

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
October 21, 2021**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, October 21, 2021, in the Rotary Room with Barchman, Christy, Glatz, Kluesner, Marcu, Reynolds, and Thorbs-Weber in attendance. Johnson and Myers were excused. Assistant City Manager Schildroth, Director Schofer, Youth Services Library Assistant Schrag, and Adult Services Library Assistant Flores were also in attendance.

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

Consent Agenda:

Moved by Thorbs-Weber, seconded by Glatz, to approve the consent agenda as follows:

1. Resolution approving donations
 - A. Mr. & Mrs. Schnosenberg in memory of Tom Sweeney \$60.00
 - B. The Raman Family in memory of Fred Brown \$100.00
2. Motion approving minutes of the regular meeting September 16, 2021
3. Motion approving payment of claims 9/1/21 – 9/30/21

**Vote on Motion: 6-0 (Marcu abstaining; Johnson and Myers excused).
Approved unanimously. Resolution 2021-L027 adopted.**

Public Forum: None

Activity Reports:

Assistant City Manager: Schildroth gave a report to the Board.

- The annual townhall meeting will take place November 4, 2021 in the council chambers at 7:00 p.m. It will also be live streamed on Facebook and Youtube and broadcast on channel 12. This is a brief overview of the budget and a chance for the public to provide input.
- The City's disaster response plan was just updated. The Executive Leadership Team had some training Monday on the updated plan with a large-scale training with Story County Emergency Management planned for the spring of 2023.
- The Climate Action Plan steering committee, which is the City Council, and the citizens input committee have each been able to meet. A townhall meeting that is open to the public will be held on October 25 at 6 p.m. in council chambers. It will also be live streamed on Facebook and Youtube and broadcast on channel 12.
- The Ames Human Relations Commission is seeking nominations for its yearly Humanitarian Award which recognizes those who stand out in their pursuit of making a more equitable community. The Ames Humanitarian Award is for nominees who've made extraordinary community contributions, particularly those that "promote diversity, inclusion and equity." The recipient is recognized at the

Rev. Dr. Martin Luther King Jr. celebration which will be held January 17, 2022.
Applications are due by December 10, 2021.

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

- Tostado, the new Adult Services Library Assistant started this week.
- There is an offer in the works for the new Youth Services Manager.
- There are two Library Clerk and two Librarian positions open that we will be recruiting for.
- Satellite Absentee Voting will be held on October 30th with Election Day on November 2nd.
- Martin, Story County Auditor, came the end of September and talked about the legal changes that impact voting and registration. There are links to current voting information on the Library's website in the Civics Center.
- The League of Women Voters had a candidate forum on October 7, 2021 with standing room only; two overflow rooms were also used.
- A candidate forum that focused on Diversity, Equity, and Inclusion was hosted by Ames Youth and Schools Action Team (AYSAT), Anti-Racism Collaborative of Ames (ARC of Ames), Ames branch of the NAACP, and Ames Black Lives Matter on October 14; this forum was also well attended.
- Another forum hosted by the Parents of Ames Schools will be held on October 27 at 5:30 p.m.
- Staff Day will be held on Thursday, November 11. Much of the day will focus around Diversity, Equity, Inclusion training with Dr. Coleman.
- YWCA International Students and Spouses had a welcome event; they will have a tour of the library next week.
- Climate Change Theater had a beautiful day and a nice crowd.
- The partnership with Bridge Home is about a month in. They have regular hours at the library with some appointments, some roving, and some hands on with applications with clients when they are here.
- Mental Health First Aid Training was put into action- it was the perfect example of why this training is important. The staff involved kept their composure and handled it exceptionally well.
- Schofer asked the Board for two calls for action:
 - Help promote the Understanding Social Injustice program.
 - Help promote Share Your Stories. Those participating will have a chance to win a gift card.
- Wallet cards are going to be printed that highlight local resources for food, rent, clothes, etc. Information is also available on the Library's website under Civics Center.

APLFF Report: Kluesner gave a report to the Board.

- A candidate was interviewed for the Development Director position.
- The Board discussed cash equity.
- The sales at Literary Grounds have picked up.
- The holiday campaign mailing will be going out soon.

Budget & Finance Committee Report: Reynolds gave a report to the Board.

- The Committee reviewed the financial reports through September; these account for the first quarter of the year.
- Pages 11-12 of the Board packet show a couple expense lines with spending above 25%; these lines have higher spending due to front end payouts on contractual items which is normal.
- No concerns were noted.
- Schofer and Johannes are working on FY22 amendments and the FY23 request.

Approval of the financial reports was brought by the Budget and Finance Committee, Moved by Kluesner to approve, a second is not needed.

**Vote on Motion: 6-0 (Marcu abstaining; Johnson and Myers excused).
Approved unanimously.**

Board Education: Schofer introduced Schrag & Flores. Schrag and Flores are part of the Diversity, Equity, and Inclusion Strategic Plan Implementation team (DEI) which is one of three implementation committees. The DEI committee focuses on diversity, equity, and inclusion initiatives within the organization, to include training and staff conversations around DEI topics and providing equitable, inclusive access to Library services.

Amfahr from United Way met with the committee monthly to identify tasks and timelines for the committee.

The committee has established a timeline which includes Anti-Racism and Equity-mindedness: Critical Examination of Policies, Practices, Programs, Services, and Resources for Social Justice training at the November staff day as well as a Global Diversity, Equity, and Inclusion benchmark (GDEIB) analysis. Small group discussions will take place using the DEI toolkit between scheduled all staff days. The February staff day will include Cultural Competence Introduction, GDEIB results and strategic planning session.

The Board thanked Schrag and Flores for their wonderful presentation. The Board requested that they return after the February staff day to give a follow-up report. Johannes will email the toolkit to the Board.

Policy Review:

Director Performance Evaluation Policy: Schofer reviewed the policy. It was brought to the Board last month for discussion and reviewed by the Mangers' Team. Changes included changing the committee appointments to align with other committee appointments, and adding wording that allows the Director to modify goals if needed.

Moved by Christy, seconded by Glatz, to approve the Director Performance Evaluation Policy as presented.

**Vote on Motion: 6-0 (Marcu abstaining; Johnson and Myers excused).
Approved unanimously. Resolution No. 2021-L028 adopted.**

Exam Proctoring Policy: Schofer introduced the policy. The Board reviewed the policy and recommended to strike the first sentence, add that one does not have to be a cardholder, and change Principal Clerk to administration office. The policy will be reviewed by the Managers' Team and brought back for approval at the November meeting.

Unfinished Business:

Service Offerings: Schofer reviewed and discussed the current service model with the Board. Phases re-opening of the teen space, bringing out more toys in the youth area, and discussing adding additional bookmobile stops.


Trustee Comments:

- Glatz – really appreciates the education session
- Thorbs-Weber – no comments
- Kluesner – appreciates Schofer engaging staff in the process of reopening and reintroducing toys. Thanks to the finance committee for getting together and providing the information. Thanks for Schrag and Flores for the fantastic job; looking forward to the update in the spring.
- Reynolds – excited to hear more in the spring from the DEI committee.
- Christy – impressed with the host and attendees at the candidate forum.
- Barchman – no comments
- Marcu – thank you to everyone for being here and engaging.

Adjournment:

**Moved by Glatz, seconded by Reynolds, to adjourn at 8:22 p.m.
Vote on Motion: 6-0 (Marcu abstaining; Johnson and Myers excused).
Approved unanimously.**

The next regular meeting will be on Thursday, November 18, 2021, at 7:00 p.m. in the PEO Room.


Melissa Johannes, Library Secretary


Charles Glatz, Board Secretary