

GRIMES PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 21, 2017 at 5:30 PM  
200 North James Street

The Grimes Public Library Board of Trustees met in regular session Tuesday February 21, 2017 beginning at 5:30 PM at the Grimes Public Library.

Trustees in attendance: Wanda Armstrong, Andrew Borcharding, Ann Haugland and Gary Schroeder. Absent: Trustee Kristin Williamson, Staff member Karalee Kerr and Council Representative Ty Blackford. Staff member present: Cheryl Heid.

1. Call to Order: The meeting was called to order at 5:39 PM by President Borcharding

2. Roll Call

3. Public Forum and Citizen Comments: No one was present to speak.

4. Consent Agenda: The meeting agenda was unanimously approved on a motion by Ann Haugland, seconded by Wanda Armstrong. Minutes from the December 8, 2016 meeting were unanimously approved on a motion by Wanda Armstrong, seconded by Ann Haugland.

5. Non-Consent Agenda

A. Library Claims: Library claims were considered. Following discussion, the claims were unanimously approved on a motion by Gary Schroeder, seconded by Ann Haugland.

B. Purchasing Policy: The Purchasing Policy was presented for consideration. Following discussion, the policy was unanimously approved on a motion by Wanda Armstrong, seconded by Gary Schroeder.

C. Budget: The Library Budget for fiscal year 2017-2018 was presented for final consideration. Following discussion, on a motion by Wanda Armstrong, seconded by Ann Haugland, the Budget was unanimously approved. The Budget will be submitted to the Grimes City Council for approval at its February 28, 2017 meeting.

D. Audit: The City Council in carrying out its fiduciary responsibilities to the City, has informed all City departments that a formal audit will be conducted during the summer of 2017

6. Reports

A. Budget and Finance: The January 2017 Budget and Finance Report was presented for information.

B. Statistics: Library use statistics were reviewed. Demand for Library services is strong as evidenced by an overall 3% increase in overall utilization during January 2017. A slight dip in use by children is likely due to staff changes. This will be monitored going forward.

## 7. Director's Report

- A. Building and Upkeep: The sink in the men's restroom will be replaced to correct a persistent leak. The building will be power washed this spring. A computer hard drive was replaced.
- B. Program Updates: Youth Services will ramp up programming during spring break. The Zoo Pass program received favorable recognition on local television stations.
- C. Staff: Three clerks have been hired in lieu of replacing the Lead Clerk position. In addition to saving money, this action improves weekend staffing. The February staff training program was highly successful. Cheryl is delivering books to shut-ins. Cheryl has been nominated to participate in the Greater Des Moines Partnership Leadership Training program. Trustees encouraged Cheryl to pursue this highly sought after program
- D. Events/Meetings: Cheryl has attended a significant number of programs and meetings during February. This participation promotes a positive perception of the library both in Grimes and in the Metro area. Cheryl was commended for her actions.

8. Friends of the Library: No report was available due to the Friends not having met since the last Trustee's meeting.

9. Trustee Comments: Trustees discussed community development

.

10. Adjournment: The meeting was adjourned at 7:05 PM by Andrew Borcharding.

2/21/2017