

**Ames Public Library Board of Trustees
Agenda – June 15, 2017
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) Resolution approving donations
- 2) Motion approving minutes of the regular meeting of May 18, 2017
- 3) Motion approving payment of claims 5/1/17 – 5/31/17

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.)

Board Education

- 4) Intellectual Freedom, Censorship, and Confidentiality – Maryann Mori

Activity Reports

- 5) Ames Public Library Friends Foundation (APLFF) – Acker, Butler, Kluesner
- 6) Administrative Staff – Carey

Policy Review

- 7) APLFF Honor and Recognition Wall Policy (Action Item)

New Business

- 8) Strategic Plan Annual Review (Action Item)

Trustee Comments

Adjournment

Next regular meeting: Thursday, July 20, 2017
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JUNE 15, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, accepts the following donations:

- 1) From Alan Maximuk for Inter-library Loan expenses.....\$110.00
- 2) In honor of Herb Harmison from Ann Harvey \$15.00
- 3) In memory of Esther Harmison from Larry and Sara Mitchell \$25.00
- 4) In memory of Karen Ann Wren from:
 - Suzanne Ammerman.....\$100.00
 - John and Donna Marjean Fawcett.....\$60.00

Jane Acker, President

Sarah Barchman, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
May 18, 2017**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, May 18, 2017 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Acker, Barchman, Briese, Glatz, Kluesner, Linch, and Rohret in attendance. Butler and Marshall were excused. Library Director Carey and Youth Services staff members Anastasia Tuckness and Danielle Ziegler were also present.

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

Consent Agenda:

Moved by Glatz, seconded by Briese, to adopt a resolution approving the following items on the consent agenda:

1) Resolution accepting donations:

- a) In honor of Kyle Briese from the staff of the Mary Greeley Home Health and Hospice Service\$210.00
- b) From the Iowa State University Women’s Club Genealogy Division for books, materials, or programs of genealogical interest\$50.00

2) Motion approving minutes of the regular meeting of April 20, 2017

3) Motion approving payment of claims 4/1/2017 – 4/30/2017

Vote on Motion: 6-0 (Unanimous approval.) Resolution No. 2017-L017 adopted.

Public Forum: None.

Ames Public Library Friends Foundation (APLFF) Report: Trustee Kluesner stated that the Teen Advisory Group is planning this fall’s 5K run/fundraiser, the Finance Committee is preparing the budget for the upcoming year, and the Fundraising Committee is involved in one of its two yearly solicitations. Kluesner passed out samples of the mailed pieces that went out for the spring campaign. He said APLFF is on target to raise \$150,000 and he hopes all board members will participate.

Joint Donor Recognition Committee Report: Acker reported that the APLFF Board approved the policy drafted by the committee this month, though some procedural decisions still need to be made. Carey said that discussion centered on the intent of the policy, which is for honorific or memorial recognition of single, unrestricted gifts of \$5,000 or more. She said the increments of giving are the same as they were for donations to the building project, and the shapes and sizes of the plaques will also be the same, so they can be added to the existing wall. She added that the Directors felt strongly about having additional ways to recognize donors, but this is a start and one new donation has already been received.

Strategic Planning Report: Carey said she would like to discuss the Strategic Plan in more depth in June. The State Library requires that it be revisited by the Board every year.

Administrative Staff Report: Carey said three interns were recently hired for Youth Services and one more is being sought. An additional Human Resources intern has been hired and Jake Jansen has been promoted to a “senior intern” position, in which he will help supervise and guide the new undergraduate intern.

Carey stated that two AmeriCorps workers have been selected to work with the Library's Youth Volunteer (APL-Y) Program and administer the summer food program. A United Way grant will be used to purchase a commercial refrigerator to help manage food flow and allow for keeping unused meals overnight. Boys & Girls Club will be the program sponsor, relieving APL of the burden of paying for unused meals and ensuring compliance with all USDA rules, while Nevada Public Schools will make the meals in its commercial kitchen.

Iowa libraries were notified this week, Carey said, that the vendor providing electronic databases made available to libraries through a state-wide consortium will be changing, based on responses to a Request for Proposal recently issued by the State Library. She said this came as a surprise and, even though the products to be provided have not yet been announced, the change will be effective July 1. Carey said staff will be working on implementing the changes, but the move will also affect APL's contracts for databases that were purchased as "add-ons" to the existing contract. APL has already signed some contracts for next year, so the timing is unfortunate with respect to the budget cycle. The effect on smaller libraries and those who have designed summer programming that includes the existing products is drastic, in some cases.

Carey said that APL and other Story County Libraries are working with *The Tribune* and a company that has exclusive rights with State Historical Society on digitizing all issues of the newspaper from its inception as *The Ames Intelligencer*, and providing searchable online access. APL's old microfilm and *The Tribune's* bound copies will be the sources for old materials. There will be some cost sharing among the libraries and Ames Historical Society will be invited to participate as the project moves along.

Carey reported that she gave presentations about the Library to a PEO group, the Masonic Lodge, and the National Association for Retired Federal Employees in the last month. The Library hosted a town hall meeting on refugees and immigrants that was attended by over 200 people and partnered on a workshop on implicit race bias which drew close to 200.

Board Education: 2017 Kids First Conference: Youth Services staff members Anastasia Tuckness and Danielle Ziegler were introduced. They spoke about the Kids First Conference, which takes place in Des Moines every other year.

Ziegler stated that there were over 200 Youth Services librarians from across the state at this year's conference. APL staff members were able to attend multiple presentations, including Miss Carole, a popular children's singer; Kelly Barnhill, 2017 Newbery Medalist; and Candace Fleming, winner of the Robert F. Sibert Informational Book Medal. Tuckness said there were a variety of plenary sessions and break-outs. Those who attended gained ideas ranging from puppetry and storytimes presentation to the handling of children left alone in the library and how to deal with their parents.

Carey added that Tuckness and Ziegler gave an award-winning Best Books presentation at the conference. All members of APL staff who attended the conference wrote up what they learned and will share with each other.

Director's Goals and Development Plan:

Moved by Kluesner , seconded by Barchman , to approve the APL Director's Goals.

Carey stated that many of her goals are associated with the Strategic Plan Initiatives. In response to some questions, Carey stated that:

- A review of all job descriptions is being done in conjunction with core competency

development. Library interns are interviewing staff members and will work to make sure the job descriptions match the core competencies; the core competencies will then feed back into the employee evaluation process.

- The State Library Commission recently changed the accreditation standards and all libraries were granted a one-year extension; APL's is now valid through June 2019.
- The "two-year post occupancy survey" will be conducted because it is one of the Leadership in Energy and Environmental Design (LEED) Certification requirements. It affords an opportunity to identify any issues with the building and could provide the basis for the Library's next Capital Improvement Plan. Ascertaining what might still be done to enhance the building could also present a fundraising opportunity or project for APLFF.

Vote on Motion: 6-0. Approved unanimously.

Revised Agreement with APLFF:

Moved by Briese, seconded by Glatz, to adopt a resolution adopting the revised agreement with Ames Public Library Friends Foundation as presented/amended.

It was noted that the background information in the original first paragraph was removed. Language stating that APLFF will operate in a manner that will not jeopardize the library's status as a public institution was added, as was a statement that the library will honor donor intent.

There was discussion about why portions of the paragraphs named Purpose, Goals, and Responsibilities were included in this document. On one hand, they seem indicative of the by-laws and operations of APLFF itself, rather than an agreement between two independent parties. On the other, they clarify APLFF's role and spell out the relationship that exists between the Library and the 501(c)(3) organization, and this information could be of interest to donors. It was suggested that a reference to the annual Memorandum of Understanding (MOU) be included next time the agreement is reviewed.

It was requested that Section 4 of the final version of the policy include a line break and new sub point "e" after the first sentence in 4d, so that the rest of the outline continues with points f, g, and h.

Vote on Motion to approve the agreement as presented with a formatting correction in Section 4 - Responsibilities: 6-0. Motion approved unanimously. Resolution No. 2017-L018 adopted.

OCLC FY18 Subscription Renewals:

Moved by Briese, seconded by Rohret, to adopt a resolution approving renewal of OCLC Subscriptions for fiscal year 2017/18 at a cost not to exceed \$30,078.98.

Vote on Motion: 6-0. (Unanimous approval.) Resolution No. 2017-L019 adopted.

Committee Appointments: Acker thanked the trustees for their willingness to serve on the Board's committees.

Trustee Comments: Kluesner thanked Acker and Carey for conducting his trustee orientation session.

Adjournment: Adjourned by consensus at 7:52 p.m.

The next regular meeting will be on Thursday, June 15, 2017, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Karen C. Thompson, Administrative Assistant

Sarah Barchman, Board Secretary

Library Claims
May 1, 2017 - May 31, 2017

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 41,038.78
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 175.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 186.21
PAYROLL SUMMARY	LIFE INSURANCE	\$ 67.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,770.32
PAYROLL SUMMARY	MEDICARE FICA	\$ 588.51
PAYROLL SUMMARY	FICA	\$ 2,516.43
PAYROLL SUMMARY	IPERS	\$ 3,664.76
PAYROLL SUMMARY	WORKERS COMP	\$ 122.28
APRIL INFO SERVICE CHGS	CITY DATA SERVICES	\$ 2,838.84
APR MESSENGER CHARGES	MESSENGER SERVICE	\$ 410.82
APRIL 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 12.00
MAY TELEPHONE SYSTEM CHGS	CITY PHONE SERVICE	\$ 369.68
APR. 2017 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 317.74
APR. 2017 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,220.00
KETCHAM, RICH	OUTSIDE PROFESSIONAL SVCS	\$ 250.00
APRIL POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 25.26
BANK OF AMERICA	CONFERENCES	\$ 450.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 330.00
DEX MEDIA EAST	ADVERTISING	\$ 15.50
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 9,859.86
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 232.10
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 165.54
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 931.00
CITY OF AMES UTILITIES	WATER/SEWER	\$ 378.92
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 182.14
ALLIANT ENERGY	NATURAL GAS	\$ 83.59
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,008.00
FITZ ELECTRIC	STRUCTURAL REPAIRS	\$ 57.00
ORNING GLASS CO	STRUCTURAL REPAIRS	\$ 125.00
WOODMAN CONTROLS COMPANY	FIXED EQUIPMENT REPAIR	\$ 269.26
COMFORT SYSTEMS USA MIDWE	FIXED EQUIPMENT REPAIR	\$ 2,255.87
RECLASS LIBRARY EXPENSE	TECHNOLOGY MAINT/SUPPORT	\$ (856.00)
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$ 856.00
ENVISIONWARE INC	TECHNOLOGY MAINT/SUPPORT	\$ 182.00
ACTION INFORMATION SYSTEM	TECHNOLOGY MAINT/SUPPORT	\$ 233.33
OXEN TECHNOLOGY	TECHNOLOGY MAINT/SUPPORT	\$ 1,480.94
XEROX CORPORATION	RENTALS/LEASES	\$ 1,125.19
G & K SERVICES	NON-CITY SERVICE	\$ 135.00
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 5,759.42
CH ISSUES	OFFICE SUPPLIES	\$ 206.12
BANK OF AMERICA	OFFICE SUPPLIES	\$ 215.18
RECLASS LIBRARY EXPENSE	MINOR COMPUTER EQUIPMENT	\$ 856.00

Library Claims
May 1, 2017 - May 31, 2017

BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	358.77
BANK OF AMERICA	AG/HORT SUPPLIES	\$	20.92
SIGN PRO	STRUCTURAL MATERIAL	\$	112.00
BANK OF AMERICA	CLEANING SUPPLIES	\$	14.38
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	67.50
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	9.62
SAMS CLUB DIRECT COMM ACC	FOOD	\$	51.70
BANK OF AMERICA	FOOD	\$	11.97
HY VEE INC	FOOD	\$	760.94
SAMS CLUB DIRECT COMM ACC	SPECIAL PROJECT SUPPLIES	\$	8.98
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	95.06
HY VEE INC	SPECIAL PROJECT SUPPLIES	\$	127.50
	Total Administration	\$	88,750.43
Operations Services			
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	10,835.83
PAYROLL SUMMARY	MEDICARE FICA	\$	157.11
PAYROLL SUMMARY	FICA	\$	671.82
PAYROLL SUMMARY	IPERS	\$	967.65
PAYROLL SUMMARY	WORKERS COMP	\$	109.76
MAY TELEPHONE SYSTEM CHGS	CITY PHONE SERVICE	\$	46.21
	Total Operations Services	\$	12,788.38
Resource Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	20,410.22
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	150.00
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	25.00
PAYROLL SUMMARY	IPERS DISABILITY	\$	95.35
PAYROLL SUMMARY	LIFE INSURANCE	\$	47.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$	3,602.08
PAYROLL SUMMARY	MEDICARE FICA	\$	279.42
PAYROLL SUMMARY	FICA	\$	1,194.74
PAYROLL SUMMARY	IPERS	\$	1,836.02
PAYROLL SUMMARY	WORKERS COMP	\$	26.76
MAY TELEPHONE SYSTEM CHGS	CITY PHONE SERVICE	\$	184.84
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	762.20
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	37.50
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	1,854.06
ORIENTAL TRADING COMPANY	EQUIPMENT PARTS/SUPPLIES	\$	109.97
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	213.00
ELM USA INC	EQUIPMENT PARTS/SUPPLIES	\$	177.95
BANK OF AMERICA	ELECTRONIC LICENSES	\$	46.89
OVERDRIVE	ELECTRONIC LICENSES	\$	3,505.70
DES MOINES REGISTER	PERIODICALS	\$	141.75
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	3,943.65
RECORDED BOOKS LLC	YOUTH COLLECTION	\$	137.87

Library Claims
May 1, 2017 - May 31, 2017

AMAZON	YOUTH COLLECTION	\$ 2,289.66
FOLKMANIS INC	YOUTH COLLECTION	\$ 498.53
MIDWEST TAPE	YOUTH COLLECTION	\$ 1,140.04
BANK OF AMERICA	YOUTH COLLECTION	\$ 2,038.71
AMS BOOSTER CLUB	YOUTH COLLECTION	\$ 34.98
BOOK FARM INC	YOUTH COLLECTION	\$ 518.58
AMAZON	AUDIO-VISUAL COLLECTION	\$ 946.53
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 12,472.85
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 10,405.04
AMAZON	ADULT PRINT COLLECTION	\$ 1,355.43
NADA APPRAISAL GUIDES	ADULT PRINT COLLECTION	\$ 75.00
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 2,334.03
GALE GROUP	ADULT PRINT COLLECTION	\$ 1,329.78
	Total Resource Services	\$ 74,221.63
Youth Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 33,983.08
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 754.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 164.15
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,764.16
PAYROLL SUMMARY	MEDICARE FICA	\$ 480.47
PAYROLL SUMMARY	FICA	\$ 2,054.47
PAYROLL SUMMARY	IPERS	\$ 3,102.01
PAYROLL SUMMARY	WORKERS COMP	\$ 52.15
APRIL 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 46.57
MAY TELEPHONE SYSTEM CHGS	CITY PHONE SERVICE	\$ 277.26
APRIL POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 4.07
UNITED WAY REIMB HEID DEN	CONFERENCES	\$ (231.45)
BANK OF AMERICA	CONFERENCES	\$ 744.79
AMER LIBRARY ASSOCIATION	DUES/MEMBERSHIPS	\$ 247.00
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 396.00
BANK OF AMERICA	FOOD	\$ 115.69
LIB YOUTH SERVICE TSHIRTS	SPECIAL PROJECT SUPPLIES	\$ (110.80)
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 1,080.31
WORREL, BRIAN	SPECIAL PROJECT SUPPLIES	\$ 15.00
	Total Youth Services	\$ 49,013.93
Adult Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 34,732.06
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 125.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 146.07
PAYROLL SUMMARY	LIFE INSURANCE	\$ 70.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,203.80
PAYROLL SUMMARY	MEDICARE FICA	\$ 489.23
PAYROLL SUMMARY	FICA	\$ 2,091.83

Library Claims
May 1, 2017 - May 31, 2017

PAYROLL SUMMARY	IPERS	\$ 3,101.56
PAYROLL SUMMARY	WORKERS COMP	\$ 41.66
MAY TELEPHONE SYSTEM CHGS	CITY PHONE SERVICE	\$ 277.26
BANK OF AMERICA	TRAINING	\$ 180.00
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 63.89
	Total Adult Services	\$ 46,522.36
Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 34,291.48
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 906.21
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 225.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 166.16
PAYROLL SUMMARY	LIFE INSURANCE	\$ 82.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,566.38
PAYROLL SUMMARY	MEDICARE FICA	\$ 487.98
PAYROLL SUMMARY	FICA	\$ 2,086.40
PAYROLL SUMMARY	IPERS	\$ 3,143.13
PAYROLL SUMMARY	WORKERS COMP	\$ 46.27
MAY TELEPHONE SYSTEM CHGS	CITY PHONE SERVICE	\$ 277.26
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 287.51
APRIL POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,246.29
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 15.91
MELBERG, DEVAN	TRAVEL/MEETINGS	\$ 3.26
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 170.05
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 155.28
ULINE	OFFICE SUPPLIES	\$ 204.29
JANWAY COMPANY	SPECIAL PROJECT SUPPLIES	\$ 808.04
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 242.91
	Total Customer Account Services	\$ 48,412.31
		\$ 319,709.04
		<i>June 15, 2017</i>
Jane Acker, President	Sarah Barchman, Secretary	Date

APLFF Honor and Recognition Wall Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JUNE 15, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, accepts the terms of the Ames Public Library Friends Foundation's Honor and Recognition Wall Policy.

Jane Acker, President

Sarah Barchman, Secretary



Honor and Recognition Wall Policy

Donors who wish to honor or memorialize an individual(s) have the opportunity to make that recognition visible inside the Ames Public Library with a special plaque. The following conditions will apply:

- The minimum gift for a plaque is single unrestricted gift of \$5,000 to the Ames Public Library Friends Foundation.
- Recognition Wall categories are the following:
 - \$5,000-\$9,999 Small triangle, 24 point lettering
 - \$10,000-\$24,999 Square, 36 point lettering
 - \$25,000-\$99,000 Large triangle, 48 point lettering
 - \$100,000+ Parallelogram, 60 point lettering
- Plaques will be displayed in a prominent location inside the Ames Public Library.
- The plaque's appearance will be consistent with those for the Ames Public Library Building Campaign.
- The plaque will include the name of the honoree. Additional text may be possible.