



**200 N James St., Grimes, IA 50111 Phone 515.986.3551, Fax 515-986-9553**

**GRIMES PUBLIC LIBRARY**

Monthly Grimes Public Library Board of Trustees Meeting

Grimes Public Library

Library Board: Wanda Armstrong (President), Dr. Kristin Williamson, Aaron Chittenden,

Andrew Borcharding (Secretary), Linda Threlkeld (Vice President)

Library Director: Cheryl Hyde

The regular meeting of the Grimes Public Library Board of Trustees was called to order by President Wanda Armstrong at 5:30 pm.

Roll Call: Wanda Armstrong, Andrew Borcharding, Karalee Kerr, Aaron Chittenden, Kristen Williamson, Cheryl Hide, Jill Fisher, Linda Threlkeld

Absent: Kristen Will

Guests: Mary Ann Mori

**AGENDA** for September, 17, 2015; 5:30pm; at the Grimes Public Library

1. Call to Order

2. Roll Call

3. Approval of the Agenda

Moved by Linda Threlkeld, Seconded by Aaron Chittenden. The agenda shall be approved.

All ayes.

4. Approval of the Consent Agenda

A. Minutes of Previous Monthly Meeting

B. Bills

Moved by Linda Threlkeld, Seconded by Aaron Chittenden

5. Correspondence and Communications

Had some good feedback from a patron on our amount of children's programming available. Also had another patron who was very happy to attend a Story Time where we did some sign language as part of that.

**PUBLIC FORUM**

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

Nobody present to speak.

**BOARD DISCUSSIONS**

6. New Business

A. Strategic Planning Process – Mary Ann Mori



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Discussed to board about the Strategic Planning Process and ideas to move forward. It is a five year plan based on community needs. Planning for Results meeting, there will be two, two hour meetings. Thirty people at the table, get a good diversity of people in the community, non-users and regular users. First meeting is all about the community, second is the library service responses to those needs of the community. She will get a sample letter to send out and also will be direct contact with people that we know that would be good on the committee. Recommends a light supper at 5:30. Oct 22<sup>nd</sup> and Oct 29<sup>th</sup> are the dates set for the meetings.

Board discussion around on how to contact those people that should be invited to attend.

**B. Jill Fisher – Head of Circulation**

Wants to give her staff some good goals. One of those being Customer Service and having a friendly staff to great patrons. Will have someone assigned to the front desk to make sure there is something there always to be there for their needs.

Looked to her staff for guidance on what is going on at the front desk.

Created some website tutorials for staff to be able to learn more about services we offer.

Readers advisory to be able to direct patrons to new materials and books

Updating the Facebook page

Staff is starting to put together some procedure, emergency, and resource manuals.

Adding Hook Nook to Adult Programming, will be for beginners

**C. Capital Crossroads – Aaron**

Government Collaboration Program, next round are Libraries and Human resources. Initially come with 15 ways that libraries can collaborate together. Some of the main points were some joint staff training and centralized card catalog system that would have all libraries inventory.

**D. Job Description – Clerk Position**

Will send out and get board approval.

**E. Policy Discussion**

Board Review of policies and discussion.

Motion by Aaron Chittenden to approve these policies as amended, Seconded by Linda Threlkeld.

**7. Old Business**

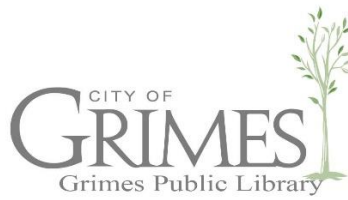
**A. Website Update**

Reviewed the mobile site, got suggestions back to WebSpec

**8. Reports**

**A. Budget and Finance**

**B. Statistics**



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9. Directors Report

Included in the directors typed out report.

10. FRIENDS OF THE GRIMES PUBLIC LIBRARY REPORT

Meet the Directors is coming up so they are discussing ideas on activities and refreshments for that night.

11. Trustee Comments

None

Next tentative scheduled meeting: October 15<sup>th</sup> and Grimes Public Library

Meeting adjourned at 8:00 pm by Wanda Armstrong.

Posted: [www.grimes.lib.ia.us](http://www.grimes.lib.ia.us)

Grimes Public Library 2015 Meeting Schedule

October 15

November 19

December 17