

GRIMES PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
September 26, 2018 at 5:30 PM  
200 North James Street

The Grimes Public Library Board of Trustees met in regular session Wednesday September 26, 2018 beginning at 5:30 PM at the Grimes Public Library.

Trustees in attendance: Wanda Armstrong, Andrew Borcharding, Ann Haugland, and Gary Schroeder. Absent Trustee: Dr. Kristin Williamson. Staff members present: Cheryl Heid and Karalee Kerr. City Council Representative in attendance: Ryan Burger. Guest: Denise Bickford, President, Friends of the Library.

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. Girl Scouts and their leaders presented to the Library two butterfly houses for the Library's butterfly garden. The houses were built by the Scouts as part of a special project.
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 August 21, 2018 meeting were unanimously approved on a motion by Wanda Armstrong, seconded by Ann Haugland.

Non-Consent Agenda

- A. Library Claims. Library claims were presented and unanimously approved on a motion by Gary Schroeder, seconded by Wanda Armstrong.
- B. New Building Discussion. Trustees discussed a new library building, last month's direction from the city manager to initiate a formal planning process for a new building, and decisions made by the city council at the most recent meeting regarding expenditures for important infrastructure improvements which might diminish the possibility of a new library in the near future. Following consideration of these factors and before committing funds to prepare a plan for a new building, trustees requested that further direction be sought from the City Manager. During the discussion, Cheryl provided information gained during the Minneapolis Design Institute meeting at which the Grimes Public Library was featured as the design project.
- C. FY 20 Budget Discussion. Trustees discussed important considerations for the FY 2020 Library budget. Special attention will be directed to acquiring technology both to replace aging existing equipment and to position the library for the future. Expenses for Hoopla use are increasing and a decision was made to allow only Grimes and rural Polk County residents to use the service. This is consistent with how other metro libraries permit Hoopla use.

D. Policy Discussion. Policies presented for consideration as part of the ongoing review process included the Volunteer Policy and application form, Weather Policy, Sex Offender Policy, Computer and Internet Use Policy, Holiday/Closures and a new Petty Cash Policy. Following discussion on a motion by Ann Haugland, seconded by Wanda Armstrong including an amendment to increase the amount of petty cash from \$300.00 to \$500.00, the policies were unanimously approved.

## 7. Reports

- A. Budget and Finance. The August, 2018 Budget and Finance Report was presented. Expenses are currently 0.87% over budget. The Building and Grounds category is over budget because costs for patio improvements and tree stump removal were allocated to the account.
- B. Statistics. Library use statistics were presented. Patrons' use of library services decreased in August 2018 compared to the same period last year.

8. Director's Report. Staff member attendance at meetings, staff changes, special projects, website changes, technology bids and State Library considerations were discussed. The replacement couch arrived and garbage enclosure construction will be deferred until next year as a cost saving measure. Cheryl will begin a correspondence course on library financial management through the University of Georgia. Karalee provided a recap of a national meeting she recently attended. The City Manager will attend the next meeting.

9. Friends of the Library. The Friends report was provided by Denise Bickford, President.

10. Trustee Comments: There were no Trustee comments.

11. Adjournment: The next meeting will be October 16, 2018. There being no additional business, the meeting was adjourned at 7:55 PM by Andrew Borcharding.