

GRIMES PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
July 21, 2016 at 5:30 PM
200 North James Street

The Grimes Public Library Board of Trustees met in regular session July 21, 2016 beginning at 5:15 PM at the Grimes Public Library.

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

1. Call to Order: The meeting was called to order at 5:30 PM by President Borcharding.
2. Roll Call
3. Public Forum and Citizen Comments: No one was present to speak.
4. Consent Agenda: Minutes from the previous meeting were unanimously approved on a motion by Gary Schroeder seconded by Kristin Williamson.
5. Non-Consent Agenda
 - A. Library Claims: Library claims were reviewed and unanimously approved.
 - B. Summer Reading Report: Consideration of the summer reading report was deferred to the Director's Report.
 - C. Director Review: The annual performance review for the Library director is due. Andrew Borcharding will send Trustees a copy of the six-month review and Strategic Themes. Trustees will email comments back to Mr. Borcharding. He will compile them and return them to Trustees. Mr. Borcharding requested that a trustee volunteer to join him in presenting the review.
 - D. Inter-Library Loan Policy: The Inter-Library Loan (ILL) Policy, amended to remove Windsor Heights and to clarify instances where fines will be imposed, was submitted for consideration. Trustees also considered needed changes to the Library Fees schedule and Loan Chart referenced in the ILL Policy. On a motion made by Ann Haugland, seconded by Kristin Williamson, alterations to the three documents were unanimously approved.
 - E. Volunteer Policy: The Volunteer Policy, modified to reflect the time period individual volunteer's hours will be kept and to correct a spelling error, was submitted for consideration. Trustees also considered changes in the volunteer application form to reflect changes in the Policy. On a motion made by Ann Haugland, seconded by Kristin Williamson, the Policy and form were unanimously approved.
6. Reports
 - A. Budget and Finance: Reports were not available due to end of fiscal year time constraints at the city offices.

B. Statistics: Library use statistics were reviewed demonstrating increases compared to the same period in the prior year.

7. Director's Report

A. Technology Update: Envisionware will be installed in August. Computer changes were discussed.

B. Building and Upkeep: Updates were provided on the butterfly garden, cleaning schedule and new security cameras.

C. Program Updates: Summer reading enrollment and changes in the frequency of programs were discussed.

D. Staff: Mary Markham Clark has started her duties as the lead clerk.

E. Collection: Collection weeding, renewal plans for Zinio and plans to subscribe to Hoopla and Rocket Languages were discussed.

8. Friends of the Library: The planned fundraising run was canceled due to low participation.

9. Trustee Comments: Possibilities for participation in the August 24 Capital Crossroads meeting were discussed.

10. Adjournment: The next regular meeting will be held August 18 at 5:30 PM. The meeting was adjourned at 7:15 PM by Andrew Borcharding.

8/1/2016