

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
February 17, 2022**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, February 17, 2022, in the Rotary Room with Barchman, Glatz, Christy, Johnson, Kluesner, Marcu, Myers, Reynolds and Thorbs-Weber in attendance. 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 Glatz, seconded by Thorbs-Weber, to approve the consent agenda as follows:**

1. Resolution approving donations from:
  - a) Steven & Holyce Nissen in memory of Betty Tigges .....\$100.00
2. Motion approving minutes of the regular meeting January 20, 2022
3. Motion approving payment of claims 1/1/22 – 1/31/22

**Vote on Motion: 8-0 (Marcu abstaining). Approved unanimously. Resolution No. 2022-L005 adopted.**

**Public Forum:** None

**Activity Reports:**

Assistant City Manager: Schildroth was not able to attend. Schofer stated that Schildroth has been busy with the budget process and helping in the City Assessor's office while they are in the hiring process.

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

- The Library's budget presentation to City Council on February 1<sup>st</sup> went well. The presentation is a chance to tell the Library's story and answer Council questions. Questions were asked about the teens, the partnership with the Ames Community School District, the bookmobile, and community engagement.
- The Library's annual report is completed. It is a new format from previous years. Trustees were given copies; copies are available for anyone interested at various service points in the library and on the website.
- Schofer highlighted some of the February programs including celebrating Black History Month with family storytimes and Sharing Our Own Stories: Ames' Black Voices, the Stormettes Dance Line, and the Memory Project.
- The library will be closed to the public on Monday, February 21 while staff attend an all-day training session. Dr Coleman will return for additional Diversity, Equity, and Inclusion training in the morning with budget updates, strategic plan updates, safety information, a Vega demo, and workgroup training completing the day.

- Schofer had Leadership Ames City of Ames Day today. The day included an introduction to City Administration by Assistant City Manager Phillips, a panel discussion with Mayor Haila and City Council members Corrieri, Gartin, Junck, and Rollins. A panel discussion on boards and commissions that Christy, Thorbs-Weber, and Reynolds took part of, and tours of the police department, library, resource recovery plant, water plant, and fire station.
- Schofer has been part of interviews at the power plant and for the City Assessor. It has been a good experience.
- Schofer reminded the Board that a county-wide Trustee 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.

- Sales are going well; a portion of the book sales are online.
- The beverage station is back in service in literary grounds.
- The holiday campaign was successful. Several members of the board will call those who donated \$500 or more.
- A spring book sale will be held March 10-13.
- The Fundraising Committee will have preliminary conversations with potential candidates for the Development Director position.

Nominating Committee Report: Barchman gave a report to the Board.

- Barchman and Johnson met virtually.
- The slate of candidates for 2022/2023 are:
  - President – Myers
  - Vice-President – Marcu
  - Secretary – Christy
- The floor was opened for additional nominations; no additional nominations were brought forward.

**Board Education:** Barchman, Christy, and Marcu reviewed the Director’s evaluation process. Marcu had emailed information to Board members prior to the meeting including the goals from the current strategic plan, information from the Iowa Library Trustee handbook on evaluating the Library Director, and the American Library Association short take on Evaluating the Library Director. The Board had the Director’s General Job Duties policy, and the Director Performance Evaluation Process policy to refer to. The Board discussed the current process, concerns with the process, and how the Director’s goals are established. After much discussion, direction was given to the committee to follow the existing Director Performance Evaluation Process policy to complete the Director’s evaluation.

Thorbs-Weber left the meeting at 8pm.



### **Policy Review:**

Conduct in the Library: Schofer reviewed the policy. It was brought to the Board last month for discussion. Schofer worked with person in charge team. Changes include:

- Replacing “disorderly, loud, or boisterous manner” with “disruptive”
- Replacing “outside of a meeting room, unless authorized by the Program Policy or Director” to “except within permitted Meeting Room or Program use or as otherwise authorized by the Director”
- Replacing “given one warning” with “warned”
- Replacing “the designated person in charge” with “library staff”

**Moved by Christy, seconded by Barchman, to approve the Conduct in the Library policy as presented.**

**Vote on Motion: 7-0 (Marcu abstaining; Thorbs-Weber excused). Approved unanimously. Resolution No. 2022-L006 adopted.**

Art Collection: Schofer reviewed the policy. It was brought to the Board last month for discussion. This was reviewed by managers; no changes are suggested.

**Moved by Glatz, seconded by Barchman, to approve the review of the Art Collection policy as presented with necessary formatting changes.**

**Vote on Motion: 7-0 (Marcu abstaining; Thorbs-Weber excused). Approved unanimously. Resolution No. 2022-L007 adopted.**

Volunteer Services: Schofer reviewed the policy. It was brought to the Board last month for discussion. Schofer reviewed the policy with Volunteer Coordinator Bohlke and the managers. Suggested changes include changing “fees/fines” to “fees” and changing “his/her” to “their”.

**Moved by Myers, seconded by Reynolds, to approve the Volunteer Services policy as presented.**

**Vote on Motion: 7-0 (Marcu abstaining; Thorbs-Weber excused). Approved unanimously. Resolution No. 2022-L008 adopted.**

Social Media Policy: Schofer introduced the policy. She will have the managers and Community Relations Specialist Ocken review the policy; Schofer may reach out to Iowa Urban Public Library Association colleagues to review their policies. The Board urged Schofer to review the process of which staff have access to post on social media, general guidelines, and tone. The policy will be brought back next month with any recommended changes.

Records Retention: Schofer introduced the policy. The policy has been sent to the City legal department for review. The policy will be brought back next month with any recommended changes.

Mission, Values, and Strategic Planning: Schofer introduced the policy.

The City added Diversity, Equity, and Inclusion as an Excellence Through People value; that change will be reflected. The policy will be reviewed by managers and brought back next month with any recommended changes.

Authority: Schofer introduced the policy. The policy has been sent to the City legal department for review. The policy will be brought back next month with any recommended changes.

### **Unfinished Business:**

Service Offerings: Schofer reviewed and discussed the current service model with the Board. Briseno is reviewing bookmobile stops, teen space hours were expanded, and conversations with I.T. staff are taking place to improve the hybrid program process.

### **New Business:**

Accreditation Application: Schofer reviewed the application process with the Board. Duckett, Francis, Johannes, and Schofer completed an ADA audit as one of the accreditation standards. Accreditation applications are due every three years.

**Moved by Glatz, seconded by Myers, to approve the Accreditation Application as presented. Vote on Motion: 7-0 (Marcu abstaining; Thorbs-Weber excused).**

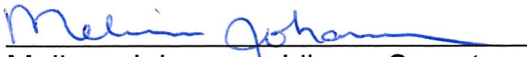
### **Trustee Comments:**

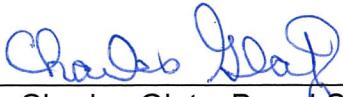
- Myers - good job on the accreditation application.
- Glatz – on the Director’s General Job Duties last bullet he has seen news articles reflecting the Director completing this requirement.
- Kluesner – has been in contact with the Library Director for Augusta County Library in Virginia. They had reached out to discuss the process of combining their Friends and Foundation groups. Kluesner has been giving them information about the process Ames went through and may attend their meetings virtually to offer further assistance. Their library completely shut down and they are struggling to come back. He applauds everyone for efforts to keep the library and boards running.
- Christy - thank you Schofer and Johannes for the accreditation application.
- Johnson – noted that the door count reflected in the accreditation application does not reflect the amount of work or effort staff put in to get people library materials. He has learned so much about all the work that went in to the processes and is so impressed.
- Reynolds – the display in vestibule is breath-taking. The subject matter is very impactful.
- Barchman – seconds Reynolds remarks on the display. She requested an update on the public’s reaction to the library going fine free.
- Marcu - thank you to everyone for being so engaged. Thank you Schofer and Johannes for completing the accreditation application.

**Adjournment:**

**Moved by Barchman, seconded by Johnson, to adjourn at 8:48 p.m.  
Vote on Motion: 7-0 (Marcu abstaining; Thorbs-Weber excused). Approved  
unanimously.**

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

  
Melissa Johannes, Library Secretary

  
Charles Glatz, Board Secretary





