

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
April 16, 2020**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, April 16, 2020, via Zoom, with Barchman, Butler, Glatz, Kluesner, Looft, Marshall, Myers, Raman, and Thorbs-Weber in attendance. Director Schofer and Assistant City Manager Schildroth were also in attendance.

Call to Order: President Kluesner called the meeting to order at 7:00 p.m.

Oath of Office: Thorbs-Weber introduced herself to the Board. President Kluesner read the Oath of Office to Thorbs-Weber who gave her consent. Thorbs-Weber was welcomed to the Board.

Consent Agenda:

Moved by Barchman, seconded by Glatz, to approve the consent agenda items as follows:

1. Resolution approving donation:
 - A. From the Story County Genealogical Society for books.....\$172.39
 - B. In memory of Jaxson for books, from:
 - Susan and David Benson.....\$125.00
 - Marny Creveling-Buck and Peter Buck.....\$25.00
2. Motion approving minutes of the regular meeting March 26, 2020
3. Motion approving payment of claims 3/1/20 – 3/31/20

With the amendments to the minutes to change the word “compromised” to “comprised” in the Director’s report. Glatz did ask about the conference charges on the claims list wondering if since travel is restricted if the library would be receiving refunds. These charges were for staff that attended the PLA conference the end of February and will not be refunded. It was noted that the upcoming ALA conference in Chicago has been cancelled. Vote on Motion: 9-0. Approved unanimously. Resolution No. 2020-L007 adopted.

Public Forum: None

Activity Reports:

Assistant City Manager Schildroth:

- City facilities continue to be closed to the public until May 15 at this time. They are monitoring the situation and listening to the guidance from the Governor’s office and proclamations. There was a region in Northeast Iowa today that has reached 10 points on the State Assessment System so that area has extra restrictions in place including no gatherings of 10 or more; it is almost a Shelter in Place scenario but not quite. Ames is in Region 1 along with Des Moines and about twenty other counties. We have been between 8-9 on this scale. We now

have an idea of the additional guidelines that we may have to follow if we do hit 10 points.

- The homeless population is a group that the library serves frequently by providing them a welcoming environment, the use of free WiFi, and other resources. During the closure it has been very difficult for this group of individuals. The Ames Police and ISU Police are seeing an uptick in calls. The Emergency Residence Project (ERP) closed on March 22. They couldn't implement social distancing in their space with the number of persons they serve. Issues such as twelve people sharing one restroom made it impossible. They are currently housing individuals at the Ames Motor Lodge. The City is trying to line up more funding so they can expand the number of beds available. ERP has been working with the Story County Health to come up with a plan so that any homeless individual that would start to have symptoms of COVID-19 could go to the Microtel Inn. The Microtel Inn has a floor that has been closed that they would open for the purpose of housing those effected individuals. Public Health would check in with those individuals to monitor their health issues, the hotel would provide a boxed breakfast, and ERP staff would check in with them on a daily basis to provide any other food needs or services. Schildroth noted that Perkins was also very generous allowing anyone that would buy a pop or coffee to sit in a booth and use their free WiFi, but they are also closed now.

Butler appreciates the information. She sees people come into Food at First for the pantry or meals and always wonders where they go when they leave. She is glad this is being addressed.

Looft wanted to know how individuals are being identified.

Schildroth said that the ERP staff are working from home not the shelter. Persons needing assistance can call the ERP number and leave a message. Staff check the messages regularly and returns calls. Other people are getting connected to services through the police department or the ISU police department. Most people who are homeless do have a phone or know someone who does in order to make and receive calls. Some individuals do have money to pay for the hotel themselves but receive other services through ERP. Also CyRide is fare free right now.

Looft asked if the City have internet hotspots available. Schildroth stated that the Furman Aquatic Center, outside the library, and the parking lot west of City Hall have been identified as places someone can pick up guest WiFi service. The library is working on boosting the signal to extend further outside of the building.

Raman asked if there is gym space that is not being used right now that would be available for people to sit and use WiFi. Schildroth said it is not possible right now with City Hall being closed to the public.

Schofer added that the Library did loan out all of the Hotspots that were available and extended the checkouts of those that were already out. She also stated the ELT Team has been working on creating messaging to get information out to the public with posters that will be posted around the City.

- Schildroth continued her report informing the Board that the City ELT (Executive Leadership Team) is meeting every Monday to get updates on COVID-19 and the planning that is going on throughout the City, and communicating the planning that is going on with our partners around the community. One of the things they have discussed is FY20 budget. Revenues are down approximately \$8.9 million. They are looking at places to cut expenses in FY20 and FY21 including CIP projects and operational expenses that can be cut or delayed. They have not set a target decrease percentage to apply across all departments at this time.

Kluesner asked about what percentage of the overall budget the \$8.9 million is. Schildroth said it was about 3%.

Raman asked if the \$8.9 million was estimated through June 30. Schildroth confirmed it is.

Administrative Staff Report: Schofer gave a report to the Board.

- The library is working to ramp up its' virtual presence to show that we are still connected to the community. She is impressed with staff and feels that they have done an amazing job promoting our online resources and exploring new ways to connect via Facebook, our website, and other social media outlets.
- The Communications piece has been huge. There is a communication's team that is meeting regularly to map out what content they are going to push out. They are keeping the website updated regularly and getting out regular posts.
- A variety of staff have been doing a virtual story time and book recommendations that are recorded so you can go back and watch them. This gives a little connectivity to those people who came regularly and are used to interacting with certain staff. The content is good and they are promoting our online resources.
- The reading incentive team has a challenge primarily on Facebook called "Stay Inside and Thrive". This is encouraging people to read something, watch something, and do something.
- We have a radio hour on KHOI on Wednesdays at noon called Radio Reading. The first half-hour is a children's story time. The other half-hour is Cooney from Adult Services doing book recommendations and readers advisory. Schrag, one of our Youth Services staff members wrote the introduction song for the program, so that is a really nice touch.

- Other staff have been doing some collections shifting and rearranging within the library.
- City Connect is going away which has been like our intranet since the City is moving to Office 365. Since the library is not on Office 365 we will be transitioning to SharePoint.
- The City has updated the leave policies. Most people are aware of the availability but not taking the COVID-19 leave.
- The City did a call out for skills in the event that they need to pull staff to other departments. Schofer may be helping coordinate with grant tracking efforts.
- Logsdon retired. Her last day was April 10. Other Adult Services staff are attending the manager's meetings to keep that workgroup up to speed.
- The Little Libraries in town are normally restocked by Raising Readers of Story County. We are going to restock them next week with books that were leftover from the last book sale.
- We did pull stats for our eResources. The usage has gone up as expected.
- We have started discussing and planning for reopening. We will be taking guidance from the City and ALA.
- Thanks to funding from the Ames Public Library Friends Foundation, we were able to coordinate with the Ames school district to distribute free books at the school lunch program locations. The first week we took about 800 books. We do have more on order for this to continue and believe we will be reaching 600-700 kids each week. It has been well received.
- We have been reaching out to our volunteers on a regular basis through phone calls, cards, and email updates. The volunteers have appreciated the efforts.

Marshall asked how we knew where the Little Libraries are located. Schofer said that Raising Readers of Story County has a list. Marshall has one in her yard she would like included.

APLFF Report: Myers stated that the Friends Foundation did have a Zoom meeting last week that she was part of.

- They did discuss the books being handed out at the school lunch program.
- They are suspending the spring mailing asking for funds at this time however they are collecting anecdotes for future fundraising efforts.

- The teen advisor group has cancelled all activities for the near future. They were planning a menstruation celebration for spring but are looking at doing it virtually or in the fall. They would also like to start a virtual book club.
- The Finance Committee chair talked about being below budget at this time and there is a possible significant donation in the works.
- The Sales Committee has cancelled the spring book sale but may have one in July.
- The Author Café was cancelled.
- The Developer Officer's job description will be updated at a future meeting.
- McCracken was elected as the new Vice President.

Schofer added that Rastogi helped the teens set up a Discord channel for their book club. Teens have to apply to gain access.

New Business:

FY21 Ames Public Library Friends Foundation Ask

Schofer reviewed the summary for the proposed APLFF FY21 ask.

- Programming request of \$41,500.00. Noting that programming may look different than it has in the past. It may include virtual presentation with a STEM kit to take away, or other types of programming beyond just presenters, summer meals, and may be more program support for adult programs such as book clubs. Reading incentive and book club supplies are included in this portion of the ask.
- Collections request of \$55,000.00 includes quick picks, welcome collection, ReadAbout bag project, Adventure Passes, electronic collections, large print, and normal collections.
- Marketing and Promotions request of \$23,000.00 includes Page One production, promotional items, and an outdoor digital sign.
- Project Smyles request of \$31,000.00 is the same ask as last year.
- Community Engagement Position request of \$35,000.00 is for the shared position with ISU. This is also the same as last year and it has been a wonderful partnership.
- Innovations request for \$10,000.00 is the same as last year.
- Hotspots request for \$16,740.00 to increase the number of hotspots available for circulation. Instead of just getting 12 for the year we would like to increase the number available to 75.
- Furniture replacement request for \$100,000.00 in order to update library furniture to something that is more durable and easier to clean given the current COVID-19 situation. The current furniture is mostly fabric, so it is harder to clean. We would prefer easier to wipe surfaces. The APLFF does have money remaining in the building fund that may be available to cover this cost.

Barchman asked if the building funds could be used for the furniture. It is not to be used for small items.

Kluesner confirmed that money is still available. The original fundraising exceeded the need. The money was kept with original donor intent for building needs and furnishings. When building related items come up, that money may be used. The door project could be another project this money may be used for.

Kluesner asked if it has been discussed with the APLFF Board yet. Schofer told him that it came to the Board first.

Glatz stated that if this comes up for a motion he would like to amend the motion to remove the outdoor digital sign. He stated that this is not the time to ask for money for a non-essential visible item.

Barchman offered her support for the outdoor digital sign. She said other places use the signs for city-wide events and information or fun puns.

Raman shares the same opinion as Glatz. He thinks we are in for some really hard budget times.

Schofer stated that with the COVID-19 situation and working with FEMA ask they are including things like sandwich boards and posters because one of the things that came up is the need for messaging.

Kluesner concurs with Glatz and Raman. He would like to see it in the strategic plan. He understands this will be a dialog between the APL Board and the APLFF Board.

Moved by Myers, seconded by Butler, to approve the FY21 Ames Public Library Friends Foundation Ask as presented letting them decide what they would like to fund.

Raman is good with the motion however he would like to make sure that the APLFF Board knows that there was not unambiguous support for the sign.

Glatz moved an amendment to the motion striking the sign from the proposed ask and have our representatives informally communicate with the APLFF Board that the sign was proposed and removed in the event that they would like to resurrect it in the future, seconded by Looft.

Myers asked for clarification on Glatz's request for informal communication. Glatz would like the APLFF Board to verbally be told that the sign was on the original ask and removed; no formal letter to them is needed.

Butler asked if we would be asking for the proposed ask amount without the sign included but telling them that if possible we would like that too.

Barchman stated that if everything went well budget wise, the APLFF could go back later and amend the ask to include the sign.

Kluesner said historically that the APL Board has always told the APLFF Board what our needs were and the APLFF Board fundraised accordingly. He does not think the APLFF Board should be put in a position to start deciding what the library needs and making those decisions. Those decisions need to remain with the APL Board. If the sign was to be introduced it should be by the APL Board presenting it back to the APLFF Board, and not the APLFF Board deciding to add it back in.

Vote on amendment: 5-4 with Butler, Glatz, Looft, Marshall, and Raman voting aye and Barchman, Kluesner, Myers, and Thorbs-Weber voting nay. Motion approved. Vote of Motion with amendment: 9-0. Motion approved unanimously. Resolution No. 2020-L008 adopted.

Glatz commented that the Board President only votes in the event of a tie.

Note: Bylaws Article IV, section 9 states "The presiding officer customarily exercises the right to vote only when the vote is by ballot or when one more vote could alter the outcome". As one vote could clearly alter the outcome of this decision, it was appropriate for the President to vote.

FY21 Custodial Contract Renewal

The FY20 bid was awarded to ABM with the option to renew for five years. The library has been happy with the service and work ethic provided by ABM and would like to renew the contract.

Moved by Barchman, seconded by Myers, to recommend that the City Council award the FY21 contract for library custodial services to ABM in the amount of \$90,509.40.

Barchman asked if there is a lot of turnover with ABM. She does not like the small increase on the contract and is concerned that the employees do not receive a sufficient raise.

Schofer stated that the City requires us to bid out these jobs and accept the low bidder the majority of the time. ABM has provided good service and actually took on two of the employees that were working in the library while we had Nationwide. We do not know how much the employees get paid or how much of a raise the employees receive.

Kluesner added that is part of nature of contractual work versus employees. They completed a competitive bid process and are not required to disclose their labor policies or pay scale.

Vote of Motion: 9-0. Motion approved unanimously. Resolution No. 2020-L009 adopted.

Committee Assignments

At the May meeting the committee appointments will be made. Please send an email of your interest. Board members were encouraged to look at serving on a different committee if they have been on a committee for a time.

Johannes will send out a Survey Monkey and send the results to Kluesner.

Trustee Comments:

- Butler – Appreciates all the things that have been put in place and is glad Schofer is in Iowa and not in New York. All the efforts of Schofer and the people that work together to make decisions is appreciated.
- Glatz - none.
- Barchman – Thank you to Kluesner for coming back this month.
- Thorbs-Weber – none.
- Marshall – appreciates hearing the statistics and everything that you are doing.
- Myers – none.
- Looft – Thank you to everyone for everything you are doing.
- Raman – Thank you to everybody
- Kluesner – Thank you to everyone for participating in this new way of meeting, and to Schofer and Johannes for putting this together.

Adjournment:

**Moved by Myers, seconded by Butler, to adjourn at 8:35 pm.
Vote on Motion: 7-0. Motion approved unanimously.**

The next regular meeting will be on Thursday, May 21, 2020, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.



Melissa Johannes, Library Secretary



Sandra Looft, Board Secretary