

Ames Public Library

Board of Trustees

Meeting Minutes January 19, 2006

The Ames Public Library Board of Trustees met in regular session on Thursday, January 19, 2006, in the Library boardroom with Anderson, Ferree, Mathews, Mungons, Munson, Ross, Sondall, Warnick and Interim Co-Directors Carey and Hayslett in attendance. Botine was absent.

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

Adoption of Agenda: Anderson moved and Ross seconded the motion to adopt the agenda. Mathews asked how to add items to the agenda. Munson explained he should talk to either her or the Interim Co-Directors. Mathews said the Library policy states that the Director review should begin around this time of year. Munson said the Board needs to discuss the matter. The agenda was adopted as presented.

Approval of Minutes: Munson announced the following correction to the December 15, 2005, minutes: under Director Search Update, second sentence, change it to read, "Munson recommended closing the meeting to discuss personnel matters." The minutes were approved as corrected.

Public Forum: none

Financial Reports:

Claims: Anderson moved and Mathews seconded a motion to approve the claims. Ross questioned the McFarland Clinic bill. Carey said the bill was for a health screening for new half-time circulation assistant Tracy Briseno. The claims were unanimously approved.

Gifts: The following donations were presented for acceptance:

- From Dean W. Stebbins Agency.....\$500.00
- From David and Elizabeth Bowman in memory of Kim Wolf.....\$20.00
- From John D. Verhoeven and Elizabeth A. Nutting Verhoeven\$100.00
- From Jane Johnson for the purchase of books.....\$80.64
- From Jane Johnson\$70.00
in honor of Kelanie Crosswait, Glenn Crosswait, David Johnson, Camry Crosswait, Joyce Baker, and Diana Crosswait
- From Dana and Katherine Eaton\$500.00
- From Colleen Francis in memory of Patricia A. Francis\$30.00
- From Ben Saturen
in memory of Bertha R. Saturen.....\$30.00
in memory of Israel M. Saturen\$30.00
- From JoAnn Sandoval in memory of Bea Howerton\$50.00
- From E. Marlene Weisshaar in memory of Kristi McConnell Van Pelt\$20.00
- From Lisa and Brian Eslinger..... *The Parkinson's Disease Treatment Book* by J. Erick Ahlskog

Anderson moved and Ross seconded a motion to accept the donations. The motion passed unanimously.

Budget Update: Hayslett reported the management team had two meetings with Steve Schinker, Carol Collings, Duane Pitcher, and Sheila Lundt to review the budget. She received word today that

the Library will receive an additional \$7,688.00 for materials and \$13,400.00 for hourly wages for fiscal year 2005/2006. Carey said the additional monies were justified this year by salary savings, and since the extra funding won't be available next year, the Library may have to look at services provided. Hayslett said \$2,400.00 for boardroom chairs and \$19,200.00 for auditorium chairs was also approved. However, the \$5,500.00 for database cleaning was not approved. She said it is a utility program which cleans up the database, as the records added are not uniform, since they come from member libraries. Hayslett said the request for additional funds to advertise in the Parks and Rec brochure and online program registration were denied. She stated that to achieve "B" level accreditation additional private funds need to be added this year. The full request for next year was not granted. Discussion followed regarding requesting funds from the City Council. Hayslett announced that the Library's budget hearing will be held before the City Council on February 7, 2006.

Mathews questioned the fire alarm problems discovered this morning. Carey stated that the fire inspector from the insurance company discovered the security company is not receiving fire signals. She said that ADT Security will come out tomorrow to give an estimate to fix the problem. She said there is a signed rider with ADT stating there would be no fire coverage. In the meantime, the police are driving by more often and a fire drill has been scheduled.

Anderson questioned why the computer maintenance charge on the expense report was substantially higher than last year. Carey said that a Dynix credit was applied last year. Harris said the Dynix charge pays for Dynix upgrades and hardware and software support, which serves as insurance in case the Library is without computer support.

Interim Co-Director's Report - Hayslett: Hayslett reported she attended the City Council's CIP meeting on January 17, where the Council reviews the capital improvement projects for the year. She presented the last year of a five-year plan, which is \$58,000.00 for tuck pointing.

Ross reported that there is a meeting Monday in Council Chambers at 7 p.m. to provide input on the charrette. He asked if a Board member could attend. Mathews replied that he would attend.

Mathews asked if there was a future project plan for public seating. Carey stated that she's asked for input from staff to discuss a budget plan for building projects. Mathews asked if he could sit in on the meeting. Carey said she would notify him of the meeting date.

Mathews asked for an explanation of the computer classes offered by ISU students. Hayslett said this is the second year the students have taught classes aimed at seniors, as they have a required community outreach component to fulfill for this federal program. Mathews asked if Library staff could teach the classes. Hayslett replied that there isn't enough staff available and they would have to come up to speed to teach these computer security classes. Carey said it is typical of libraries to offer basic computer classes.

Interim Co-Director's Report - Carey: Carey reported the Foundation had received \$20,862.00 to date, with an average donation of around \$75.00. She reported had received word of a stock donation, but had no word on the amount.

She announced the teen-space groundbreaking will be held on February 4th. At that time, they plan to launch a naming contest. Phase two of the project adds more services and computers. The grand opening is planned for June.

Carey said February 2nd will be the end of the 90-day trial contract for Unique Management Services. She stated that fine and fee revenue is up 18.6%. The circulation staff is considering implementing an expiration date to Library cards. This would require patrons to come to the desk annually to renew their card and pay the balance of their fines. She explained the fine alternative program.

She said she is leaving January 20th for the American Library Association meeting in San Antonio.

Munson noted that the Smyles kick off will be held on February 11th from 2-4 p.m. Carey said Marner will be signing books at Borders the following week. Warnick asked for the status of the part-time project coordinator. Carey said it is being advertised internally first. If no one who applies is qualified, advertisements will be placed outside the Library.

Mathews asked about the status of the security cameras. Carey said due to funding priorities, they may have to be installed in a tiered approach, with cameras at the entry, teen space and atrium as the top priority. Ross stated that there will need to be posted public notes as well as a policy on the retention of records.

Department Coordinators:

Computer Specialist: Harris had nothing to add to his report.

Community Relations Specialist: Duggan invited Trustees to bring desserts and attend lunch at 12:30 p.m. on Staff Day on February 20, 2006. Duggan handed out the Library's annual report. Carey reported that the Library is sponsoring a pilot winter reading program for adults and teens. If they complete the program, they'll receive a free hot chocolate or coffee from Café Diem.

Friends of the Ames Public Library Report: Ferree reported that Hayslett covered the Friends' meeting in her report. Hayslett announced that BookLetters would be added to the Library's web page on Monday. The service offers newsletters and listings of staff picks that will link to the Library's catalog. It also will deliver *Page One* to customers.

Foundation Report: Ross stated that he, Shelia Lundt, and Carey will meet by the end of the month to review the Foundation's bylaws. He said the joint Friends and Foundation meeting is on February 6th. Hayslett said a reception is being held at 6:30 p.m., and after a presentation by Marner, each group will hold a business meeting. Carey stated the Foundation Board is recruiting new members, especially an active treasurer.

Policy Review:

Employee Recognition Policy – Action Item: Ross moved and Anderson seconded the motion to approve the Employee Recognition Policy as presented/amended. Discussion followed on which part of the policy is the city's policy and which is the Library's policy. Carey explained the intent is to honor hourly employees. Munson recommended changing "can" to "may" in the policy. Ross moved to table the policy to allow the staff to revise it to distinguish between city and library policies. Anderson seconded the motion. The motion to table the policy passed unanimously.

New Business:

2006 Library Organizational Priorities: Hayslett said the document presented is a quarterly review of the organizational priorities for the Library. She said the passport service is on the list but suspended for now. Munson questioned when the plans of service would be presented to the Board. Carey said the Public Services and Circulation work groups are done with their plans. Munson asked for a ten-minute presentation on what is completed. Carey asked to present the plans in March, as some groups are using Staff Day to work together.

Replacement Appointment to the Arts Committee: Munson stated that when Jennings resigned from the Board, there was a vacancy on the Art Committee. She said that Mathews has agreed to serve on the committee with Deb Sondall.

Story County Contract—Action Item: Anderson moved and Ross seconded a motion to review the Contract for Library Services for Story County as presented/amended. Hayslett explained that the libraries who signed the contract work cooperatively to serve rural residents of the county. Warnick asked how much funding was received for the contract. Hayslett reported the Library received

\$121,498.00. Warnick asked what defined rural Story Country. Hayslett replied that it is the unincorporated areas of Story County. The motion as presented passed unanimously.

Unfinished Business:

Building Acquisition Update: Hayslett handed out the notice of the appeal for the property acquisition at 215 Fifth Street, Ames, Iowa. She said that Assistant City Attorney Judy Parks has twenty days to reply to the appeal. Ferree explained the appeal process. Munson suggested finding out about the demolition process. Warnick suggested an information gathering building committee of Trustees and staff members. Ross mentioned that Friends and Foundation members should have a role. Munson suggested bringing in a building consultant for a spring retreat. She asked Trustees to let her know a preferred date for the retreat and suggestions of other topics to discuss. Munson said she will make contacts regarding the demolition.

Director Search Update: Munson said the search committee placed a revised ad in the February and March issues of *American Libraries*. The committee revised the supplemental questions earlier tonight so the ad can be placed online. The position is open until filled with a review of applications starting on March 31, 2006. Munson said she hopes to have someone in house by July 1, 2006. Discussion followed regarding sending a representative to the Public Library Association meeting in Boston. Carey said she and Hayslett would recruit at the Iowa Urban Public Library Association meeting next week. Munson said the committee is not advising use of a search firm.

Trustee Comments:

Ferree said the Unattended Children's policy on next month's agenda was timely, as there has been good discussion of the topic on the lawyers for library list serve.

Sondall had no comment.

Mungons had no comment.

Warnick had no comment.

Anderson had no comment.

Ross had no comment.

Mathews said his first piece of mail this year was a thank-you letter from Ames Public Library for volunteering.

Ross reported he would be attending the American Library Association Midwinter meeting in San Antonio next week. On January 26th, he and Christie Vilsack will be presenting an ICN Session on the "All Iowa Reads" selection *Gilead*. He stated that the governor's budget proposal has an increase in Enrich Iowa monies and for the State Library, but flat funding for Iowa Service Areas.

Munson said she had a note from Steve Norman and a card from Gina Millsap for anyone to read.

Adjournment

Ferree moved and Warnick seconded a motion to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 9:13 p.m.