

Ames Public Library

Board of Trustees

Meeting Minutes January 11, 2007

The Ames Public Library Board of Trustees met in regular session on Thursday, January 11, 2007, in the Library boardroom with Anderson, Botine, Mathews, Munson, Ross, Sondall Saetveit, Warnick, and Director Weeks in attendance. LeGates and Mungons and were absent.

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

Adoption of Agenda: Botine moved and Anderson seconded the motion to adopt the agenda. Motion passed unanimously.

Approval of Minutes: Warnick moved and Sondall Saetveit seconded a motion to approve the December 21, 2006, minutes. Motion passed unanimously.

Public Forum: none

Consent Agenda: Botine moved and Anderson seconded the motion to approve the following items on the Consent Agenda:

1. Motion approving 12/11/2006-1/04/2007 claims report.
2. Motion approving gifts:
 - In memory of Norma Lucille Conti from Neil Eugene and Merna Marie Donald..... \$15.09
 - In memory of Irene Swanson from Dolores Brown..... \$35.60
 - From C. M. and J. M. Hamm..... \$2.50
3. Motion closing the Library on Monday, February 19, 2007, for staff development day.
4. Motion approving review of Story County contract.

Motion passed unanimously.

Financial Reports: Weeks reported that 50% of the budget year had passed, and he didn't see any problems. He said the budget was on track.

Director's Report: Weeks reported the Library's budget meeting with the city manager went well. The capital improvement plan would be presented to city council on January 16. The budget presentation to city council would be held February 6, at 5:15 p.m. The FY 07/08 budget request was for a 4.5% overall increase with a 5% increase in the collections budget. Weeks discussed the possibility of using the bequest money for collections and how to protect the bequest principal. Weeks reported the city attorney said the bequest money could not be moved to the Foundation, which is a 501(c)3 charitable organization. Weeks recommended adopting a policy on the amount that would be accepted for an endowment and looking at protecting the bequest principal. Munson asked for volunteers to recommend a plan for the bequests and endowments. Botine and Ross volunteered to serve.

Weeks said Roy Kenagy would explain the strategic planning process to the joint meeting of the Friends, Foundation, and Trustees on February 5, 2007, at 6:30 p.m. In addition, there would be two meetings scheduled from 10 a.m. to 4 p.m. on February 17 and February 24 for public input on the strategic plan. Weeks explained the schedule for the strategic planning process. Anderson recommended setting aside a four-hour meeting for Board input before the goals and objectives were drafted. Weeks said he would update the Board at each meeting until the plan was completed.

Weeks asked for a moratorium on policy review to devote time to the strategic plan and other projects.

Staff Reports:

Deputy Director: Munson asked Hayslett why gifts were removed from *Page One*. Hayslett replied it was simply an issue of lack of space. Botine asked the result of the meeting with the Friends' accountant. Hayslett said the purpose was to review procedures. Munson questioned the addition of a junior Friends' group. Carey said this was a result of the teen advisory group wanting to raise funds.

Assistant Director: Carey said the Foundation received over \$55,000.00 in donations. Warnick questioned the expiration of library accounts. Carey said the Library was having trouble with the software so the expiration of accounts was disabled for now. Ross said he would like to see the current number of overdue accounts compared to when the Library started submitting accounts to Unique and how many were written off.

Friends of the Ames Public Library Report: Sondall Saetveit reported the teen advisory group presented a proposal to the Friends to form a partnership. The Friends were taking the proposal into consideration. Sondall Saetveit reported the Friends approved the purchase of a Lego table, story time supplies, and some big books. The Friends also approved paying for half of the African drumming program.

Foundation Report: Ross reported the Foundation hadn't met since the last Board meeting.

Policy Review: none

Unfinished Business:

Director Evaluation Process – Discussion: Munson had nothing new to report.

Consultant Service Agreement – Action Item: Ross moved and Botine seconded the motion to approve the consultant service agreement as presented/amended. Weeks said the agreement would be for \$15,495.00 with the final report due on July 31, 2007. Motion passed unanimously.

New Business:

Appointment of Nominating Committee: Munson stated Sondall Saetveit and LeGates agreed to serve on the nominating committee. They would recommend Trustees to serve as officers starting in April 2007.

Legislative Report: Hayslett said the Iowa Library Association Governmental Affairs Committee (GAC) met with their lobbyists, Amy Campbell and Craig Patterson, on January 5, 2007. They were hoping to restore funding to the 2001 level to the library service areas, plus obtain additional funding for statewide databases. In addition, they were working with the Department of Education to have teacher/librarians phased back into the Iowa Code. Hayslett invited the trustees to attend the Legislative reception briefing at 2:30 p.m. on March 28th in the Vocational Rehab Auditorium, with the Legislative reception following from 4 p.m. to 6 p.m. at the State Law Library. She said GAC Action day would be held at the Capitol on February 14. Ross stated Department of Education Director Judy Jeffrey didn't know if the Legislative subcommittee would hold hearings. The state budget would be released on January 25th.

Staff Recognition at Staff Day: Recording Secretary Woo invited Trustees to attend lunch at noon on staff day, February 19. She asked for a representative from the Trustees who would recognize employees for years of service.

Alternative Funding Request – Action Item: Ross moved and Sondall Saetveit seconded the motion to approve the alternative funding request as presented/amended. Weeks said the list was identified by staff and then prioritized by need. Hayslett said the request also reflected the Friends' commitments. Warnick questioned what the \$25,000.00 for Project Smyles would cover. Carey said it was for staffing. Motion passed unanimously.

Strategic Planning Expenses – Action Item: Botine moved and Anderson seconded the motion to approve \$6922.78 for strategic expenses that was committed for strategic planning travel in the Gladys Myers Bequest as presented/amended. Weeks explained this would pay for upcoming strategic planning expenses. Ross amended the motion to read, "Approve \$6922.78 for strategic planning expenses that was committed for strategic planning travel in the Gladys Myers Bequest." Botine seconded the motion. Motion as amended passed unanimously.

Trustee Comments:

Mathews had no comment.

Botine asked how those interested in becoming a Library trustee would proceed. Munson said they would go to the city's web site to apply.

Warnick said she probably wouldn't be able to attend the February meeting.

Anderson had no comment.

Sondall Saetveit had no comment.

Ross said he would be attending the American Library Association Midwinter meeting. He would be on a panel for the advocacy institute at the meeting. In addition, he and Weeks would attend a Public Library Association Board meeting.

Munson had no comment.

Adjournment

Sondall Saetveit moved and Warnick seconded a motion to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 8:44 p.m.