

Grimes Public Library Board of Trustees



200 N James St
Grimes, IA 50111
Phone | 515.986.3551
grimeslibrary.org

Director | Cheryl Heid

Library Board | Gary Schroeder, Ann Haugland, Charles Strutt, Lynh Patterson, David Brahn

BOARD OF TRUSTEES REGULAR MEETING Sep 20, 2022 at 5:00 p.m.

Trustees:

President Gary Schroeder
Vice-President Ann Haugland
Secretary Charles Strutt

Trustee Lynh Patterson, absent
Trustee David Brahn
City Council Liaison Eric Johansen, absent

Staff:

Library Director Cheryl Heid

Assistant Director Karalee Kerr

1. Call to Order. Following proper notice and with a quorum present, President Schroeder called the meeting to order at 5:02 pm.

2. Public Comments. No public member appeared to speak.

3. Approval of Agenda. On a motion by Haugland, seconded by Strutt, the agenda was unanimously approved.

4. Approval of Previous Meeting Minutes. On a motion by Strutt, seconded by Haugland, the minutes of the Aug 16, 2022 meeting were unanimously approved.

5. Approval of Library Claims. On a motion by Strutt, seconded by Brahn, the Board unanimously approved the claims submitted for the September meeting.

6. Review of ADA Priority 2 Standard. The Board reviewed the ADA standards for compliance for the current building.

7. Approval of the Behavior Policy. On a motion by Brahn, seconded by Haugland, the Board unanimously approved the policy as amended.

8. Approval of Employee Handbook. The Board reviewed the Employee Handbook.

9. Approval of Library Employee Policy. On a motion by Brahn, seconded by Haugland, the Board unanimously agreed to delete the Employee Policy.

10. Approval of Job Descriptions for Part-Time Employees. On a motion by Haugland, seconded by Brahn, the new and revised part-time job descriptions were unanimously approved as amended.

11. Approval of Job Description for New Full-Time Employee. On a motion by Haugland, seconded by Brahn, the full-time job description was unanimously approved.

12. Approval of Part-Time Salary Schedule. On a motion by Haugland, seconded by Brahn, the Board unanimously approved the part-time and full-time salary schedule.

13. Reports. The Board reviewed the following reports: (A) Budget and Finance; (B) Statistics; (C) Board Continuing Education Report. Brahn submits two CEU items: Intellectual Freedom, Censorship, and Confidentiality (1.5h), and The Unhappy Patron (1.5hr); (D) Director's Report; (E) Fundraising Update; (F) New Building Project Update; (G) Friends of the Grimes Public Library Report.

14. Adjournment. There being no further agenda items, the President adjourned the meeting at 7:05 pm.

By: Charles Strutt, Board Secretary