

# Ames Public Library

## Board of Trustees

### Meeting Minutes January 17, 2008

The Ames Public Library Board of Trustees met in regular session on Thursday, January 17, 2008, in the Library's Board Room with Anderson, LeGates, Luckett, Meier, Ross, Seagrave, Sondall Saetveit and Director Weeks in attendance. Krauth and Warnick were absent.

**Call to Order:** President Ross called the meeting to order at 7:02 p.m.

**Adoption of Agenda:** Ross amended the agenda to include an update on the Governor's budget in either the **Financial Reports** or the **Administration** Report. Seagrave moved and Anderson seconded the motion to adopt the amended agenda. Motion passed unanimously.

**Approval of Minutes:** Ross asked if there were any changes to the December 20, 2007, minutes. Hearing no changes, LeGates moved and Anderson seconded the motion to approve the minutes. Motion passed unanimously.

**Public Forum:** none

**Consent Agenda:** Anderson moved and Seagrave seconded the motion to approve the consent agenda. Motion passed unanimously.

1. Claims Reports 12/1/2007-12/31/2007
2. Gifts
  - From Ann and Linn Wilbur ..... \$50.00
  - From John and Elizabeth Verhoeven..... \$100.00
  - In honor of Sharon Anderson, Karla Drappel, and Mrs. Dorothy in sincere gratitude for all the work they do at Treetop Preschool in Ames, from Mary and Thea Rotto ..... \$25.00
  - In honor of Mary Jane Pearson from Jane Beeman ..... \$50.00
  - In memory of Patricia Francis from Colleen Francis and Ben Saturen .. \$25.00
  - In memory of Betty Cummings from Deborah Sulzbach ..... \$30.00
3. Raises/Promotion
  - Increase to \$7.25/hour (new minimum wage) for the following circulation assistants (temporary), effective January 1, 2008: Julianne Bacon, Katie Gilmore, Kelly Grogg, Nick Biber, Jeanette Miller, and Robert Dennis
  - Six-month raise for hourly circulation assistant (temporary) Leigh Nelson, to \$7.30/hour, effective January 1, 2008
  - Promotion of Sarah Boogerd from grade 57 part-time library assistant, to grade 58 full-time librarian, increase to \$38,334.00 annually, effective January 7, 2008.
4. Change date of May Board meeting to May 22, 2008

**Financial Reports:** Weeks said the budget was halfway through the fiscal year, with 48.7% of the monies spent. Anderson asked what amount was received annually from Enrich Iowa funds. Weeks said state aid consisted of three components: Enrich Iowa, which was direct state aid; Open Access; and Access Plus. The state aid adds approximately \$71,000 per year to the library budget. Weeks said the Open Access and Access Plus monies were applied to the collections budget. Ten thousand dollars of direct state aid was applied to the Books for Babies program. Meier asked for an explanation of the \$720.38 in miscellaneous revenue in the state funding column. Weeks said it was the cash distribution from the CD antitrust case settlement. Anderson asked if any of the state

monies were carried over. Week said the alternative funding request approved at last month's Board meeting would spend down some of those monies.

**Administration Report:** Weeks handed out an e-mail complimenting youth services. He received the message from a customer who drives from Webster City to bring her daughter to Toddler Time.

Weeks reported that circulation in December 2007 was down eight percent compared to December 2006. The drop was driven by non-print circulation. Ross commented that the staff had to decide at some point what to do with the VHS collection. Discussion followed on downloadable audio and movies. Weeks said he thought music distribution would be different in the future.

Weeks said property valuations in Ames had only risen .4%; however, he was not anticipating any budget reductions. He said his presentation of the library budget to the City Council would be the first week in February.

Weeks said the first meeting of the Building Committee would be held on January 23. He said the committee included ISU architects, the facility manager from Mary Greeley Medical Center, representatives from the Downtown Cultural District, community members, and staff and Board members.

LeGates asked if Weeks had received any feedback from the City Council when he presented the library's capital improvement plan. Weeks said he told the City Council that he was working on a building expansion. He said he hoped to have an idea about the site by the end of 2008, hire an architect and complete cost estimating by 2009, and present the bond to the voters in November 2009. If the bond passed, he said he hoped the project would be ready for bidding in early 2010, the groundbreaking would be held in mid-2010, and the ribbon-cutting for the new building in 2012. He said it would be an ambitious schedule.

Ross said Governor Culver's budget came in with an overall six percent increase; however, Culver was recommending an 18% reduction in state aid to libraries. Ross said the list of legislative goals, which was in the Board packet, was savaged by the proposed cuts. The cuts would affect the funding of the Library Service Areas (LSAs). He urged the trustees to contact their state representatives to protest the budget cuts. Weeks said he was concerned about the cuts to LSAs. He said the Governor should convene a task force to look at how to provide library service in Iowa. Seagrave said a ground swell of support would be needed from patrons to get the cuts reduced. Ross said the Iowa Library Association had lobbyists who would keep the library community apprised and a legislative briefing paper could be provided at each board meeting. Weeks invited trustees to attend the Chamber of Commerce luncheon with legislators on January 25.

Sondall Saetveit asked Weeks if the staff was experiencing security problems. Weeks said there were fewer problems now that the teen space was being staffed. Weeks said the staff would be attending a presentation by the "Black Belt Librarian" to learn non-threatening ways to approach people.

**Friends of the Ames Public Library Report:** LeGates reported the Friends signed the Literary Grounds lease. Anderson recommended charging the Friends one dollar per year to lease the space when the lease comes up for renewal. Carey said the lease was recommended by the previous city attorney.

LeGates said the Friends were planning the spring book sale, which would be held the first weekend in April. They were looking for a volunteer to coordinate the book sale and for someone to fill a spot on the Friends board.

**Foundation Report:** Ross said the annual joint meeting with the Friends would be held on February 4, 2008, at 7 p.m. He said Carole Winkleblack, director of the Marshalltown library, would be the speaker. Carey said the Foundation's campaign surpassed \$40,000 for Project Smyles.

## **Policy Review:**

Financial Limits Authority Policy – Action Item: Anderson moved and Seagrave seconded the motion to approve the Financial Limits Authority Policy as presented/amended. Anderson recommended not abdicating the Board’s responsibility to the City Council. Weeks said that, whenever possible, the library would follow the City of Ames Purchasing Policies and Procedure Manual. Discussion followed on whether the City Council or Board of Trustees had final purchasing approval. Ross said he didn’t want to relinquish the Board’s responsibility. Lockett moved and Sondall Saetveit moved to table the motion. Motion to table the policy passed unanimously.

Director’s General Job Duties Policy – Action Item: Anderson moved and Seagrave seconded the motion to approve the Director’s General Job Duties Policy as presented/amended. Motion passed unanimously.

Director’s Performance Evaluation Policy – Action Item: LeGates moved and Meier seconded the motion to approve the Director’s Performance Evaluation Policy as presented/amended. Ross said the Executive Committee recommended the proposed changes. Anderson recommended amending the motion with the following changes: Under **November**, first sentence, change facilitate to conduct; under **December**, second paragraph, first sentence, add information after contact; and under **February-March** fifth paragraph add a period after March meeting and delete “if possible, or the April meeting if necessary.” Sondall Saetveit asked how the policy compares to other libraries in the area. Weeks said there was a controversial aspect to the 360° appraisal, but he didn’t feel that he should tell the Board what to do. Seagrave said the trend was to base the evaluation on the strategic plan. Motion as amended passed unanimously.

## **New Business:**

Story County Contract – Action Item: Seagrave moved and Meier seconded the motion to review the Story County Contract as presented/amended. Ross said this contract had been in effect since 1995. Carey said the contract allows people in unincorporated areas of Story County access to libraries. Motion passed unanimously.

Gilbert Contract – Action Item: LeGates moved and Anderson seconded the motion to approve the Gilbert Contract as presented/amended. Weeks said the dollar amount was increased by four percent to mirror the increase in the library’s operating budget. Anderson asked how the base amount of the contract was calculated. Carey said the contract was in place before the current administration. Anderson suggested tracking Gilbert’s circulation, placing a benchmark and relating it to the yearly increase. Discussion followed about the likelihood of Gilbert starting a library. Motion passed unanimously.

## **Unfinished Business:**

Building Committee Update – Weeks: Weeks said the building committee would meet Wednesday, January 23, 2008. He said the committee would discuss location for the library, but he didn’t anticipate the library moving from downtown. He said he met with the city’s planning and housing director to discuss distressed properties. The next step in the process would be to hire an architect to conduct a facility study. Ross said the task may be more complicated with the city’s intent to expand water and electric service. Weeks said he wanted to have a solid option by the end of the year.

## **Trustee Comments:**

Sondall Saetveit had no comment.

Seagrave had no comment.

Luckett had no comment.

Anderson said he would be gone for the February Board meeting.

LeGates said she had received her Iowa Library Association membership dues notice. Recording Secretary Woo said to forward the bill to the library business office.

Meier said the Des Moines Public Library was suing the local architect over the broken glass panels in the new library.

Ross urged board members to keep watching the Governor's budget in relation to libraries.

### **Adjournment**

Anderson moved and LeGates seconded a motion to adjourn. Meeting adjourned at 8:58 p.m.