

GRIMES PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 28, 2018 at 5:30 PM
200 North James Street

The Grimes Public Library Board of Trustees met in regular session Wednesday, February 28, 2018 beginning at 5:30 PM at the Grimes Public Library.

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

1. Call to Order. The meeting was called to order at 5:45 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 January 16, 2018 meeting were unanimously approved on a motion by Kristin Williamson, seconded by Ann Haugland.
5. Non-Consent Agenda
 - A. Library Claims. Library claims were presented. Following discussion, claims were unanimously approved on a motion by Ann Haugland, seconded by Kristin Williamson.
 - B. Policy Discussion. Policies presented for review included the Grimes Public Library Gifts and Donation Policy which was reformatted to separate the donation form from the gifts policy and edited to reference to the gifts policy. The Material Selection Policy was amended to remove the reference to gifts and memorial items as this info is discussed in the gifts policy. Age restrictions on gaming were removed from the Gaming Policy, and limits on room use were edited to match the Meeting Room Policy. A reference to the Behavior policy was added to the Gaming policy. The Meeting Room policy was amended to add a reference to the Gaming policy. The Loan Periods policy was updated to reflect the change to limit the number of hoopla downloads to 3 per month. All references to customers in the Behavior policy were changed to the word 'patrons' to match other policies. Restrictions on sporting equipment, rollerblades, hoverboards, and shoes with wheels were added to the Behavior policy. Following discussion, policies were unanimously approved on a motion by Kristin Williamson, seconded by Ann Haugland.
6. Reports
 - A. Budget and Finance. No new financial reports will be available until a new Finance Director is hired by the City.
 - B. Statistics. Library use statistics were reviewed. Patrons' use of library services was 5% greater than the same period in 2017.

7. Director's Report. Cheryl Heid presented the Director's Report including an update on Adult Programming from Jill Fisher focusing on upcoming gardening and rain barrel classes. Cheryl has asked the staff to complete a survey about the library and her role as the director, and will share the results at the next board meeting. She will also be asking the board members to complete the survey. A staff member was injured while taking the ladder to the attic down. Cheryl has worked out a schedule with the public works department to have them move stuff to the attic once per week. Cheryl provided an update to the Adventure Pass program. Cheryl and staff will work on reformatting the existing library job descriptions to match the job descriptions being created for other city staff members. The FY2019 budget was approved by City Council. Cheryl provided an update on her Leadership Institute classes. Cheryl and Karalee met with George Lawson to start the process of updating the Building Program. George will meet with members of the staff and public before presenting the final draft at the May board meeting.

8. Friends of the Library. The B.I.G. event was very successful.

9. Trustee Comments. Ann Haugland raised a question about the library's preparation for emergency situations and Cheryl reviewed the Emergency Procedure Manual she has created.

10. Adjournment: The next meeting will be March 20, 2018. There being no additional business, the meeting was adjourned at 8:00 PM by Andrew Borcharding.