

Ames Public Library Board of Trustees
Agenda – October 19, 2023
Dale H. Ross Board Room, 515 Douglas Avenue

Call to Order 7:00 p.m.

Consent Agenda (Action Item)

(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes.)

- 1) Motion approving minutes of the regular meeting September 21, 2023
- 2) Motion approving payment of claims 9/1/23 – 9/30/23

Public Forum

Members of the public who wish to address the Board will be given the opportunity at this time. (Please complete a blue card and hand it to the recording secretary prior to the Call to Order.)

Activity Reports

- 3) Administration – Schofer
- 4) APLFF – Gibson/Myers

Board Education

- 5) Iowa Library Association Conference Highlights – Schofer

Policy Review

- 6) Unattended Child (Action)
- 7) Director Performance Evaluation (Discussion)

Trustee Comments

Adjournment

Next regular meeting: Thursday, November 16, 2023
Ames Public Library: We Connect You to the World of Ideas

Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org

Please note that this Agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), Code of Iowa.

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

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

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

Consent Agenda:

Moved by Torres III, seconded by Johnson, to approve the consent agenda as follows:

1. Motion approving minutes of the regular meeting August 17, 2023
2. Motion approving payment of claims 8/1/23 – 8/31/23

Vote on Motion: 5-0 (Reynolds abstained. Crain, Myers, and Thorbs-Weber excused). Approved unanimously.

Public Forum: None

Board Education:

Adult Services Librarian Cooney introduced herself to the Board. She gave a presentation about Reader's Advisory and the new year long reading program.

Activity Reports:

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

- A new year-long reading program, 12 to Try, just launched and will run from September 1, 2023, until August 31, 2024. Participants will read a book from each category and win prizes after the 6th and 12th books.
- Staff tried a couple new programs this month including a Speed Friending event for adults with approximately forty people attending and sharing positive feedback.
- The library is partnering with the Maximum Ames Music Festival for a few events this Saturday.
- The library will partner with Pridefest on Saturday, September 30, with a few educational events in the library; these are listed in the Page One newsletter.
- The next Repair Café is October 7th, they are adding a headlight repair session to this event that interested people will need to sign up in advance.

- The library will be an early satellite voting site on Saturday, November 4.
- The League of Women Voters will host a candidate forum on October 4th for School Board and October 18th for City Council.
- Johannes has been working on pulling statistics for the FY23 Public Library Annual Survey. We are going to do a review of that tomorrow. From that we pull numbers to highlight for our annual report, budget narrative pages, and share with our IUPLA colleagues for benchmarking.
- We are working on the FY25 budget. Again, Johannes plays a big role in that as she has pristine tracking sheets and reconciles our purchases. We have started our review, working on narratives, going section by section with Anderson as she will be joining the process this year. Our PROBE is November 17.
- We had a consultation with a designer for the first-floor carpet project. This is the first step to inform us going out to bid, then we'll know better where we stand for funding.
- Work is progressing on the IDEA Center. We are planning an open house for Saturday, December 2nd.
- The Ames Public Library Friends Foundation Development Director and Fundraising Committee are getting active. One area they expressed interest in exploring with us is identifying potential larger projects for a fundraising campaign. Some ideas include:
 - Enhancement of Youth and Teen areas- interactive features, reading nooks, furniture, sensory space, and resources. Could even reconfigure bathrooms.
 - Enhancements for Adult Services area- add two additional study rooms- may involve HVAC and sprinkler connections so could be more involved.
 - IDEA Center – equipment, furniture programming
 - Bookmobile- been setting aside funding but maybe an opportunity to raise money to go electric, add more accessibility features, tie in special programming or collection money.
 - Exhibit and Display Furniture and equipment
 - Accessibility Enhancement – improved signage, extra lighting, perhaps the sensory space falls in this bucket

Projects that include more involved building alteration will need to be discussed with the City Manager too. Those projects could be partial Capital Improvement Projects using City funding with extras paid by APLFF.
- Schofer will have a CIP meeting October 27th with City Manager Schainker.

APLFF Report: Gibson gave a report to the Board.

- Luze, Development Director, will be retiring from her other position soon.
- They are working on their holiday campaign.
- The fundraising committee is working with Raygun to design t-shirts as a possible fundraiser in time for the holidays.
- Literary Grounds continues to do well.
- The next book sale is November 16-19.
- The October meeting will include conversation about goals, identity, and the mission statement.

Director's Evaluation Committee: Reynolds gave a report to the Board.

- Schofer provided a detailed report to the Director's Evaluation Committee.
- The committee reviewed goals and progress.
- Schofer will be spending a significant amount of time with the next strategic plan planning process. The committee will have her add a goal reflecting this work.
- The Board complimented Schofer on her leadership and accomplishments.

Policy Review:

Meeting Rooms and Study Rooms: This policy was brought to the Board last month for discussion. Recommended changes included making the word "program" plural in the first paragraph and adding links to related policies. The board discussed the policy.

Moved by Gibson, seconded by Reger, to approve the revisions to the Meeting Rooms and Study Rooms Policy as presented.

Vote on Motion 5-0 (Reynolds abstained. Crain, Myers, and Thorbs-Weber excused). Approved unanimously. Resolution No. 2023-L022 adopted.

Unattended Child: Schofer introduced the policy. The Board discussed the policy. This policy will be brought back next month for action after being reviewed by the managers.

Trustee Comments:

- Torres III – really enjoyed the Reader's Advisory presentation. He is excited to check it out.
- Gibson – she too loved the presentation. She hopes the Director's Evaluation Committee sees the relationship Schofer has with staff and the comfort level staff have presenting in front of her.
- Johnson - appreciates Gibson pointing out the comfort level. He agrees it was a fascinating presentation. He is always amazed at how many different ways the library reaches out to the community. So much more

than books in a building, all the outreach, and wanting to help anyone find anything they want to read, that's amazing.

- Reynolds – agrees it was a great presentation. Commitment to community says a lot. Getting out there in the community says a lot. Seeing excitement and momentum in the APLFF Board is exciting.
- Reger – can't add anything more than what's been said. He's very pleased with the work Schofer has been doing, and it's good to see all the things going on.
- Mitchell-Conway – so grateful there will be a preservation section. She has books dominating her apartment.

Adjournment:

Moved by Johnson, seconded by Torres III, to adjourn at 8:37 pm.

Vote on Motion 5-0 (Reynolds abstained. Crain, Myers, and Thorbs-Weber excused). Approved unanimously.

The next regular meeting will be on Thursday, October 19, 2023, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Richard Johnson, Board Secretary

Library Claims
September 1 - September 30, 2023

Administration FY24		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 48,429.54
PAYROLL SUMMARY	LONGEVITY	\$ 315.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 517.74
PAYROLL SUMMARY	IPERS DISABILITY	\$ 188.57
PAYROLL SUMMARY	LIFE INSURANCE	\$ 66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 9,708.46
PAYROLL SUMMARY	MEDICARE FICA	\$ 694.19
PAYROLL SUMMARY	FICA	\$ 2,968.22
PAYROLL SUMMARY	IPERS	\$ 4,601.49
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 154.58
AUG 2023 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 223.16
AUG 2023 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 392.81
AUG 2023 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,173.00
BANK OF AMERICA	CONFERENCES	\$ 235.00
ONMEDIA	ADVERTISING	\$ 250.00
UB CHARGE UPDATE	ELECTRIC SERVICE	\$ 9,284.06
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$ (117.06)
CENTURYLINK	OUTSIDE PHONE/DATA SVCS	\$ 283.60
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$ 348.53
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$ 1,046.63
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$ 132.20
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$ 496.45
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$ 305.90
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 84.09
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$ 1,008.00
OTIS ELEVATOR COMPANY	MAINTENANCE CONTRACTS	\$ 200.00
SUMMIT FIRE PROTECTION	MAINTENANCE CONTRACTS	\$ 667.00
RFID LIBRARY SOLUTIONS	MAINTENANCE CONTRACTS	\$ 17,500.00
CONVERGINT TECHNOLOGIES L	EQUIPMENT REPAIRS	\$ 3,279.30
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$ 1,094.00
INNOVATIVE INTERFACES INC	TECHNOLOGY MAINT/SUPPORT	\$ 11,025.00
CONVERGINT TECHNOLOGIES L	TECHNOLOGY MAINT/SUPPORT	\$ 1,843.18
PREMIER OFFICE EQUIPMENT	LEASES	\$ 637.68
IA FIRE EQUIPMENT CO	NON-CITY SERVICE	\$ 22.00
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$ 6,029.73
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$ 270.90
CH ISSUES	OFFICE SUPPLIES	\$ 199.80
BANK OF AMERICA	OFFICE SUPPLIES	\$ 64.62
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 692.87
ULINE	OFFICE SUPPLIES	\$ 134.82
ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$ 22.80

Library Claims
September 1 - September 30, 2023

BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 304.80
AMAZON CAPITAL SERVICES I	MINOR COMPUTER EQUIPMENT	\$ 1,939.90
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 426.80
GOODWIN TUCKER GROUP	EQUIPMENT PARTS/SUPPLIES	\$ 93.75
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 14.17
BANK OF AMERICA	FOOD	\$ 66.56
Total Administration		\$ 130,320.67

Resource Services FY24

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 29,487.64
PAYROLL SUMMARY	LONGEVITY	\$ 570.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$ 135.64
PAYROLL SUMMARY	LIFE INSURANCE	\$ 51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,074.34
PAYROLL SUMMARY	MEDICARE FICA	\$ 410.13
PAYROLL SUMMARY	FICA	\$ 1,753.67
PAYROLL SUMMARY	IPERS	\$ 2,837.45
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 35.40
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 772.54
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 1,838.52
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 65.67
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 530.19
AMAZON CAPITAL SERVICES I	EQUIPMENT PARTS/SUPPLIES	\$ 236.80
MIDWEST TAPE	ELECTRONIC COLLECTION	\$ 8,814.82
OVERDRIVE	ELECTRONIC COLLECTION	\$ 8,416.37
ENCYCLOPAEDIA BRITANNICA	ELECTRONIC COLLECTION	\$ 2,450.00
KANOPIY LLC	ELECTRONIC COLLECTION	\$ 1,111.00
DOW JONES & COMPANY INC	ELECTRONIC COLLECTION	\$ 1,200.00
BAKER & TAYLOR INC	SPECIAL PJCT COLLECTIONS	\$ 57.18
BANK OF AMERICA	SPECIAL PJCT COLLECTIONS	\$ 53.85
USA TODAY	PERIODICALS	\$ 98.10
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 3,601.00
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 775.87
AMAZON CAPITAL SERVICES I	YOUTH COLLECTION	\$ 678.65
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$ 792.76
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 4,412.14
PLAYAWAY PRODUCTS LLC	AUDIO-VISUAL COLLECTION	\$ 1,025.81
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$ 527.28
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 10,169.97
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 1,197.08
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 280.06
VALUE LINE PUBLISHING LLC	ADULT PRINT COLLECTION	\$ 475.00

Library Claims
September 1 - September 30, 2023

AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$ 738.37
ROWE, NEIL	REFUNDS	\$ 12.99
SLYCORD, BRYAN	REFUNDS	\$ 27.99
Total Resource Services		\$ 91,995.76

Youth Services FY24

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 39,746.92
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 372.00
PAYROLL SUMMARY	LONGEVITY	\$ 405.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 410.32
PAYROLL SUMMARY	IPERS DISABILITY	\$ 182.84
PAYROLL SUMMARY	LIFE INSURANCE	\$ 74.27
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 8,475.72
PAYROLL SUMMARY	MEDICARE FICA	\$ 555.82
PAYROLL SUMMARY	FICA	\$ 2,376.54
PAYROLL SUMMARY	IPERS	\$ 3,825.49
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 54.10
BANK OF AMERICA	CONFERENCES	\$ 783.57
BANK OF AMERICA	RECRUITING COSTS	\$ 594.00
Total Youth Services		\$ 57,856.59

Adult Services FY24

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,066.74
PAYROLL SUMMARY	LONGEVITY	\$ 212.50
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 248.26
PAYROLL SUMMARY	IPERS DISABILITY	\$ 170.91
PAYROLL SUMMARY	LIFE INSURANCE	\$ 74.26
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,692.02
PAYROLL SUMMARY	MEDICARE FICA	\$ 602.43
PAYROLL SUMMARY	FICA	\$ 2,575.90
PAYROLL SUMMARY	IPERS	\$ 3,991.14
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 50.46
AUG POSTAGE	POSTAGE/FREIGHT	\$ 8.76
BANK OF AMERICA	TRAVEL/MEETINGS	\$ 9.50
BANK OF AMERICA	CONFERENCES	\$ 685.10
Total Adult Services		\$ 56,387.98

Customer Account Services FY24

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 51,430.30
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 15,102.22
PAYROLL SUMMARY	LONGEVITY	\$ 1,125.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 285.74
PAYROLL SUMMARY	IPERS DISABILITY	\$ 192.49
PAYROLL SUMMARY	LIFE INSURANCE	\$ 96.55
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,048.82

Library Claims
September 1 - September 30, 2023

PAYROLL SUMMARY	MEDICARE FICA	\$ 948.78
PAYROLL SUMMARY	FICA	\$ 4,057.00
PAYROLL SUMMARY	IPERS	\$ 6,290.94
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 163.46
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 68.52
AUG POSTAGE	POSTAGE/FREIGHT	\$ 1,108.47
ONOVE, JESSICA	TRAVEL/MEETINGS	\$ 10.22
HADE, DELORA	TRAVEL/MEETINGS	\$ 5.24
ONESOURCE	RECRUITING COSTS	\$ 82.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 49.25
LUCAS COLOR CARD	OFFICE SUPPLIES	\$ 648.80
Total Customer Account Services		\$ 87,713.80
Total FY24:		\$ 424,274.80
Kate Reynolds, President	Richard Johnson, Secretary	Date



Unattended Child Policy

Section: Library Operations

Approved: 10/29/1986

Reviewed: 3/25/2004, 10/19/2023

Revised: 9/21/2000, 9/20/2001, 9/19/2002, 2/16/2006, 11/19/2009, 9/20/2012, 10/18/2018, 9/16/2021

Definitions

For the purposes of this policy, the following definitions apply:

- Child – a person eight (8) years old or younger.
- Premises – inside and outside areas of Library property and the Bookmobile.
- Responsible caregiver – a parent, guardian, or other person who takes responsibility for a child, has emergency contact information, stays within visual contact of the child, and remains in the child's immediate vicinity.
- Unattended Child – a child who is out of visual contact or not in the direct vicinity of a responsible caregiver or who is left alone on Library premises.

Statement of Philosophy

Ames Public Library welcomes children of all ages. Children age eight (8) or younger must be accompanied by a responsible caregiver. Responsible caregivers assume responsibility for the safety, comfort, and behavior of their child/children on Library premises and must not leave the child unattended on Library premises. Library employees cannot assume the role of responsible caregiver.

Policy

Children must have a responsible caregiver within visual contact and in their immediate vicinity while on Library premises. Exceptions may be made by Library staff for children age three (3) and older who are attending select Library programs. When an exception is made, the responsible caregiver is expected to remain *in the library building and available* during the program and to immediately join the child at the end of the program.

When made aware of an unattended child, Library staff will make a reasonable attempt to locate the responsible caregiver. If the responsible caregiver is not located, the police will be notified.

The Library's [Conduct in the Library Policy](#) defines misconduct and states that some behaviors will result in a request for the person to leave the Library. Although young persons age nine (9) and older may use the library on their own, their actions and well-being remain the responsibility of their parents and caregivers. A young person who cannot be responsible for themselves outside of the library should not be left alone on Library premises.

Unattended Child Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
OCTOBER 19, 2023**

Be it resolved that the Board of Trustees, Ames Public Library, approves the review of the Unattended Child Policy without changes as presented.

Kate Reynolds, President

Richard Johnson, Secretary



Director Performance Evaluation Process Policy

Section: Library Administration

Approved: 8//21/1997

Reviewed:

Revised: 1/16/2003, 1/15/2004, 1/14/2005, 1/17/2008, 1/20/2011, 3/21/2013, 12/17/2015, 11/15/2018, 10/21/2021

The Board of Trustees will evaluate the performance of the Library Director annually. This performance evaluation provides a basis for professional development and growth, pay decisions, disciplinary actions, and dismissal.

Committee Appointment

In May of each year, the President of the Board of Trustees shall appoint a three-person committee to oversee this process. This committee will be called the Director Evaluation Committee (DEC).

Appointees shall include:

- At least one member of the Executive Committee;
- At least one non-member of the Executive Committee;
- At least one individual who has previously participated in a DEC.

(The qualifications of one trustee may satisfy two of the conditions.)

Procedure and Timeline

The Director's performance is evaluated against (1) a set of written goals which are approved each year in April, (2) the responsibilities described in the Director's General Job Duties Policy, and (3) the City of Ames' expectations of management.

September:

The DEC will conduct a mid-year discussion of progress toward goals and report back to the Board of Trustees. This meeting also provides an opportunity to begin to develop goals for the following year.

November:

Prior to December 1, the Board President will request information about the salaries and longevity of other library directors and Ames City peers for the purpose of comparison. This data will be furnished to the DEC no later than the date of the Trustees' regular December Board meeting.

January:

The DEC will obtain feedback on the Director's performance from selected Library staff and external reviewers.

The Director will submit a self-evaluation based on three to five specific, measurable annual goals, as requested by the DEC.

February:

The DEC will:

- Gather and compile evaluation feedback.

- Prepare a summary of the results of the feedback and hold a preliminary meeting with the Director.
- Analyze the salary and longevity data provided by the Board President, with the following factors in mind:
 - Performance
 - Internal Equity (as compared to other Library Directors and City of Ames Department Directors)
 - Market (State and Regional)

March:

At least one week prior to the regular March Board meeting, the DEC will submit its draft evaluation with appropriate supporting materials to the Trustees and Director. (Original material submitted to the DEC is confidential, but may be made available to any trustee at their request.) The draft evaluation will include review and comment upon the Director’s performance of job duties and achievement relative to the previous year’s goals and development plan, and a salary adjustment recommendation.

At the March meeting, the Board of Trustees will:

- Review the draft prepared by the DEC;
- Revise (if desired) and approve the Director's performance evaluation; and
- Set the Director's salary for the fiscal year beginning July 1.

After the March meeting, the DEC and Director will meet to finalize goals for the upcoming year, based on the evaluation as approved by the Board.

April:

At the April meeting, the Board of Trustees will approve the Director's goals and development plan for the coming year. If at any point in time the Director feels that their goals are no longer relevant to the current situation, new goals may be submitted to the Board for approval.

May:

The President of the Board will appoint a DEC to determine a process and conduct the next evaluation no later than the date of the regular May Board meeting.