

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
December 21, 2023**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, December 21, 2023, in the Dale H. Ross Board Room with Crain, Gibson, Johnson, Mitchell-Conway, Myers, Reynolds, and Thorbs-Weber in attendance. Reger and Torres III were excused. Director Schofer and citizen Rearick were also in attendance.

**Call to Order:** President Reynolds called the meeting to order at 7:00 pm

**Consent Agenda:**

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

1. Motion approving minutes of the regular meeting November 16, 2023
2. Motion approving payment of claims 11/1/23 – 11/30/23

**Vote on Motion: 6-0 (Reynolds abstained; Reger and Torres III excused). Approved unanimously.**

**Public Forum:** None – Rearick present for observation, no comments for the Board.

**Activity Reports:**

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

- Schofer clarified that one item requested by Monahan was purchased, additionally staff offered to put other items on hold through interlibrary loan for him and shared titles of similar items that the library already has. As part of the selection process, the library does not buy older items to add to the collection. Monahan's article in the Ames Tribune was misleading. Mitchell-Conway was disappointed that the Tribune did not investigate the story before publication.
- There was a disturbance in the library last week when police served a warrant and arrested someone in the lobby. The person did not initially comply and there was yelling and movement. ARCH (Alternative Response for Community Health) arrived to assist with de-escalation. Customer Account Services staff and additional Person in Charge Team (PIC) members helped re-direct patrons and keep the space clear. Youth staff assisted with self-check in their area. Schofer and Managers followed up with involved staff in-person and via email to the entire staff acknowledging that incidents like this can be hard to witness and reminded staff of available EAP resources. The PIC team will debrief and address any follow-up that may be needed.
- The library is experiencing more incidents. Managers are discussing additional support options to offer and have identified some trauma informed care video trainings for all staff as well as some de-escalation training. This may include inviting ARCH to talk about their work and approach. The PIC team will have NARCAN training next week. The PIC team attended Mental Health First Aid together previously and will make sure new PIC staff attend. On a related note, there is a public session of Mental Health First Aid in January.

- The new Adult Services Librarian, Molumby, started last week. She comes from Iowa City and has worked in an academic /health library previously.
- The new IDEA Center opened on December 2<sup>nd</sup>. Approximately forty people came by to check things out. The city did a Facebook Live with us that day and filmed a short promo video that will be used for promotions.
- The Strategic Planning Teams (Data, Survey, Community Engagement, Staff/Volunteer/Board Engagement) were announced and have begun meeting.
- The Strategic Planning Survey is in process. We are translating it into four languages to be more inclusive. We have received the Mandarin and Arabic translations back. We plan to send the survey out later in January.
- Schofer will be taking FMLA leave in January. Klein-Hewett will take her place at the January Board meeting. The IDEA Center will be the Board Education topic.
- The budget review meeting with the City Manager will be on January 4<sup>th</sup>.

Ames Public Library Friends Foundation (APLFF) Report: Myes gave a report to the Board.

- The Holiday Campaign is receiving approximately 25-30% response.
- Luze will be working on a feasibility study for future campaigns.
- Raygun has been selling t-shirts; fifty have already been sold. APLFF will receive \$10/shirt sold.
- The booksale had record attendance on opening night and did very well. The next booksale is in March.
- Literary Grounds continues to do well.

#### **Board Education:**

Luze, Ames Public Library Friends Foundation Development Director, introduced herself and discussed her experience and objectives with the Board.

#### **Policy Review:**

Exam Proctoring: This policy was brought to the Board last month for discussion. No changes are recommended. The board discussed the policy.

**Moved by Myers, seconded by Mitchell-Conway, to approve the review of the Exam Proctoring Policy as presented.**

**Vote on Motion: 6-0 (Reynolds abstained; Reger and Torres III excused). Approved unanimously. Resolution No. 2023-L026 adopted.**

Donations: Schofer introduced the policy. The policy is being reviewed by the Legal Department. The Board discussed the policy. This policy will be brought back next month for action after being reviewed. No changes are expected.

#### **New Business:**

Ames Public Library Bid Number 2024-050 - Library Furniture International: Ames Public Library, through the City of Ames Purchasing Department, issued a request for bids for a new or custom-built play structure for the children's area on September 25, 2023.

On October 17, 2023, one bid was received from Library Furniture International in the amount of \$69,661.

**Moved by Mitchell-Conway, seconded by Gibson, to approve the bid received from Library Furniture International in the amount of \$69,661 and authorize the Director to sign necessary agreements.**

**Vote on Motion: 6-0 (Reynolds abstained; Reger and Torres III excused). Approved unanimously. Resolution No. 2023-L027 adopted.**

**Trustee Comments:**

- Johnson – complimented Thorbs-Weber’s festive outfit. Thanks everyone for the last meeting of this year; a lot of good stuff. Thanks to all the library staff.
- Crain – thanks everyone. He hopes everyone has a good holiday and New Year.
- Mitchell-Conway – happy festmas. Diversity is important.
- Thorbs-Weber – hopes everyone has a wonderful 2024 and goes into it grateful. She will not be at the January meeting. Her and Reger will present the slate at the February meeting, so please be ready for them to reach out for nominations for the executive committee.
- Gibson – just wanted to reiterate what is going to be a wonderful transition for the Ames Public Library Friends Foundation and the fundraising committee. Luze is very knowledgeable and passionate about libraries. She has a lot of potential and will be a great asset.
- Myers – agrees with Gibson. Happy holidays to everyone.
- Reynolds – the City HR department will be sending out a survey to all trustees on behalf of the Director’s Evaluation Committee. Please fill it out. Happy holidays and New Year. She enjoys working with everyone.

**Adjournment:**

**Moved by Myers, seconded by Mitchell-Conway, to adjourn at 7:59 pm.**

**Vote on Motion: 6-0 (Reynolds abstained; Reger and Torres III excused). Approved unanimously.**

The next regular meeting will be on Thursday, January 18, 2024, at 7:00 p.m. in the Dale H. Ross Board Room.

  
Melissa Johannes, Library Secretary

  
Richard Johnson, Board Secretary