

# Grimes Public Library Board of Trustees



200 N James St  
Grimes, IA 50111  
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grimeslibrary.org

**Director** | Cheryl Heid

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

## BOARD OF TRUSTEES REGULAR MEETING Jan 17, 2023 at 5:00 p.m.

### Trustees:

President Gary Schroeder  
Vice-President Ann Haugland  
Secretary Charles Strutt

Trustee Lynh Patterson  
Trustee David Brahn  
City Council Liaison Eric Johansen

### 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 5:00 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 Patterson, the minutes of the December 20, 2022 meeting were unanimously approved.

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

**6. Staff Introduction – Jana Schwerdtfeger.** Director Heid introduced new full-time employee Jana Schwerdtfeger to the Board who is an Adult and Collection Development Associate. She is also serving on the City's Employee Engagement Committee.

**7. Discussion – Official Warning Place.** Director Heid advised that the library has been approved as an extreme temperature center within normal operating hours. On a motion by Brahn, seconded by Strutt, the Board unanimously approved the designation, conditioned upon approvals of appropriate city officials.

**8. Approval of Library Employee Policy.** On a motion by Patterson, seconded by Haugland, the Board unanimously approved the library employee policy.

**9. Reports.** The Board reviewed the following reports: (A) Budget and Finance; (B) Statistics; (C) Board Continuing Education Report; (D) Director's Report; (E) Fundraising Update; (F) New Building Project Update; [President Schroeder attended a January 5 meeting and advised that iron work and decking is complete; the stairway is to be installed in February; the main floor slab is due to be poured on Jan 20 with a second floor pour in early February; electrical runs are completed on the second deck; and exterior framing is 30-60 days out]; (G) Friends of the Grimes Public Library Report.

**10. Adjournment.** There being no further agenda items, the President adjourned the meeting at 5:42 pm.

By: Charles Strutt, Board Secretary