

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 October 17, 2023 at 5:00 p.m. 200 N. James Street

Trustees:

President Gary Schroeder	Trustee Lynh Patterson, absent
Vice-President Ann Haugland	Trustee David Brahn, absent
Secretary Charles Strutt	City Council Liaison Eric Johansen

Staff:

Library Director Cheryl Heid	Assistant Director Karalee Kerr
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1. Call to Order. Following proper notice and with a quorum present, President Schroeder called the meeting to order at 5:03 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 September 19, 2023 meeting were unanimously approved.

5. Approval of Library Claims. On a motion by Haugland, seconded by Strutt, the Board unanimously approved the October claims.

6. Staff Introduction. Director Heid introduced Tiffany Walter, Nina Gill and Linda Ashmead all part time adult circulation associates; and Jeanine Wahl, part time youth circulation associate.

7. Polk County Board of Supervisors Meeting Discussion. Director Heid reported attending the Polk County meeting and advised the Board members of future meeting dates.

8. Library Closure for ILA Conference 2024 Approval. Director Heid advised the Board that the Iowa Library Association Conference is being held in Des Moines next year on October 10, 2024. On a motion by Haugland, seconded by Strutt, the Board unanimously approved closing the library on that day to permit staff to attend.

9. Inclement Weather Policy Approval. On a motion by Strutt, seconded by Haugland, the Board unanimously approved the City Facility Inclement Weather Closure Policy, subject to final approval by the city council.

10. Cleaning Contract Resolution 2 Approval. On a motion by Haugland, seconded by Strutt, the Board unanimously approved Resolution No. 2 regarding the agreement for cleaning services with Stratus Cleaning Services.

11. December Board Meeting Cancellation Approval. On a motion by Haugland, seconded by Strutt, the Board unanimously approved not holding a meeting in December, 2023.

12. Head of Youth Service Job Description Change Approval. On a motion by Haugland, seconded by Strutt, the Board unanimously amended the job description for Library Head of Youth Services to have the position report to the Director.

13. Reports. The Board reviewed the following reports: A. Budget and Finance; B. Statistics; C. Board Continuing Education Report; D. Director's Report; E. Building Report; F. Friends Update [Friends

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President Clark updated the Board of Friends activities and reported that they are filling out the rest of the board and expanding the Adventure pass program.

14. Adjournment. There being no further business, the President adjourned the meeting at 6:14 pm.

By 
Charles Strutt, Board Secretary

Attachment:

Continuing Education (CE) Credit Reports

Board members Gary Schroeder and Ann Haugland.
Attendance at Trustee Training in Mitchellville on September 26, 2023.
Completed: 2 hrs credit each.

DRAFT