

GRIMES PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 17, 2016 at 5:30 PM
200 North James Street

The Grimes Public Library Board of Trustees met in regular session Thursday November 17, 2016 beginning at 5:30 PM at the Grimes Public Library.

Trustees in attendance: Wanda Armstrong, Andrew Borcharding, Ann Haugland, and Gary Schroeder. Absent: Trustee Dr. Kristin Williamson and Council Representative Ty Blackford. Staff members present: Jill Fisher, Cheryl Heid and Karalee Kerr.

1. Call to Order: The meeting was called to order at 5:30 PM by President Borcharding
2. Roll Call
3. Public Forum and Citizen Comments: No one was present to speak.
4. Consent Agenda: The current meeting agenda and minutes from the October 25, 2016 meeting were unanimously approved on a motion by Ann Haugland, seconded by Wanda Armstrong.
5. Non-Consent Agenda
 - A. Library Claims: Library claims were considered. Line item 6536, printing costs for invitations to a Friends of the Library event, will be reimbursed to the Library by the Friends. Following discussion, the claims were unanimously approved on a motion by Gary Schroeder, seconded by Ann Haugland.
 - B. Circulation Report: Jill Fisher, Head of Circulation, presented a report on a conference she recently attended in Madison Wisconsin. Several ideas obtained at the conference have been implemented including customer service upgrades and a method for documenting new employee training.
 - C. Fax/Scan Policy: A recommendation by Cheryl Heid to delete the Fax/Scan Policy as redundant to another policy was considered and unanimously approved on a motion by Wanda Armstrong, seconded by Ann Haugland.
 - D. Registration Form Correction: A registration form which is part of the Registration Policy has a file number attached thus requiring Board of Trustees' approval whenever the form is modified. A recommendation by Cheryl Heid to remove the file number so the form may be updated without requiring formal Board action was unanimously approved on a motion by Wanda Armstrong, seconded by Gary Schroeder.
 - E. Training Video Discussion: A Trustee continuing education program on the Iowa Open Meetings law was discussed.
 - F. Budget Discussion: The proposed FY 2018 Library Budget was presented. The proposed budget includes staff member salary increases. Special attention has been directed to increases for key positions identified as not competitive with similar positions at other libraries in the metropolitan area. Implementation of the increases is consistent

with guidelines proposed by city leadership at the time the FY 2017 Library budget was approved. Failure to address uncompetitive salaries has resulted in the loss of key individuals in the past and will continue to pose turnover threats in the future unless successfully addressed. The proposed budget includes advancing a Youth Services Librarian position from part-time to full-time consistent with increased volumes and the need for attention to marketing tasks. The continuing education budget will be increased to promote staff competencies consistent with past recommendations from city leadership and Library Trustees' direction. Modest increases are included in several other categories reflecting vendor price changes and higher service volumes driven by increasing city population and library marketing initiatives.

G. Program Survey: Initial results were presented from an online community survey regarding Library programs.

6. Reports

- A. Budget and Finance: The October 2016 Budget and Finance Report was reviewed. Actual expenses were on target with the projected budget.
- B. Statistics: Library use statistics were reviewed demonstrating continued increases compared to the same period in the prior year. Especially encouraging was a 127% increase in the number of new patrons registered due, in part, to increased traffic by community members who voted early at a special polling station set up at the Library.
- C. C. Annual Survey: The 2016 Iowa Public Library General Information Survey for the Grimes Public Library was presented for information. Comparative circulation statistics demonstrate extraordinary volume increases over the prior year. A suggestion was made that a summary of the statistics be prepared to accompany presentation of the FY 2018 Budget to the City Council and city leadership. Trustees are encouraged to attend the Budget presentation meeting.

7. Director's Report

- A. Building and Upkeep: The parking lot is complete.
- B. Program Updates: A train table has been added to the children's area. The Library is partnering with the zoo to offer two family memberships on loan. Similar opportunities are being investigated at other area attractions. The Winter Reading Program will start soon.
- C. Staff: Staff resignations and newly hired replacements were presented. Of particular concern is the loss of a key staff member due, in large part, to the inequity of her current salary compared to that available at another area library.
- D. Events/Meetings: The metro-wide staff training program will be held February 10, 2016. Training has been completed for an active shooter scenario.
- E. Patron Comments: Comments from patrons were presented.

8. Friends of the Library: A dinner for Friends and supporting businesses was held November 15. Friends will sponsor a coloring contest.

9. Trustee Comments: None.

10. Adjournment: The December meeting date will be determined through a poll of Trustees. The meeting was adjourned at 7:15 PM by Andrew Borcharding.

11/17/2016