

GRIMES PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 20, 2018 at 5:30 PM
200 North James Street

The Grimes Public Library Board of Trustees met in regular session Tuesday March 20, 2018 beginning at 5:30 PM at the Grimes Public Library.

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

1. Call to Order. The meeting was called to order at 5:30 PM by President Borcharding.
2. Roll Call.
3. Public Forum and Citizen Comments. No one was present to speak. Cheryl Heid reviewed Patron's written comments.
4. Meeting Agenda. The meeting agenda was unanimously approved on a motion by Gary Schroeder, seconded by Wanda Armstrong.
5. Consent Agenda. Minutes from the February 28, 2018 meeting were unanimously approved on a motion by Wanda Armstrong, seconded by Ann Haugland.
6. Non-Consent Agenda
 - A. Library Claims. Library claims were presented. Following discussion, claims were unanimously approved on a motion by Ann Haugland, seconded by Wanda Armstrong.
 - B. Jill Fisher. Jill Fisher, Head of Circulation, discussed a program she developed to train front line Library staff members to become experts in use of online resources and in-house technologies. As a result of the program's success, Jill has been invited to be a presenter at a national library conference to be held in October at the University of Wisconsin.
 - C. Policy Discussion. Policies presented for review included the Grimes Public Library Proctoring Policy reformatted for clarity and modified to reflect current practices, the Credit Card Policy modified for clarity and to reflect current practices, and the Friends of the GPL Policy to reflect punctuation changes. The scope and application of the Display Policy were considered and discussed. Following discussion on a motion by Gary Schroeder, seconded by Wanda Armstrong, the Proctoring, Credit Card and Friends of the GPL policies were unanimously approved and consideration of the Display Policy was deferred until the April meeting to permit incorporation of recommended changes.
7. Reports
 - A. Budget and Finance. The March 2018 Budget and Finance Report was presented. Actual expenditures are underbudget for the first nine months of the fiscal year;

however, a number of major expenses are pending for the latter 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 2017. Services provided to children were 4% greater than the same period of the prior year despite several programs being cancelled due to inclement weather and health concerns.

8. Director's Report. Cheryl Heid presented the Director's Report. A staff update was provided. Results from a staff survey were presented. Upcoming meetings and programs were discussed including activities related to hiring a new City Administrator. Plans for a presentation to the City Council were discussed. The building upkeep schedule was discussed and The Botanical Garden has been added to the Adventure Pass program. City Council Representative Ryan Burger presented a City Council update and announced that he will be available at the Library on a monthly basis as a community resource through a newly established program "Meet a City Council Member".

9. Friends of the Library. The Friends have not met since the last Trustee's meeting.

10. Trustee Comments. There were no Trustee comments.

11. Adjournment: The next meeting will be April 17, 2018. There being no additional business, the meeting was adjourned at 7:25 PM by Andrew Borcharding.