

GRIMES PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 18, 2016 at 4:30 PM
200 North James Street

The Grimes Public Library Board of Trustees met in regular session Thursday August 18, 2016 beginning at 4:30 PM at the Grimes Public Library.

Trustees in attendance: Andrew Borcharding, Ann Haugland, Gary Schroeder, and Wanda Armstrong. Absent: Trustee Dr. Kristin Williamson and Council Representative Ty Blackford. Staff members present: Cheryl Heid and Karalee Kerr. Friends of the Library member in attendance: President David Flug.

1. Call to Order: The meeting was called to order at 4:30 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 Wanda Armstrong seconded by Ann Haugland.

5. Non-Consent Agenda

A. Library Claims: Library claims were reviewed and unanimously approved on a motion by Gary Schroeder seconded by Ann Haugland.

B. Small Meeting Room Policy/ Conference Room Policy: Policies for small meeting room and conference room use were combined with the Meeting Room Policy (C. below), made consistent with ALA Library Bill of Rights and Iowa Code Sections regarding library meeting room use and updated to meet current local needs. Following discussion on a motion by Wanda Armstrong seconded by Ann Haugland, the policies were unanimously approved. Trustees also affirmed the ongoing use of library facilities for student tutoring.

C. Meeting Room Policy: The Meeting Room Policy, formerly a separate document, was combined with other meeting room use policies for simplicity (See B. above).

D. Jill and Karalee's Exempt Status: The Federal wage threshold to qualify individuals for exempt status has been raised. As a result, Jill no longer qualifies for exempt status. Trustees were informed of the ramifications due to this change.

E. Weekend Work Status: Trustees were informed of weekend staffing patterns and how they will be impacted by changes in the exempt status of individuals.

6. Reports

A. Budget and Finance: The July 2016 Budget and Finance Report was reviewed. Budget use for the month was 7.31% compared to the expectation of 8.33%.

B. Statistics: Library use statistics were reviewed demonstrating increases compared to the same period in the prior year. The summer reading program was highly successful.

7. Director's Report

A. Technology Update: Envisionware will be installed in August. Additional ports have been added throughout the building.

B. Building and Upkeep: An update was provided on the butterfly garden. Window leaks during recent heavy rains are being evaluated. Cracks in the parking lot and sidewalk represent an ADA issue and will be addressed with the city along with installation of parking bumpers.

C. Program Updates: Staff members are doing programs in the community. A community survey will be conducted to help plan future programming needs.

D. Staff: Alissa Martin resigned to accept a teaching position. Jill has made two high profile presentations in the community.

E. Collection: Collection weeding continues. Zinio will be renewed in September.8.

8. Friends of the Library: Friends of the Library President David Flug presented an update on Friends activities. The new web site and Facebook page are up and running. On-line donations are now possible. A professional photographer has taken pictures of the library and staff to be posted on the website and Facebook page. Friends hosted a successful Business After Hours. A 5 K run had twenty- five participants. A thankyou dinner for Friends supporters is being considered. An evaluation is underway to obtain greater community involvement for the upcoming year.

9. Trustee Comments: None.

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

8/19/2016