

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

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

Trustees in attendance: Wanda Armstrong, Andrew Borcharding, Ann Haugland, Gary Schroeder and Dr. Kristin Williamson. Absent: 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 Wanda Armstrong, seconded by Ann Haugland. Minutes from the November 21, 2017 meeting were unanimously approved on a motion by Ann Haugland, seconded by Wanda Armstrong.
5. Non-Consent Agenda
 - A. Library Claims. Library claims were presented. Following discussion, claims were unanimously approved on a motion by Wanda Armstrong, seconded by Ann Haugland.
 - B. Policy Discussion. Policies presented for review included the Grimes Public Library Employee Policy, the Grimes Public Library Board of Trustee By-Laws, and the Grimes Public Library Constitution. Following discussion and with suggested modifications, the policies were unanimously approved on a motion by Wanda Armstrong, seconded by Kristin Williamson.
 - C. Grimes Public Library Board of Trustees listing. A list of Grimes Public Library Trustees, their terms in office and contact information were presented for review and update.
 - D. Reading Prizes. Trustees affirmed the Director's position that library staff members' children will not be permitted to receive prizes for reading contests sponsored by the library. This is consistent with practices at other organizations and libraries.
6. Reports
 - A. Budget and Finance. The November 2017 Budget and Finance Report was presented. Actual expenditures are in line with the budget.

- B. Statistics. Library use statistics were reviewed. Patrons' use of library services was 4% below the same period in 2016. This was due to the library being closed one day more than the prior year for Veterans' Day.

7. Director's Report. Cheryl Heid presented the Director's Report. The accidental death of an employee's son was discussed. Following the discussion, on a motion by Gary Schroeder, seconded by Ann Haugland, a decision was unanimously made to close the Library to permit staff members to attend the visitation and funeral. Programs for patrons and attendance at events were discussed. The Library collection will be inventoried. Newly acquired technology was discussed. Cards and letters from patrons were presented.

Newly elected City Council members, Library management staff and a trustee representative visited area libraries to assess facility features. Cheryl met with the newly appointed interim City Administrator. Going forward, she will be included in weekly meetings with the City Administrator and Mayor. The City Public Works Director has initiated a program of substantive repairs to the Library facilities and grounds.

8. Friends of the Library. The Friends held its annual meeting December 12.

9. Trustee Comments. There were no Trustee comments.

10. Adjournment: The next meeting will be January 16, 2018. There being no additional business, the meeting was adjourned at 7:00 PM by Andrew Borcharding.