

GRIMES PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 21, 2018 at 5:30 PM
200 North James Street

The Grimes Public Library Board of Trustees met in regular session Tuesday August 21, 2018 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. Staff members present: Cheryl Heid, Karalee Kerr and Fionn Hutchins. City Council Representative in attendance: Ryan Burger.

1. Call to Order. The meeting was called to order at 5:33 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 Wanda Armstrong, seconded by Ann Haugland.
5. Consent Agenda. Minutes from the July 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 unanimously approved on a motion by Gary Schroeder, seconded by Ann Haugland.
- B. Summer Reading Report: Fionn Hutchins presented participation statistics from the summer reading program. Registrations were greater than the prior year but participation in major programs decreased. The decrease is attributed to the nationally selected theme of music not being popular. Additionally, library space is so limited that patrons avoid crowds associated with popular performers when programs are moved indoors as they were with this summer's hot weather. Planning is underway for fall activities. Fionn reported that the library received a STEM award of a \$5,000.00 maker's table.
- C. Circulation and Loan Period Chart Policies. Cheryl Heid reported that the library's thirty-five hotspots are virtually always checked out with a long wait list. Late returns have become problematic despite late hotspots being deactivated to incent their return. A recommendation was made to increase the fines for late returns and to implement a deactivation/reactivation fee. After discussion, on a motion by Wanda Armstrong, seconded by Gary Schroeder, an increase in the fine for overdue hotspots to \$1.00 per day and a reactivation fee of \$5.00 were unanimously approved. A change to the Grimes Public Library Circulation Policy permitting a reactivation fee for deactivated hotspots was unanimously approved on a motion by Gary Schroeder, seconded by Kristin Williamson. Cheryl reported that a review of the Library's existing internet policy language demonstrates that it is sufficient to protect the Library's interests if individuals download illegal items.

- D. New Building Discussion: Cheryl Heid presented a letter and quote from FEH, an architectural firm, to produce elevation drawings and a cost projection to construct a new Grimes Public Library consistent with the building specifications prepared by George Lawson. The purpose of this work is to facilitate consideration of a new Library by the City Council. Following discussion on a motion By Wanda Armstrong, seconded by Gary Schroeder, the proposal was unanimously approved. The cost of this project is \$15,000.00 and was included in the annual budget.
- E. October Council Workshop: The City Council will hold a workshop in October to consider future city improvement projects including construction of a new Library and a new fire station. Library Board members are asked to complete worksheets and submit them to Cheryl by August 30.

7. Reports

- A. Budget and Finance. The July, 2018 Budget and Finance Report was presented. Expenses are currently 0.85% under budget.
- B. Statistics. Library use statistics were presented. Overall, patrons' use of library services was identical to the same period in the prior year.

8. Director's Report. Several staff members will attend meetings in the upcoming months. Cheryl will make a presentation at the ILA. The Grimes Public Library is being considered for free facility evaluation and drawings by the LJ Design Institute from Minneapolis. New American Girls Doll kits have been assembled and the juvenile non-fiction section is being weeded. Senator Grassley has nominated the Library for the 2019 National Medal for Museum and Library Services. Several facility improvement projects were reported. The City Manager will be invited to attend the next Board meeting.

9. Friends of the Library. The Friends report was provided by Andrew Borcharding and Cheryl Heid.

10. Trustee Comments: There were no Trustee comments.

11. Adjournment: The next meeting will be September 18, 2018. There being no additional business, the meeting was adjourned at 7:15 PM by Andrew Borcharding.