

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
April 18, 2024**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, April 18, 2024, in the Dale H. Ross Board Room with Crain, Gibson, Johnson, Mitchell-Conway, Myers (7:04 pm), Reynolds, and Thorbs-Weber in attendance. Reger and Torres III were excused. Director Schofer, Youth Services Manager Anderson and Adult Services Library Assistant Martin were also in attendance.

Call to Order: President Johnson called the meeting to order at 7:00 pm.

Consent Agenda:

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

1. Motion approving minutes of the regular meeting March 21, 2024
2. Motion approving payment of claims 3/1/24 – 3/31/24

Vote on Motion: 6-0 (Myers, Reger and Torres III excused). Approved unanimously.

Public Forum: None

Activity Reports:

Administrative Staff Report: Schofer gave a report to the Board. (Myers arrived 7:04pm)

- All Trustees should have received a Conflict-of-Interest Form emailed to them from the City's Purchasing Department. These are required to be submitted by May 9th. If not, please let us know so we can send you the link.
- It's been a time for learning as we had staff attending various conferences.
 - Dornink attended and presented at the Innovative User Group (IUG) in Detroit, Michigan the end of March. They are the group who support our Polaris catalog and circulation system.
 - Schofer, Klein-Hewett, Briseno, and Anderson attended the Public Library Association (PLA) last week in Columbus, Ohio. Schofer attended sessions on Emerging Crises and How to Prepare; Challenging Times: Unite Against Book Bans; Building Pathways to Diverse Librarianship and Leadership; Public Library Leaders Share Perspectives; Building Leadership and Equity with Staff Mentorship; Cornerstones in a Culture War: the Role of Urban Libraries in Defending Democracy; Amplifying Programming Around Culture Faith and Diversity; Pivoting to Meet New Censorship Tactics; Leading With Compassion: How to Build and Maintain a Library Culture of Teamwork Respect and Trust; Communicating During Controversy: How to Lead with What You Believe.
 - Many of the Youth Team attended the State Library's POP YS Conference earlier this week in Ames.
 - Guests from around the state came to the Summer Reading Workshop here in APL on Wednesday.

- This Wednesday was the Employee Luncheon and Awards Ceremony. Library colleague Martin received an award for Exceptional Customer Service based on multiple nominations submitted by community members. Ten employees received years of service awards.
- The library hosted a special after-hours movie event Friday, April 12th, with the Ames Community Schools English Language Learner and their families. Over 150 individuals attended.
- We have a new partnership with Legal Aid of Story County who will be offering joint programs quarterly. The first one was Landlord Tenant Rights on Saturday April 13.
- First Amendment Days program Pun-Damental Rights was Tuesday, April 16. This was Schofer's first time at a Pun Battle.
- April 24 is the Ames Public Library volunteer reception.
- Coffee with Mel, previously Breakfast Club with Mel, will be at the Ames Public Library Auditorium from 7:00-9:00 am on Friday, April 26.
- April 30, 6:00-7:30 pm is a joint Story County Library Trustee Training in the PEO Room at the Ames Public Library. Please come in person if possible.
- Strategic planning community engagement focus groups have been taking place. They have had the education and non-profit/ social services sessions. community leaders and arts and culture sessions are coming up. Open sessions will be held the following dates:
 - Saturday May 4th 10:00-12:00- Library Auditorium
 - Monday May 20th 5:00-7:00pm- Library Auditorium
 - Saturday May 25, 9:00- 12:00- Farmer's Market

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

- Pub Fiction will be held again in August.
- They are working with Alluvial on the possibility of selling a special beer as a fundraiser.
- Book sales continue to do well. The next will be in July.
- The spring campaign just rolled out.
- Schofer, Luze, and Anderson went and talked with Mary Greeley Foundations regarding funding part of the summer meals.
- Schofer and Luze talked with Chevron, formerly REG, who also supports the summer meals costs, about some other areas they may potentially fund. A possibility could be sustainability initiatives that seem to be likely for our next strategic plan that could be a good match.
- We got news that we received Roarty Grant for \$2,500 for diverse books to be given away at key events like Juneteenth, National Night Out, and a possible Latino Fest in the planning phase with the City and other organizations.

Budget and Finance Committee Report: Crain gave a report to the Board.

- The current summary shows expenses at 70.37% spent. At the end of March should be approximately 75% spent.
- Internal services are starting to transfer.

- Capital expenses are at 0% because the carpet project has not gone out to bid yet. That project may be carried into the next fiscal year, depending on the design and bidding process.
- Everything remains on track with no unexpected expenses or surprises.

Moved by Myers, no second needed to approve the financial report as presented.

Vote on Motion: 7-0 (Reger and Torres III excused). Approved unanimously.

Board education: Strategic Planning Board Engagement Activity – Adult Services Library Assistant Martin and Youth Services Manager Anderson lead a Board Engagement Activity for the Board. Trustees were very engaged.

Policy Review:

Personnel Policy: This policy was brought to the Board last month for discussion and reviewed by the managers. The only recommended change is to remove the sentence “New Sections and Subsections are indicated as such” from the third paragraph under Variations from COA Policy.

Moved by Myers, seconded by Reynolds, to approve the revisions to the Personnel Policy as presented.

**Vote on Motion: 7-0 (Reger and Torres III excused). Approved unanimously.
Resolution No. 2024-L008 adopted.**

Art Collection Policy: Schofer introduced the policy. The Board discussed the policy. This policy will be reviewed by staff and brought back next month for action. Schofer will look at wording for disposal of existing art pieces.

New Business:

Director’s Goals FY25: Schofer presented her goals to the Board. The Director’s Evaluation Committee had previously reviewed the goals with Schofer.

Moved by Thorbs-Weber, seconded by Gibson, to approve the Director’s FY25 Goals with the addition of fostering staff development as a goal.

Vote on Motion: 7-0 (Reger and Torres III excused). Approved unanimously.

Ames Public Library Friends Foundation MOU FY25: A Memorandum of Understanding (MOU) between the Ames Public Library Board of Trustees and the Ames Public Library Friends Foundation (APLFF) is needed for the next fiscal year. The purpose of the MOU is to provide the library with compensation for the time dedicated by library staff toward APLFF activities and for APLFF’s use of library facilities.

Moved by Reynolds, seconded by Thorbs-Weber, to approve the Memorandum of Understanding between the Ames Public Library Friends Board of Trustees and the Ames Public Library Friends Foundation as presented.

Vote on Motion: 7-0 (Reger and Torres III excused). Approved unanimously. Resolution No. 2024-L009 adopted.

Enrich Iowa Agreement FY25: The Enrich Iowa program offers public libraries state funding through the Direct State Aid, Open Access, and Interlibrary Loan (ILL) Reimbursement programs. Funding for Enrich Iowa is appropriated by the Iowa Legislature and approved by the Governor. In the current fiscal year, APL has received \$59,002.41 in revenue from the State—\$16,835.82 in Direct State Aid, \$39,946.36 from Open Access, and \$2,220.23 from Interlibrary Loan (ILL). Last fiscal year APL received \$63,761.02; \$16,838.76 from Direct State Aid, \$44,588.78 from Open Access and \$2,333.48 from ILL. The FY25 Enrich Iowa Agreement (for July 1, 2024, through June 30, 2025) and the terms pertaining to each of the three programs appear on the following pages. To participate next year, the signed agreement must be received at the Iowa Library Services Des Moines office by April 30, 2024. APL’s Financial Limits Authority Policy requires Board approval before the Director may sign agreements for services delivered by the Library that result in revenues of \$25,000 or more.

Moved by Myers, seconded by Crain, to authorize the Director to execute the FY25 Enrich Iowa Agreement as presented.

Vote on Motion: 7-0 (Reger and Torres III excused). Approved unanimously. Resolution No. 2024-L010 adopted.

Custodial Contract FY25: Custodial services for Ames Public Library are provided by a third-party professional cleaning service. The tasks included in this service are all the routine daily cleaning tasks. The current contract expires on June 30, 2024.

On April 18, 2024, bids were received as follows:

Responding Supplier	Hourly Rate Year 1	Year 1	Year 2	Year 3	Year 4	Year 5	5 Year Total
		Extended FY 2024/2025 4992 Hrs.	Extended FY 20205/2026 4992 Hrs.	Extended FY 20206/2027 4992 Hrs.	Extended FY 20205/2026 4992 Hrs.	Extended FY 20205/2026 4992 Hrs.	
ABM Industry Groups, LLC.	\$18.93	\$ 94,498.56	\$ 98,184.00	\$ 101,620.44	\$ 105,075.54	\$ 108,543.03	\$ 507,921.58
Reliable Maintenance Company	\$21.00	\$ 104,832.00	\$ 106,928.64	\$ 109,067.21	\$ 111,248.56	\$ 113,473.53	\$ 545,549.94
Nationwide Office Care	\$21.40	\$ 106,828.80	\$ 130,373.87	\$ 159,968.74	\$ 197,369.43	\$ 244,738.09	\$ 839,278.92
Cleaning Connection	**28.43	\$ 141,900.00	\$ 156,090.00	\$ 171,699.00	\$ 188,868.90	\$ 207,755.79	\$ 866,313.69
Servpro of Ames (Mac Rizzo LLC)	\$30.50	\$ 152,256.00	\$ 152,256.00	\$ 152,256.00	\$ 155,301.12	\$ 155,301.12	\$ 767,370.24
MetroClean Solutions, LLC	\$31.65	\$ 157,996.80	\$ 158,786.78	\$ 159,580.72	\$ 160,538.20	\$ 162,143.58	\$ 799,046.09
phClean (Professional Home Ames Inc)	\$52.00	\$ 259,584.00	\$ 269,967.36	\$ 280,766.05	\$ 291,996.70	\$ 303,676.56	\$ 1,405,990.68
Peacefully Clean LLC	\$60.00	\$ 299,520.00	\$ 308,505.60	\$ 317,760.77	\$ 327,293.59	\$ 337,112.40	\$ 1,590,192.36
** Confirming Hourly Rate Which May Affect							

Moved by Mitchell-Conway, seconded by Reynolds, to recommend that the City Council award the FY25 contract for library custodial services to ABM Industry Groups, LLC Des Moines, Iowa in the amount of \$94,498.56.

Vote on Motion: 7-0 (Reger and Torres III excused). Approved unanimously. Resolution No. 2024-L011 adopted.

Polaris Renewal FY25: In January 2014, after evaluating competitive proposals, the Library purchased the Polaris Integrated Library System (ILS). The system's modules include acquisitions, cataloging, circulation, inventory, the public access catalog, borrower record keeping, home delivery, and various administrative modules. Polaris was purchased by Innovative Interfaces, Inc. in 2015 (III) and III is now the sole maintenance provider. The total cost for fiscal year 2024/25 (FY25) will be \$43,836.79; \$11,576.25 for Vega, \$303.88 for Carousel, \$1944.86 for eContent, and \$30,011.80 for III maintenance contract. The cost in 2022/23 (FY24) was \$43,189.63 and 2022/23 (FY23) was \$47,023.94 (Vega added). Services include licenses, software maintenance, and technical support for the hardware and operating systems. Itemized costs are shown on the following pages and the prices correspond to the quotes provided when the contract was executed in 2014. The Library is pleased with the performance and functionality of Polaris and the responsiveness of III representatives. Funding for renewal of the agreement is included in the approved FY25 budget.

Moved by Reynolds, seconded by Mitchell-Conway, to approve the Polaris Renewal for FY25 as presented.

Vote on Motion: 6-0 (Johnson abstained; Reger and Torres III excused). Approved unanimously. Resolution No. 2024-L012 adopted.

Trustee Comments:

- Gibson – excited to see advocacy as part of the Director's goals for next year. She's already impressed to see what's going on with the strategic planning.
- Mitchell-Conway – if people learned basic logic, we wouldn't have all the issues.
- Myers – thanks again for all the awesomeness. She's fighting a migraine so apologized for any grumpiness.
- Reynolds – appreciates all the staff that come. It's always fun to see fun and excited staff. She's impressed with all the staff. Schoffer added she thinks the staff appreciated all the feedback the Board gave them too, that it shows the Board is engaged with what is going on. Reynolds added that she appreciates all the staff in the library, she just doesn't think she should hug everyone every time she sees them but inside she is and hopes staff knows that.
- Thorbs-Weber – clarified that the preference is for trustees to be in person at the April 30th training session since we are the hosting site. She will not be able to be at the Volunteer Reception on the 24th but did attend the Proclamation on the 9th.
- Crain – Also attended the Proclamation on the 9th and thought it was very nicely presented and written and well attended even if that wasn't why people were there.

- Johnson – thanked everyone for being here. He appreciates Anderson and Martin for coming in and getting feedback. He was thrilled to hear about the English Language Learners night.

Adjournment:

Moved by Myers, seconded by Thorbs-Weber, to adjourn at 8:31 p.m.

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

The next regular meeting will be on Thursday, May 16, 2024, at 7:00 p.m. in the Dale H. Ross Board Room.


Melissa Johannes, Library Secretary


Matt Crain, Board Secretary