



**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 (Vice President),

Andrew Borcharding (Secretary), Gary Schroeder, Ann Haugland

Library Director: Cheryl Heid

The regular meeting of the Grimes Public Library Board of Trustees was called to order by Wanda Armstrong at 4:30 pm.

Roll Call: Andrew Borcharding, Cheryl Heid, Wanda Armstrong, Ann Haugland, Fionn Carey

Absent: Ty Blackford, Kristen Williamson, Gary Schroeder

Guests: None

**AGENDA** for May 19th, 2016; 4:30pm; at the Grimes Public Library

1. Call to Order

2. Roll Call

3. Public Forum

Nobody present to speak.

4. Approval of the Consent Agenda

Moved by Ann Haugland, Seconded by Andy Borcharding

A. Minutes of Previous Monthly Meeting

Moved by Ann Haugland, Seconded by Andy Borcharding

5. Non-consent agenda

A. Library Claims

Moved by Andrew Borcharding, Seconded by Ann Haugland

B. Circulation Report by Jill Fisher

Updates on Staff, Technology, Programming, and Circulation.

C. Lead Clerk Job Description

Motion to approve the Job Description by Andrew Borcharding, Seconded by Ann Haugland

D. Parade Closure for parade on June 11<sup>th</sup>

Close the Library from 9-11 during the Governors Day parade

Motion by Ann Haugland, Seconded by Andrew Borcharding

11am -4pm on Saturday of Governor's Days will be the activity with Art Happy

E. Photo Release Approval

Motion to approve the Photo Release Form by Ann Haugland, Seconded by Andrew Borcharding

6. Reports

A. Budget and Finance - Board reviewed printouts

B. Statistics – Board reviewed handouts

7. Directors Report

A. Technology update – Purchased Envisionware, updating computers to Windows 10

B. Programming update – Updates on Reading Rocks, school visits, and business sponsors

C. Building & Grounds – Garden has been a huge success, update on upcoming Farmers Market



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D. Staff – Upcoming training for Cheryl on June 2<sup>nd</sup> and 7<sup>th</sup>

Open lead clerk position

Invitation to participate in the parade on June 11th

E. Collection – Continue to see a positive upward trend

8. Friends of the Grimes Public Library Update

Update on the upcoming 5k Run taking place July 30th

Update on Friends Event taking place on June 30<sup>th</sup> to support the library

Next scheduled meeting TBD

9. Trustee Comments

None

10. Adjournment

Next tentative scheduled meeting: June 21<sup>st</sup>, 5:30pm at Grimes Public Library

Meeting adjourned at 6:42 pm by Wanda Armstrong.

2016 Meeting Schedule

Grimes Public Library

June 21

July 21

August 18

September 15

October 20

November 17

December 15