

Grimes Public Library

Board of Trustees



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

Director | Cheryl Heid **Assistant Director** | Karalee Kerr
Library Board | Gary Schroeder, Ann Haugland, Charles Strutt, Lynh Patterson, David Brahn

BOARD OF TRUSTEES REGULAR MEETING September 19, 2023 at 5:00 p.m. 200 N James Street

Trustees:

President Gary Schroeder Trustee Lynh Patterson
Vice-President Ann Haugland Trustee David Brahn
Secretary Charles Strutt

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 Forum & Citizen Comments. No public member appeared to speak.

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

4. Approval of Previous Meeting Minutes. On a motion by Strutt seconded by Haugland, the minutes of the August 7, 2023 meeting were unanimously approved.

5. Brainfuse Database Presentation/Tutorial. Library staff presented the Brainfuse JobNOW, VetNOW, and HelpNow applications that provide the community with free employment and interview coaching, and tutoring services for various grade levels.

6. Staff Introduction. Director Heid introduced Kelsy Haliski, working in Circulation, and Marley Eickelberg, working as a filer.

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

8. Library Closure for Move and 2024 Holidays Approval. On a motion by Brahn, seconded by Haugland, the list of 2024 holiday closure dates, as amended to include the federal Martin Luther King holiday on January 15, 2024, was unanimously approved, as well as the dates the current library will be closed for the move to the new building. Tentative dates are to close the library on November 20 through January 16.

9. Meeting Room Policy Approval. On a motion by Patterson, seconded by Haugland, the Board unanimously approved the Meeting Room Policy as amended to allow reservations up to six months in advance.

10. Furniture Resolution Approval. On a motion by Haugland, seconded by Patterson, the Board unanimously approved the plan to sell the furniture and fixtures from the current library building. Furniture will be advertised on the State Library of Iowa's Listserv, local daycares, and ProcureNow.

11. Reports. The Board reviewed the following reports: (A) Budget and Finance; (B) Statistics; (C) Board Continuing Education Report [See Attachment]; (D) Director's Report; (E) Building Report; (F) Friends Update. Director Heid advised the Board that Friends will meet October 4 to change their bylaws and vote on other housekeeping issues.

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12. Trustee Comments. Board President Schroeder reported on the interior work on the new library, that tile and an art feature were being installed. The new parking lot and drop-off area is to be poured within the next two weeks. The elevator is planned to be installed on October 8.

13. Adjournment. There being no further agenda items, the President adjourned the meeting at 6:44 pm.

By: Charles Strutt, Board Secretary

A handwritten signature in blue ink, reading "Charles Strutt", with a long, sweeping flourish extending to the right.

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Continuing Education (CE) Credit Reports

Board member == NO REPORTS.

Completed == for X hrs credit.