

GRIMES PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
May 24, 2018 at 4:00 PM  
200 North James Street

The Grimes Public Library Board of Trustees met in regular session Thursday May 24, 2018 beginning at 4:00 PM at the Grimes Public Library.

Trustees in attendance: Wanda Armstrong, Andrew Borcharding, Ann Haugland and Gary Schroeder. Absent: Dr. Kristin Williamson. Staff members present: Cheryl Heid and Karalee Kerr. Also attending: George Lawson, Library Building Consultant.

1. Call to Order. The meeting was called to order at 4:00 PM by President Borcharding.
2. Roll Call.
3. Public Forum and Citizen Comments. No one was present to speak.
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 April 17, 2018 meeting were unanimously approved on a motion by Ann Haugland, seconded by Wanda Armstrong.

Non-Consent Agenda

- A. Library Claims. Library claims were presented and following discussion were unanimously approved on a motion by Gary Schroeder, seconded by Ann Haugland.
- B. Library Facility Plan. George Lawson presented a draft Library Facility Plan for consideration. Following discussion and, with incorporation of adjustments, the Library Facility Plan was unanimously approved on a motion by Ann Haugland, seconded by Wanda Armstrong.
- C. Meeting Room and Gaming Policies. Cheryl Heid proposed modifications to improve patron safety for inclusion in the Library's Meeting Room and Gaming Policies. Following discussion on a motion by Gary Schroeder, seconded by Wanda Armstrong, the policy additions were unanimously approved.

7. Reports

- A. Budget and Finance. The April, 2018 Budget and Finance Report was presented. Actual expenditures are underbudget 3.48% for the year to date. The City Finance Manager added \$18,000.00 to the budget in April to cover unexpected costs associated with the City's Wellmark contract.
- B. Statistics. Library use statistics were reviewed. Patrons' use of library services was 9% greater than the same period in 2017. Services provided to children were 16% greater than the same period of the prior year.

8. Director's Report. Cheryl Heid presented the Director's Report. Staff members will make presentations at upcoming ILA meetings. Upcoming meetings, community events and updates to programs were presented. Cheryl has successfully completed the Greater Des Moines Leadership Institute. An update was provided on facility changes including patio installation.

9. Friends of the Library. The Friends will have a bingo concession on Governor's Day. Preparations are underway for the annual run. The Friend's provided treats for the Summer Reading Program.

10. Trustee Comments. President Borcharding announced that election of officers will take place at the next regularly scheduled meeting.

11. Adjournment: The next meeting will be June 19, 2018. There being no additional business, the meeting was adjourned at 6:00 PM by Andrew Borcharding.