

GRIMES PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 16, 2018 at 5:30 PM
200 North James Street

The Grimes Public Library Board of Trustees met in regular session Tuesday January 16, 2018 beginning at 5:30 PM at the Grimes Public Library.

Trustees in attendance: Wanda Armstrong, Andrew Borcharding, Gary Schroeder and Dr. Kristin Williamson. Absent: Ann Haugland. 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 5:35 PM by President Borcharding.
2. Roll Call.
3. Public Forum and Citizen Comments. No one was present to speak.
4. Meeting Agenda. A recommendation was made to amend the meeting agenda to include discussion of an addition to the Grimes Public Library FY 2019 Budget Proposal. Following discussion on a motion by Gary Schroeder, seconded by Wanda Armstrong, the agenda amendment was unanimously approved.
5. Consent Agenda. Minutes from the December 19, 2017 meeting were unanimously approved on a motion by Wanda Armstrong, seconded by Gary Schroeder.
6. Non-Consent Agenda
 - A. Library Claims. Library claims were presented. Following discussion, claims were unanimously approved on a motion by Gary Schroeder, seconded by Wanda Armstrong.
 - B. Policy Discussion. Cheryl Heid presented a new heading and format for Library Policies. Policies presented for review included the Grimes Public Library Purchasing Policy amended to be consistent with the City of Grimes Purchasing Policy, the Grimes Public Library Confidentiality of Records, Custodian of Records Policy reformatted with minor changes and the Policy Manual Table of Contents. Following discussion, the policies were unanimously approved on a motion by Wanda Armstrong, seconded by Gary Schroeder.
 - C. Online Payment Discussion. Cheryl Heid presented a plan to acquire an online payment module for the Envisionware system. This addition will permit Library patrons to make payments for fines and services online using credit cards. The initial software update and implementation costs and annual fees were discussed. The additional software purchase is unbudgeted but will be budget neutral in the Information Systems line item due to previously accrued savings on other system purchases.
 - D. Grimes Public Library FY 19 Budget Proposal. At the most recent Grimes City Council meeting, Council members discussed potential building projects for the City of Grimes. Based on this discussion and in consultation with the Acting City

Administrator, a recommendation was made to amend the Grimes Public Library FY 19 Budget Proposal to include \$ 20,000.00 to update the 2010 building plan for the Grimes Public Library. Following discussion on a motion by Wanda Armstrong, seconded by Kristin Williamson the proposed budget amendment was unanimously approved.

7. Reports

- A. Budget and Finance. The December 2017 Budget and Finance Report was presented. Actual expenditures are 1.8% underbudget for the first five months of the fiscal year.
- B. Statistics. Library use statistics were reviewed. Patrons' use of library services was 3% greater than the same period in 2016. Ryan Burger, City Council Liaison suggested that statistical information and a brief summary of Library activities be reported to the City Council on a monthly basis.

8. Director's Report. Cheryl Heid presented the Director's Report. Meetings and programs were discussed including an update of the highly successful Winter Reading Program. The Library will act as the pilot site for the Teachers Going Green program. Library staff will again participate in coordinating the city garden program. An all-staff training day will take place February 9. The Library has joined the Urbandale Chamber of Commerce in order to obtain access to its programs and membership information for use in the Library's marketing campaign. A virtual reality system was demonstrated to library staff members. A grant to purchase the system is being considered. The Donor Board has been installed.

9. Friends of the Library. The Friends will host a B.I.G. event February 22.

10. Trustee Comments. There were no Trustee comments.

11. Adjournment: The next meeting will be February 20, 2018. There being no additional business, the meeting was adjourned at 6:45 PM by Andrew Borcharding.