

Ames Public Library Board of Trustees

Meeting Minutes January 15, 2009

The Ames Public Library Board of Trustees met in regular session on Thursday, January 15, 2009, in the Library's Board Room with Budd, Campbell, LeGates, Lockett, Ross, Seagrave, Warnick and Director Weeks in attendance. Anderson and Meier were absent. Staff in attendance: Carey.

Call to Order: President Ross called the meeting to order at 7:01 p.m.

Adoption of Agenda: Ross asked for any changes to the agenda. None were proposed. The agenda was unanimously approved.

Approval of Minutes: Lockett moved and Seagrave seconded a motion to approve the December 18, 2008, minutes. LeGates asked if the City had responded about the insurance rates. Weeks said the rates reflected the increase that the City was charged. Motion passed unanimously.

Public Forum: none

Consent Agenda: With their signatures, Ross moved and Warnick seconded the motion to approve the consent agenda. Motion passed unanimously.

- 1) Motion approving claims reports: December 1, 2008 – December 31, 2008
- 2) Motion approving gifts:
 - a) In honor of Pam Sibbel from the Sanborn Family\$20.00
 - b) In memory of June Calhoun
 - i) from Mary Calhoun\$50.00
 - ii) from Robert Carstens.....\$100.00
 - iii) from the CSS BA QA Team\$100.00
 - iv) from Becky and Michael Hayes\$20.00
 - v) from Lenita Jordan\$100.00
 - vi) from Betty Rozeboom\$15.00
 - vii) from Jeff and Kayla Stratton\$50.00
 - c) In memory of Patricia Francis from Colleen Francis and Ben Saturen...\$25.00
 - d) In memory of David Maxwell from Roger Maxwell\$100.00
 - e) From David and Cathy Carlyle\$100.00
 - f) From Mary Kay Litzel\$9.75
 - g) From John and Elizabeth Verhoeven.....\$100.00
 - h) From Linn and Ann Wilbur\$50.00
 - i) From Shirley Wood\$75.00
- 3) Motion approving new hire:
 - a) Hiring of Karen Thompson as library administrative assistant (promotion from Secretary I, City Clerk's Office) at \$53,781/year, effective January 19, 2009.

Financial Reports: Weeks said the library is "spot on" for the percentage of budget spent. Budd asked for clarification on the Accurate Mechanical expenditure. Weeks said it represented a bill from repair of a line leak. Lockett asked who is paid from the Outside Professional expense line. Weeks said the OCLC cataloging service, the 360° evaluations, and services of consultant Michelle Clark were the main expenses from that account. Seagrave asked where Dahlgren's fee is reflected. Weeks said the fee is part of the proposed contract with Meyers, Scherer & Rockcastle (MS&R), which will be paid from the bequest money set aside for the library building project. Ross said the financial reports were accepted as submitted.

Administrative Staff Reports: Weeks said the report was short due to the holiday season and the early meeting date.

Library Building Expansion Committee Report: Weeks, Warnick, Budd, and Carey attended the January 13 meeting, where discussion centered on the upcoming architect/community meetings. Representatives from Meyer Scherer & Rockcastle will meet with staff during the afternoon of February 16 and will hold public meetings that evening and on February 17. The Board discussed the publicity, meeting locations, and contingency plans for overflow. Ross asked why no library projects were on the list Bob Kindred presented to the City Council. Weeks said those were from the City's project list. Weeks said the projects on that list were to be "shovel ready" by May 1st, and the library building project will not meet that deadline.

Friends of the Ames Public Library Report: Budd reported that the Friends met on January 5, 2009, and were still hoping to add one board member. Friends discussed the spring book sale. Friends members will be admitted to the sale one hour early on the Friday evening of the sale.

The annual joint Friends/Foundation meeting will be held on February 2, 2009, with Des Moines Public Library Director Saul Amdursky as the featured speaker. The reception will begin at 6:30 p.m. that evening, followed by the joint meeting at 7:00 and regular board meetings at 8:00. The Board of Trustees is invited to attend.

Seagrave asked what happens to the unsold books. Warnick asked what percentage of materials available at the book sale is left unsold. Carey said the items are put out as free on the shelves in the east entryway, and that no count is taken. Because of space limitations, unsold books are not held for the next sale.

Foundation Report: The Foundation Board met on January 8, 2009. The 2008 campaign raised approximately \$28,000, with \$18,000 designated to Project Smyles and most of the rest to the endowment. The Foundation plans to shift the campaign back to April.

Policy Review:

Meeting Room Policy – Action Item: LeGates moved and Budd seconded the motion to approve the Meeting Room Policy as presented/amended. Carey said that there were no substantive changes at this time. Misbehavior issues are covered by the Conduct in the Library Policy. Ross asked about selling. Carey said selling is only permitted at library-sponsored programs; for example, books at an author program. Seagrave asked where the policy is posted. Carey said the policy is posted on the APL web site and in the meeting rooms. Motion passed unanimously.

Unfinished Business:

Director Evaluation Committee: Ross said Weeks had generated a plans/goals/accomplishments summary. Ross distributed salary information and said Weeks' salary is near the bottom for City of Ames department heads and is in the middle for Iowa Urban Public Libraries Association (IUPLA) directors. Ross said that evaluation forms will be sent to the Board, supervisory staff, and key City of Ames staff. The Executive Committee will present its findings to Weeks prior to the February 19, 2009, Board meeting and will discuss them with the Board during the meeting.

Library Expansion Feasibility Study Contract with Meyers, Scherer & Rockcastle – Action Item: Seagrave moved and Luckett seconded the motion to approve the contract. Weeks passed out a revised Part 1 and passed out Part 2. He explained that the sections both relate to the contract under discussion and do not correspond to Phase I and Phase II of the building project.

Weeks went over the key points of the contract. The contract has no cost to suspend, but if the Board terminates the contract the library is liable for "profit." Budd said he had concerns. Luckett asked about a nonperformance clause.

Ross said the motion could be tabled with the understanding that 1) members would convey their concerns to the executive committee, 2) the executive committee would review the concerns and make a decision, or 3) the Board would elect to take the motion off the table at a special meeting.

The Board determined that a special meeting should be held on Thursday, January 22, 2009, with only this item on the agenda. Ross instructed Board members to email him their concerns and copy Weeks so Weeks can discuss changes with City Attorney Doug Marek and MS&R. Seagrave moved and LeGates seconded a motion to table the item. Motion tabled by unanimous approval.

New Business:

Payment to Meyers, Scherer & Rockcastle – Action Item: Weeks said that MS&R had begun work on the feasibility study in good faith. Budd asked what would happen if the contract was not approved. Budd asked for clarification on Dahlgren's work. Weeks said the architect needed the program portion done and hired Dahlgren because of his familiarity with the building.

Luckett moved and Seagrave seconded a motion to pay MS&R for the building program, site studies, and reimbursable expenses incurred in the initial portion of Phase I. The vote was 6-1 in favor of payment. Campbell, LeGates, Luckett, Ross, Seagrave, and Warnick voted to approve payment. Budd voted not to approve payment.

Ames Public Library Foundation 2009 Campaign – Action Item: Carey said the Foundation campaigns have targeted Project Smyles for two years and the Foundation would like to have an unrestricted 2009 campaign. LeGates moved and Campbell seconded a motion that the 2009 campaign be unrestricted in purpose. Motion passed unanimously.

Trustee Comments:

Warnick had no comment.

Seagrave had no comment.

Luckett had no comment.

Campbell had no comment.

LeGates had no comment.

Budd had no comment.

Ross urged the Board to watch the national scene regarding economic issues and possible political action.

Adjournment

LeGates moved and Warnick seconded a motion to adjourn. Meeting adjourned at 8:51 p.m.