

GRIMES PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
April 20, 2017 at 5:30 PM  
200 North James Street

The Grimes Public Library Board of Trustees met in regular session Thursday April 20, 2017 beginning at 5:30 PM at the Grimes Public Library.

Trustees in attendance: Wanda Armstrong, Andrew Borcharding, Ann Haugland, Gary Schroeder and Dr. Kristin Williamson. Absent: Council Representative Ty Blackford. Staff members present: 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 meeting agenda was unanimously approved on a motion by Gary Schroeder, seconded by Wanda Armstrong. Minutes from the March 21, 2017 meeting were unanimously approved on a motion by Wanda Armstrong, seconded by Ann Haugland.
5. Non-Consent Agenda
  - A. Library Claims. Library claims were considered. Following discussion, the claims were unanimously approved on a motion by Ann Haugland, seconded by Wanda Armstrong.
  - B. Circulation Policy. The Circulation Policy, reformatted and revised to reflect current practices, was presented for consideration. Discussion followed after which, on a motion by Ann Haugland, seconded by Wanda Armstrong, a decision was unanimously approved to table further consideration of the policy until the May meeting.
  - C. Head of Circulation Job Description. The job description for the Head of Circulation was presented with a recommendation that it be modified to indicate the position is no longer "exempt". Following discussion, on a motion by Gary Schroeder, seconded by Ann Haugland, the job description was unanimously approved.
  - D. Library Clerk Job Description. The job description for Library Clerk was presented with a recommendation to change the word "clerk" to "associate" throughout. Following discussion on a motion by Wanda Armstrong, seconded by Gary Schroeder, the job description was unanimously approved.
  - E Building Update. Andrew Borcharding provided a status report on discussions between city leaders, Library representatives, developers and realtors regarding a new Library building. Library trustees will receive a copy of an email recently sent to City Council members by Mr. Borcharding.

## 6. Reports

- A. Budget and Finance: The March 2017 Budget and Finance Report was presented. Current expenditures are 1.9 % below expectations.
- B. Statistics: Library use statistics were reviewed. Demand for Library services decreased by 6% in March 2017 compared to March 2016. The primary decline was in Children and Young Adult services. New patron numbers increased 57% compared to the same period last year.

## 7. Director's Report

- A. Building and Upkeep: A recently discovered leak has been fixed. The city will soon plant flowers. The Butterfly garden needs work.
- B. Program Updates: Use of the new ILL portal will begin May 1. A Living History Farm pass has been purchased for circulation. Additional hotspots have been purchased.
- C. Staff: Full time staff members now pay 3% toward health insurance costs. Staff updates on CPR and fire extinguisher use are planned.
- D. Events/Meetings: Staff members have participated in a number of meetings including programs on marketing. Upcoming meetings were discussed. Staff training for the summer reading program will take place on May 25.

8. Friends of the Library: The Friends have not met since the last Trustee meeting.

9. Trustee Comments: Trustees were given patron comments. These are complimentary to the staff and library services.

10. Adjournment: The meeting was adjourned at 7:30 PM by Andrew Borcharding.

4/21/2017