

GRIMES PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 19, 2017 at 5:30 PM
200 North James Street

The Grimes Public Library Board of Trustees met in regular session Thursday January 19, 2017 beginning at 5:30 PM at the Grimes Public Library.

Trustees in attendance: Wanda Armstrong, Andrew Borcharding, Gary Schroeder and Dr. Kristin Williamson. Absent: Trustee Ann Haugland, 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 5:47 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 Gary Schroeder, seconded by Wanda Armstrong. Minutes from the December 8, 2016 meeting were unanimously approved on a motion by Wanda Armstrong, seconded by Kristin Williamson.
5. Non-Consent Agenda
 - A. Library Claims: Library claims were considered. Following discussion, the claims were unanimously approved on a motion by Wanda Armstrong, seconded by Kristin Williamson.
 - B. Zoo Pass Discussion: An update was provided on the Zoo Pass program including opportunities to promote and expand the program.
 - C. Inclement Weather Policy: A revision to the Inclement Weather Policy was presented for consideration. Following discussion, the revised policy was unanimously approved on a motion by Gary Schroeder, seconded by Kristin Williamson.
 - D. Inter-Library Loan (ILL) Policy: A revision to the ILL policy was presented for consideration. In addition to making loans free of charge to Grimes Library patrons, the proposed change will have positive effects both to increase the number of loan requests and the state reimbursement for the loans. Following discussion, on a motion by Wanda Armstrong, seconded by Kristin Williamson, the ILL policy was unanimously approved.

Based on approval of the revised ILL Policy, revisions to Grimes Public Library Fees were recommended to remove fees for inter-library loans and to rename the document "Grimes Public Library Fee Schedule". On a motion by Wanda Armstrong, seconded by Kristin Williamson, the fee schedule was unanimously approved.
 - E. General Update: An update to the 2017-2018 budget process was presented. Director Cheryl Heid reported that a change in the minimum wage law to be implemented by the City in April 2017 will require a budget amendment to be submitted to the City Council. Based on this recommendation and on a motion by Wanda

Armstrong, seconded by Gary Schroeder, the budget amendment was unanimously approved.

6. Reports

- A. Budget and Finance: The December 2016 Budget and Finance Report was presented for information.
- B. Statistics: Library use statistics were reviewed demonstrating a slight dip in utilization likely due to the year-end holidays falling on weekends resulting in the library being closed for longer time periods.

7. Director's Report

- A. Building and Upkeep: A ceiling leak caused by a plugged condensate pan drain in the attic mounted HVAC system will need to be remedied. The catalog station has been mounted on an endcap and current and potential computer replacements were discussed.
- B. Program Updates: Fionn's Bridges and book club programs and the glass class conducted by Jill were highly successful. Possible projects to compliment the summer reading program are being considered. A new brochure to promote the library is being prepared. The Library will promote the City's dog parade .
- C. Staff: Staff resignations and new hires were discussed. Thank you cards from the staff to the Trustees were presented.
- D. Events/Meetings: The all-library staff training will be held February 10. Cheryl has been instrumental in arranging the facilitator and principle speaker. The budget presentation to the city council took place January 10 and further consideration will be given to the budget at the council's January 23 meeting. Jill is going to the Senior Center to answer computer related questions. The Library will once again sponsor Community Gardens. Incentives for gardeners to properly maintain their plots were discussed.

- 8. Friends of the Library: Friends will sponsor a Bingo concession on Founder's Day, a 5K run/walk in July and are in the process of installing a donor recognition board.

9. Trustee Comments: Wanda Armstrong reported on positive comments from community members regarding Library services and staff.

10. Adjournment: The meeting was adjourned at 7:00 PM by Andrew Borcharding.

1/20/2017