### 1. Call to Order

Meeting called to order at 5:03 PM

Present: Director Heid, Asst. Director Kerr, President Schroeder, Vice President Haugland (departed ~5:30 PM), Secretary Hamp, Trustee Leifker, and Trustee Strutt.

Present by Phone: Councilor Johansen.

#### 2. 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

- Cail Fletcher joined us for a formal introduction. He joined the GPL in February.

#### 3. Approval of Agenda

Moved by Leifker, Seconded by Haugland. All ayes.

#### 4. Approval of Previous Meeting Minutes

Moved by Haugland, Seconded by Leifker. All ayes.

#### 5. Approval of Library Claims

Moved by Hamp, Seconded by Strutt. All ayes.

#### 6. Library Building Update

Director Heid advised there was a meeting with Invision today and then discussed with the staff at length as well. Today's meeting was focused on design and color choices primarily as well as looking at their proposed renderings. Evan provided a detailed walk through of the various design elements and materials that will be utilized. The top to bottom choices were decided today by the library team. The renderings will all be updated to reflect the design decisions made today.

Construction Manager at risk (CM at risk is the preferred method), however it is not currently feasible. We are waiting on legislation to be passed that would allow us to utilize this method. The Senate has passed the bill and moved it over to the House.

The RFP will be put out to the construction community with the idea that we would like to move forward with the CM at risk methodology.

Cheryl meeting weekly with the architect and construction manager. City of Grimes Development Services Director is joining the weekly construction meeting held on Tuesday's.

#### 7. Fundraising Update

Trustee Leifker provided an update to the board regarding progress with fundraising. There is a team of 6, potentially growing to 8, that has been formed to drive the fundraising effort. There is about

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\$50,000 in donations and grants at this point. We are waiting on the Polk County grant. Director Heid will be presenting to Prairie Meadows. Tomorrow night will formally kick off the fundraising campaign with our event at the library. Events will be hosted through the spring and summer with the first being held on May 12.

As a board, if we have contacts, please bring them forward to Erin and the fundraising team. They will help support the ask process.

Tomorrow night (April 21) we will be hosting a kick off event to honor our early, initial donors. This will start at 5:00 PM.

### 8. Agreement to update and continue service contract with Invision Architect firm

Director Hied has advised that she has requested the contract to reflect 26 months instead of 20 months. This would keep Invision onboard until the summer of 2023. There will be an adjustment to the fiscal impact as well.

Motion to include the following amendments to the agreement: 26 months in length versus the noted 20 months, forthcoming fiscal impact adjustment due to change in length of the contract, and the Library Board of Trustees vote taking place on April 20, 2021.

Moved by Hamp, Seconded by Leifker. All ayes.

### 9. Reports

A. Budget and Finance

B. Statistics

C. Director's Report

- Employee resignation and replacement updates
- Receipt of the Libraries Transforming Grant (\$3000). Chad will be leading the community through a 4-part leadership event
- Board Elections will take place in June. Please let Cheryl know if you would like to be considered for the positions of President, Vice President, or Secretary.
- If you have any contacts that could join or assist with fundraising, please let Cheryl or Erin know
- From a marketing and web support partnership, let Cheryl know if there are alternative options/possibilities to consider
- We will remain open during Governors Days
- We will be participating in the expo (Thursday, June 10) being held during the festival and ensuring that we have a presence during the event
- RFID system is going well

### 10. Friends of the Library Update

### 11. Trustee Comments

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12. Adjournment – motion to adjourn at 5:57 by Leifker, seconded by Strutt.

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

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**Next Scheduled Meeting**

May 18, 2021

DRAFT