



**200 N James St., Grimes, IA 50111 Phone 515.986.3551, Fax 515-986-9553**

**GRIMES PUBLIC LIBRARY**

Monthly Grimes Public Library Board of Trustees Meeting

Grimes Public Library

Library Board: Wanda Armstrong (President), Dr. Kristin Williamson (Vice President),

Andrew Borcharding (Secretary), Gary Schroeder, Ann Haugland

Library Director: Cheryl Heid

The regular meeting of the Grimes Public Library Board of Trustees was called to order by Wanda Armstrong at 5:30 pm.

Roll Call: Andrew Borcharding, Karalee Kerr, Cheryl Heid, Gary Schroeder, Wanda Armstrong, Ann Haugland

Absent: Ty Blackford, Kristen Williamson

Guests: None

**AGENDA** for February, 18th, 2016; 5:30pm; at the Grimes Public Library

1. Call to Order

2. Roll Call

3. Public Forum

Nobody present to speak.

4. Approval of the Consent Agenda

A. Minutes of Previous Monthly Meeting

Moved by Gary Schroeder, Seconded by Andrew Borcharding

5. Non-consent agenda

A. Welcome Ann Haugland to Library Board

B. Library Claims

Moved by Gary Schroeder, Seconded by Andrew Borcharding

C. Assistant Director's job description approval

D. Head of Youth Services job description approval

E. Youth Services Assistant job description approval

Motion by Gary Schroeder to approve job descriptions with changes as noted by the board for items C, D, and E. Seconded by Andrew Borcharding

F. Employee Policy Exceptions/City of Grimes Employee Policy

G. Board of Trustee By-Laws

Motion by Ann Haugland to approve changes as noted by the board for items F and G. Seconded by Gary Schroeder

F. Circulation policy review

Motion by Ann Haugland, Seconded by Gary Schroeder

G. Sex Offender policy review

Motion by Gary Schroeder, Seconded by Andrew Borcharding

H. Meeting room, Study Room, and Gaming Policy Review

Motion by Ann Haugland, Seconded by Gary Schroeder

I. Strategic Plan approval

Motion by Gary Schroeder, Seconded by Andrew Borcharding

6. Reports

A. Budget and Finance - Board reviewed printouts



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B. Statistics - Board reviewed printouts

7. Directors Report

- A. Technology update - See attached report
- B. Programming update - See attached report
- C. Building & Grounds - See attached report
- D. Staff - See attached report
- E. Collection - See attached report

8. Friends of the Grimes Public Library Report

Next meeting scheduled for the 25<sup>th</sup> of February

9. Trustee Comments

None

10. Adjournment

Next tentative scheduled meeting: March 29th 5:30pm at Grimes Public Library

Meeting adjourned at 7:42 pm by Wanda Armstrong.

Posted: [www.grimes.lib.ia.us](http://www.grimes.lib.ia.us)

Grimes Public Library 2016 Meeting Schedule

March 29

April 21

May 19

June 21

July 21

August 18

September 15

October 20

November 17

December 15