

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
January 20, 2022**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, January 20, 2022, in the Rotary Room with Barchman, Christy, Johnson, Kluesner, Marcu, Myers, and Thorbs-Weber in attendance. Glatz and Reynolds were excused. Director Schofer was also in attendance.

**Call to Order:** President Marcu called the meeting to order at 7:01 p.m.

**Consent Agenda:**

**Moved by Barchman, seconded by Johnson, to approve the consent agenda as follows:**

1. Resolution approving donations from:
  - a) John & Kathryn Miller in memory of Fred Brown .....\$50.00
  - b) Robert & Brenda Brown in memory of Fred Brown .....\$50.00
  - c) Donna Kienzler.....\$250.00
2. Motion approving minutes of the regular meeting December 16, 2021
3. Motion approving payment of claims 12/1/21 – 12/31/21

**Vote on Motion: 6-0 (Marcu abstaining; Glatz and Reynolds excused). Approved unanimously. Resolution No. 2022-L001 adopted.**

**Public Forum:** None

**Activity Reports:**

Assistant City Manager: Schildroth was not able to attend. Schofer gave a report on her behalf.

- The Capital Improvement Project workshop was held January 18; carpeting for library was moved to FY24.
- A goal setting meeting will be held January 22, at the Homewood Golf Course clubhouse beginning at 8:30 a.m. This is an open meeting that the public can attend.
- A Special City Council Meeting on January 28 will be held for the FY23 budget overview.
- Budget presentations will take place February 1-3, 2022 in Council Chambers. The library’s presentation will be February 1 at 5:00 p.m.
- Budget Wrap-Up is scheduled for February 8’s Council meeting.
- The public hearing on the City’s FY 2022/23 budget will be held on March 8.

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

- The library’s budget meeting with the City Manager was January 7. Schofer presented the idea of an Assistant Director but it will not be included next fiscal

year. The window repairs did get included for this fiscal year. Schofer and key staff are working on the budget presentation for City Council.

- The library is feeling the crunch of staff from vacant positions, illnesses, and vacations. Schofer has covered the Adult Services desk a few times.
- Three staff were promoted internally, one from a Library Assistant to a Youth Librarian, and two from Library Aides to Library Assistants. An Adult Services Librarian and a Library Clerk will be starting February 1. A Youth Services Library Assistant position and Library Aide positions are open due to the promotions. We will have a couple retirements in the spring.
- Schofer and key staff are working on finishing up the annual report.
- Schofer and key staff are finalizing plans for the next all staff training day on February 21. The Diversity, Equity, and Inclusion trainer is returning. They will come again to train the Leadership and Person in Charge teams. Trustees are invited to attend.
- Programmatically 129 people attended the Noon Year's Eve party. Sorority groups, Teen Advisory Group, and families bagged up over 100 toiletry kits for the Bridge Home with affirming notes tucked inside. No other large programs are scheduled at this time.
- Free Iowa Learning online conference was today; Adult Librarian Cooney presented on Quick Picks collections.
- Schofer will attend LibLearnX virtually this weekend.
- Several staff will be attending the Public Library Association conference in Portland, Oregon the end of March. This is a conference held every two years specifically for public libraries; most staff see this as the most valuable conference.
- Klein-Hewett started Leadership Ames; Schofer graduated in December and is currently working with a colleague to plan the City of Ames day scheduled for February 17.
- As part of the accreditation standards, a county wide Trustee hybrid training "Public Libraries & Economic Development: From Books to Building Blocks" will be held at the Huxley City Council Chambers with a virtual option on February 21 at 6:30 p.m.

APLFF Report: Myers gave a report to the Board.

- The last meeting focused on the Development Director position. The Board discussed options and obstacles including a possible stipend for benefits.
- The holiday mailing is still going well.

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

- The committee reviewed the financial reports as provided by the City Finance Department. Expenses are in-line.
- Capital projects show \$84,000 for the door project and the print release stations.
- Schofer will prepare the FY23 Ames Public Library Friends Foundation ask after the budget is approved in March in order to see where spending is at and what gaps need to be filled.

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

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

**Policy Review:**

Bylaws, Board of Trustees: Schofer reviewed the policy. It was brought to the Board last month for discussion. Marcu asked for suggested changes by January 6, 2022. Glatz responded noting areas that could be changed versus the areas that are set by Chapter 15 of the Ames Municipal Code or the Iowa Open Meeting Laws Chapter 21, but did not have any suggested changes. The Board discussed the Bylaws.

**Moved by Christy, seconded by Myers, to approve the Bylaws, Board of Trustees as presented.**

**Vote on Motion: 6-0 (Marcu abstaining; Glatz and Reynolds excused). Approved unanimously. Resolution No. 2022-L002 adopted.**

Personnel Policy: Schofer introduced the Personnel policy. The managers have reviewed the policy thoroughly. The City recently updated the Employee Handbook. Most of the suggested changes are areas that the Library no longer needs an exception. The Board reviewed and discussed the policy.

**Moved by Myers, seconded by Johnson, to approve the Personnel Policy as presented.**

**Vote on Motion: 6-0 (Marcu abstaining; Glatz and Reynolds excused). Approved unanimously. Resolution No. 2022-L003 adopted.**

City of Ames Appendix T: Schofer reviewed the Appendix. This is an appendix to the Ames Municipal Codes. The change consists of reducing the cost of sending a fax to \$0.50 a page which is the rate another business in town charges.

**Moved by Kluesner, seconded by Barchman, to approve the changes to City of Ames Appendix T as presented.**

**Vote on Motion: 6-0 (Marcu abstaining; Glatz and Reynolds excused). Approved unanimously. Resolution No. 2022-L004 adopted.**

Conduct in the Library: Schofer introduced the policy. The managers took an initial look. Possible changes include changing "Behaving in a disorderly, loud, or boisterous manner" to behaving in a disorderly manner. Other discussion points included firearms,

busking, panhandling on library property, no soliciting and solicitation matching the Meeting Room and Study Room policy, and leaving a child unattended matching the Unattended Children policy. The Person in Charge team will review the policy and then it will be brought to the next Board of Trustees meeting for action.

Art Collection: Schofer introduced the policy. Display space requests are coming in more frequently. May add a section on the de-acquisition process in reference to the Donations policy. This will be reviewed by managers and brought to the next Board of Trustees meeting for action.

Volunteer Services: Schofer introduced the policy. The last bullet under definitions needs to be changed from fine alternative to fee alternative. Schofer met with the Volunteer Coordinator, Bohlke, who will be presenting Board Education next month. Bohlke has weighed in on the policy. This will be reviewed by managers and brought to the next Board of Trustees meeting for action.

#### **Unfinished Business:**

Service Offerings: Schofer reviewed and discussed the current service model with the Board. The City is meeting regularly with community health partners. The City Manager has instructed departments to have employees mask when they cannot socially distance. While library staff have been masking at meetings and in shared space all along, we did take the opportunity to update our signs to match the City's and place them more prominently in the entry and other key places including in our program, meeting and study rooms, teen space, and bookmobile. There have been five Library staff with COVID but no workplace exposures. Human Resources has a form for employees to fill out that tracks information and gives instructions for returning to work.

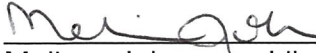
#### **Trustee Comments:**

- Barchman – no comment
- Johnson – reminded the Board that applications for City of Ames Boards and Commissions are due by February 4. He encouraged everyone to spread the word and appreciated seeing it posted in several places.
- Christy – heard on Iowa Public Radio that the Davenport library hired a social worker. Myers read that this is becoming more common.
- Thorbs-Weber – no comment
- Kluesner – no comment
- Myers – thanks to Schofer and Johannes
- Marcu – thank you to everyone for being here, good to see you all.

#### **Adjournment:**

**Moved by Barchman, seconded by Johnson, to adjourn at 8:45 p.m.  
Vote on Motion: 6-0 (Marcu abstaining; Glatz and Reynolds excused).  
Approved unanimously.**

The next regular meeting will be on Thursday, February 17, 2022, at 7:00 p.m. in the Rotary Room.

  
Melissa Johannes, Library Secretary

  
Charles Glatz, Board Secretary