

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
July 21, 2022**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, July 21, 2022, in the Dale H. Ross Board Room with Christy, Johnson, Myers, Reynolds, and Torres III in attendance. Kluesner, Marcu, Mitchell-Conway, and Thorbs-Weber were excused. Assistant City Manager Schildroth, Director Schofer, and a citizen Campbell were also in attendance.

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

Consent Agenda:

Moved by Christy, seconded by Reynolds, to approve the consent agenda as follows:

1. Resolution approving donations:
 - a) Ames Optimist Club (summer meals).....\$500.00
 - b) Lindsay Wede (donated credit return) \$9.51
 - c) Ian McKilligan (donated credit return)..... \$20.98
 - d) Ian McKilligan (donated credit return)..... \$13.99
 - e) Ying Zheng (donated credit return) \$12.99
 - f) Sara Sherman (donated credit return)..... \$10.95
 - g) Jeremy Fields (donated credit return)..... \$35.98
 - h) Mel Schmeling (donated credit return) \$10.97
 - i) Scott Zarecor (donated credit return) \$7.98
 - j) Louisa Tabatabai (donated credit return) \$15.95
 - k) Ginny Mitchell (donated credit return) \$14.45
 - l) Beth Stanton (donated credit return)..... \$31.98
 - m) Mary Daley (donated credit return)..... \$24.93
 - n) Dan Nutini (donated credit return) \$17.99
 - o) Megan Donner (donated credit return) \$150.00
 - p) Greyson Rehbein (donated credit return)..... \$22.38
 - q) Eileen Mericle in memory of Dorothy Kizer\$100.00
2. Motion approving minutes of the regular meeting June 16, 2022
3. Motion approving payment of claims 6/1/22 – 6/30/22

Vote on Motion: 5-0 (Kluesner, Marcu, Mitchell-Conway, and Thorbs-Weber excused). Approved unanimously. Resolution No. 2022-L025 adopted.

Public Forum: Campbell was present to oppose the end of the Great Books II Book Club.

Activity Reports:

Assistant City Manager: Schildroth reported to board

- Council's Mental Health Initiative which kicked off highlighting mental health resources, and followed by three sessions of mental health first aid training that resulted in over 110 individuals completing the training, will continue with suicide awareness and prevention as the focus on October 4. Planning is still underway, and other mental health first aid sessions will be held in the future as time allows.
- City Clerk Voss will be retiring on August 1, 2022 after 39 years. They are in the recruitment process for that position right now and hope to make an offer soon.
- Finance Director Pitcher will be retiring September 30 after 30 years.
- A DEI Coordinator position, which will be in the City Manager's Office, is a new position will be added. They are hoping it to have it posted in early August to be filled in early October.
- Council is having a retreat day in August. Part of the day will be DEI training using a toolkit for policy setting and community engagement. The other part of the day will be spent on council goals.
- The Executive Leadership Team will be having Resilience Training on Friday, August 12.

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

- Summer Reading is going well. As of last week, 2,516 individuals were signed up and had logged 1.5 million minutes.
- Schofer shared feedback from a patron:

My eighth-grade daughter who has a dyslexia diagnosis has always been very reluctant to come to the library because reading has been a stressful thing for her throughout her life. Today I wanted to make a family trip to the library but she was extremely hesitant as normal, and we required that she come with us :-). I told her that I understood that it was stressful for her but I wanted her to help create some new positive experiences at the library and reassured her that she now has the skills to read any book in the young adult section because of her remediation with the Barton Reading and Spelling System, and my goal for her was to take some pictures of books she might be interested in listening to on audiobook.

I had picked up record keeping sheets for the summer reading program last week for all our kids but she had had no interest in participating. When we got there, one of her younger sisters informed her that one of the prizes that she could enter a drawing for was a \$50 gift card from Chocolaterie Stam and saw that there were "pop its" available as a prize also. This changed the game!

Because of the prizes offered, my dyslexic daughter has decided to participate in the summer reading program and was excited when I told her that the audio book we listened to in the car on family vacation would count towards her goal.

This afternoon she asked when we could go to the library so she could pick up a prize! This may be the first time in her life that she has asked to go to the library.

I just wanted to pass on that I appreciate your work in this program, and making participation easier for people who struggle to read printed word and prefer "ear reading " over "eye reading." Thank you, APL!"

- Summer Meals have served 1278 so far with the APL-Youth volunteers taking the lead. Sarah noted we have over 50 youth volunteers this year.
- It is performance evaluation time. Scores were turned in for July 15 merit raises. Supervisors are now finalizing discussions and goal setting. As a result of our GDEIB survey and input from the DEI Team we have asked for a more DEI focused goal.
- A new Adult Services Library Assistant Gohlmann started Monday.
- In-person interviews were held this week for the I.T. Systems Administrator position. Reference checks are the next step, and then an offer will be made.
- Schofer shared the staffing analysis narrative with Schildroth. The next review will be with Schildroth and Human Resource Director Jorgenson. The final meeting will be with City Manager Schainker.
- We started a Shine Daily Self Care tool subscription for all staff.
- As a result of a Novel Idea submitted by Slocum, our welcome materials are now translated into 7 languages.
- We are still in the thick summer programming but are already looking at fall programs, strategic plan priorities/ opportunities for the year, staff day opportunities, and budget.
- We are working on a virtual tour. The tour will be available on the Ames Chamber directory and our website and social media. They are doing final edits. We will have access to add or change headings and hotspots ourselves in the future. The hotspots can be photos with brief descriptions, videos, catalogs links, with the goals of highlighting different services and amenities that may help people better visualize and plan their visit and maybe learn about something they didn't know we offered.
- Schofer will be out on vacation next week.

APLFF Report: Torres III gave a report to the Board.

- The TAG group is ramping back up. They had a tie-dye event with good attendance and will be having an open mic event August 3.
- Pub Fiction is scheduled for August 11. The Fundraising Committee is working on that. They are still looking for volunteers. Everyone is welcome to participate.
- They are back to searching for a Development Director. The person they had hired has resigned. The position is posted to share with anyone interested.

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

- Expenses seem to be on track. We are in that awkward phase where the end of FY22 is not completed and FY23 has started. Some prepaid items are being moved to FY23. Some FY22 expenses are still coming in. No significant items over budget. No items of concern.

Board Education: Two members of the Diversity, Equity, and Inclusion Team, Kozakova and Schrag presented an update to the Board. The DEI Team was established as part of the strategic plan. The DEI Team has been instrumental in facilitating training at two all-day staff training days, and for two rounds of small group discussions.

Policy Review:

Conduct in the Library: Schofer introduced the policy. Possession of a firearm is no longer illegal. The recommendation is to update the policy to reflect the recent change in Iowa law.

Moved by Christy, seconded by Torres III, to approve the Conduct in the Library policy as presented.

Vote on Motion: 5-0 (Kluesner, Marcu, Mitchell-Conway, and Thorbs-Weber excused). Approved unanimously. Resolution No. 2022-L026 adopted.

Display and Exhibit Policy: Schofer introduced the policy. This policy is being reviewed by the managers. It is not at a point where it is ready for action. It will be brought back with recommended changes at next month's meeting.

Public Participation: Schofer introduced the policy. This policy will be reviewed by the managers. It has been used during previous Board meetings. No changes are expected. It will be brought to a future meeting for action.

Unfinished Business:

Professional Name Tags: Ocken is working on getting a sample to present at a future meeting for approval.

New Business:

OCLC Subscription Renewal: Schofer introduced the OCLC renewal. This is an annual renewal for cataloging.

Moved by Reynolds, seconded by Johnson, to approve the renewal of the OCLC Subscription Services for fiscal year 2022/23 in the amount of \$34,585.06 as presented.

Vote on Motion: 5-0 (Kluesner, Marcu, Mitchell-Conway, and Thorbs-Weber excused). Approved unanimously. Resolution No. 2022-L027 adopted.

Trustee Comments:

- Reynolds – The DEI Team was the first group she saw as a new Trustee, it was exciting to see it circle around and it gave a lot of breath to her tenure as a Board member so that was really cool.
- Johnson – The DEI Team did a great job presenting a lot of information. There has been a lot of work that has been done. He commends the DEI Team and all the managers.
- Myers – very similarly, they have done a great job. She likes the language used, and acknowledging the room to grow, and how difficult it is. It is work that will never be done.
- Christy – nothing to add
- Torres III – commends the DEI Team for all their work. It is bold to focus on race.

Adjournment:

Moved by Torres III, seconded by Johnson, to adjourn at 8:51 p.m.

Vote on Motion: 5-0 (Kluesner, Marcu, Mitchell-Conway, and Thorbs-Weber excused). Approved unanimously.

The next regular meeting will be on Thursday, August 18, 2022, at 7:00 p.m. in the Dale H. Ross Board Room.


Melissa Johannes, Library Secretary


Jon Christy, Board Secretary

