

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

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

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

1. Call to Order. The meeting was called to order at 5:35 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 Ann Haugland. Minutes from the June 14, 2017 meeting were unanimously approved on a motion by Ann Haugland, seconded by Gary Schroeder.
5. Non-Consent Agenda
  - A. Library Claims. Library claims were considered. Following discussion, the claims were unanimously approved on a motion by Gary Schroeder, seconded by Ann Haugland.
  - B. Fee Schedule. Cheryl Heid presented an update to the Library Fee Schedule to include the sale of mailing envelopes and postage stamps as a convenience to patrons. Following discussion on a motion by Ann Haugland, seconded by Gary Schroeder, the fee schedule update was unanimously approved.
  - C. Director Review. The annual performance review for the Library Director, Cheryl Heid will be prepared by Andrew Borcharding, sent to Trustees for comments and additions, and presented to Cheryl in the near future.
6. Reports
  - A. Budget and Finance. The June 2017 Budget and Finance Report was not available from City Hall due to the press of year end business.
  - B. Statistics. Library use statistics were reviewed. Demand for Library services increased by 3% for adults and was steady for children's services compared to the same period one year ago. The number of new patrons increased 18% over the same period last year.
7. Director's Report
  - A. Staff. Staff members' hours have been shifted to accommodate vacancies and to permit more filing time. A new "filer" has been hired to begin work in late July.

- B. Events, Meetings and Programs. Cheryl has been accepted into the Greater Des Moines Leadership Institute. Staff member attendance at meetings and events was reviewed. Parking has gotten better. The Farmers Market is going well. The switch from EBSCO to GALE has gone smoothly. Winter holiday hours were discussed.
- C. Building and Grounds. Problems with air conditioning have been addressed. Carpet squares have been replaced.
- D. Collection. Hotspots remain highly popular and there are currently 42 holds in place for them. Tixkeeper will be trialed as a way to reserve hotspots for patrons needing them at specific times. Zoo passes and Living History Farm passes remain a popular attraction for patrons. June circulation was the highest ever with over 16,000 items checked out by 13,000 patrons who visited the Library.
- E. Patron Comments. Recent patron comments were presented. These were unanimously positive and reflect positively on Library programs and were complimentary of Library staff members.
8. Friends of the Library. The 5-K run will be held at the end of the month. A Big Event will be held at the Library on August 24. The donor board is nearly finished and will be hung in the near future.
9. Trustee Comments. None
10. Adjournment: The meeting was adjourned at 7:45 PM by Andrew Borcharding.