

Ames Public Library

Board of Trustees

**Meeting Minutes
January 20, 2005**

The Ames Public Library Board of Trustees met in regular session on Thursday, January 20, 2005, at 7:00 p.m. in the Library boardroom with Cameron, Ross, Munson, Ferree, Jennings, Kavanagh, Botine and Library Director Gina Millsap in attendance. Gloggnier was absent.

Call to Order: The meeting was called to order by President Cameron at 7:00 p.m.

Adoption of Agenda: Kavanagh moved and Munson seconded the motion to adopt the agenda. The motion passed unanimously.

Approval of Minutes: The minutes from the December 16, 2004, meeting were approved as corrected: Under Policy, 2nd paragraph, 5th line, should read: "Jennings moved and Munson seconded the motion to table the Unattended Children/Disruptive Behavior Policy." Under New Business: City of Ames Resident Satisfaction Survey – Discussion: 5th line, remove the second "say that."

Public Forum: Cameron welcomed visiting students who were observing for a government class.

Claims: Botine moved and Kavanagh seconded a motion to approve the claims. The claims were unanimously approved.

Donations: The following donations were presented for acceptance:

- From the Iowa State University Russian Speaking Student Association..... 2 films
- From Travis Jergens - *Skippyjon Jones* by Judy Schachner
- From Maribeth Henney for RJ - *100 Most Popular Children's Authors: Biographical Sketches and Bibliographies*
- From Bonnie S. Beer, M.D. in honor of Carol Elbert\$100.00
- From Bonnie S. Beer, M.D. in honor of Thomas, Isiah and Joseph McBride\$100.00
- Given in memory of Mary E. Clark from her book club..... 2 books
- From Lane E. and Amy Turner
for various needs of the Youth Services Department.....\$1500.00
- From Mary Whiting.....\$2000.00
- From Phyllis K. Williams for the purchase of CDs.....\$100.00

Munson moved and Botine seconded a motion to accept the donations. The motion passed unanimously. Botine noted that there were several large gifts this month.

Ross stated that the American Library Association was looking for nominations for the Major Benefactors Honor Award, and he would bring the application materials to the Library to nominate the Verna Thompson Bequest. Ross moved and Botine seconded a motion to have the Library apply for the Major Benefactors Honor Award. The motion passed unanimously.

Budget and Finance Committee Report:

Ferree presented the monthly and year-to-date expense reports. Millsap invited the Board to attend the City Council's review, wrap-up, and approval of the Library's budget and Capital Improvement Plan on February 8th at 5:15 p.m.

Director's Report: Millsap presented the book *A Hometown Remembered* by Richard Boyce who acknowledged Ames Public Library employees Mike Quinn and Janet Klaas "for their prompt and efficient assistance." She also reported on her recent trip to the American Library Association mid-winter meeting where she looked at RFID technology.

Assistant Director's Report: Hayslett presented several examples of manga literature.

Department Coordinators:

Community Relations Specialist: Duggan asked staff members Ross and Jennings to meet her after the meeting for a photo for the staff bulletin board.

Circulation/Outreach Services: Munson asked for an explanation of the January 27th program, Vision Matters. Botine stated that the Ames Community School District is holding community meetings to gather input for the district regarding long-range planning and their program-based budgeting system. Ross invited all to attend the ICN session on January 27th from 7:00-8:30 p.m. about the All Iowa Reads book, *Master Butchers Singing Club* by Louise Erdrich. He and Christie Vilsack will facilitate a discussion about the book. Carey stated that there will also be an author reading that night by Greg Helle from his book, *Post Traumatic Stress Disorder: The Hidden Cost of War*.

Friends' Report: Kavanagh reported that volunteers Jim and Erik Charter reported on the online book selling that they are handling for the Friends. Hayslett noted that Trustee Jennings will be the guest speaker for the joint Friends and Foundation meeting on February 7, 2005.

Foundation Report: Munson reported that the Foundation's current campaign has taken in over \$49,000. Millsap reported that Chuck Jons, Janet Stephenson, and Bill Shrum are on the nominating committee for officers and directors. Elections will be held at the annual meeting on February 7, 2005, to which Friends board and APL trustees are invited. Millsap said that the director's development position has been posted and she, Dale Ross, and Erin Longergan are on the interview committee.

Policy Review:

Unattended Children/Disruptive Behavior Policy: Ross moved and Jennings seconded the motion to take the Unattended Children/Disruptive Behavior Policy from the table. The motion passed unanimously. Millsap acknowledged the contributions of the disruptive behavior staff team for its input in revising the policy. Ferree suggested two language changes: under Unattended Children, the third line, change the sentence, "The following guidelines will be followed concerning the conduct of children." to read, "The following guidelines apply to the conduct of children." Under Definition, add, "As for the purposes of this policy" before, "A child is anyone under age nine." Munson questioned if the definition of the child applies to other policies. Millsap will review other policies. Ross moved and Jennings seconded the motion to approve the Unattended Children Policy with the changes proposed above. The motion passed unanimously.

Employee Recognition Policy: Jennings moved and Kavanagh seconded the motion to approve the Employee Recognition Policy. Millsap explained that the majority of the policy was taken from the City of Ames policy manual with the exception of two places: the second paragraph under Employee Service Awards where the Library recognizes both hourly and regular employees; and the second paragraph under Employee Retirement Gifts, where the employee has the option of choosing a book

pin for a retirement gift. She said that the City's Finance director has reviewed and indicated that he feels the policy is acceptable. The motion passed unanimously.

Unfinished Business:

Strategic Planning Report: Millsap reported on the current status of the 2004-2005 Organizational Priorities. Highlights include:

- Plans of Service are due January 31st; they will be evaluated by the management team in February.
- The management team is holding a retreat on January 24.
- Web Reporter and Remote Patron Authentication software is installed—Harris gave a brief explanation of the software.
- The Public Services group is considering offering fee-based fax service to the public.
- Circulation/Outreach is investigating implementing a fine for expired holds.
- The Public Services group is working on improving training for hourly employees.

Legislative Report: Hayslett stated that March 2nd is Legislative Day and registration is available on the Iowa Library Association web site.

Director Evaluation Committee (DEC) Report: Munson reported that the committee has two proposed policies on the agenda: Director's General Job Duties Policy and the Director Performance Evaluation Policy. The new evaluation process includes comprehensive feedback from direct reports, Board members and the City Manager. Other staff and external reviewers will receive a condensed feedback form that will consist of four questions. The written feedback will be conducted in the spring. Approximately six months after the written review, the Executive Committee will convene off-site focus group interview sessions with staff to discuss the Director's previously established development plans and goals.

New Business:

Director's General Job Duties Policy: Botine moved and Ferree seconded a motion to approve the Director's General Job Duties Policy. Munson stated that the policy was previously named Director's Performance Measures Policy. The motion passed unanimously.

Director Performance Evaluation Policy: Ferree moved and Kavanagh seconded a motion to approve the Director Performance Evaluation Policy. Botine acknowledged Board members Jennings', Munson's, and Gloggner's work on this policy. The motion passed unanimously.

Bookmobile Improvements Request: Botine moved and Jennings seconded the motion to approve the following bookmobile improvements:

- Finish wood back and bottom to create shelf where exterior book drop was located in the original design
- Blocks of sanded, finished wood in various lengths to move materials forward on the shelves as needed to make them more visible to customers
- Built-in wooden cup holder at rear work station to prevent spills
- Improved lighting for rear work station, slat wall display area, and book shelves
- Brace to reinforce rod that holds hanging bags containing puzzles, puppets, etc.
- Extend wood from bench to metal pole to create small triangular wooden display shelf near JNF section
- White picket fence-style (folding, display unit for outdoor events)
- Custom built, permanently attached wooden holder for supplies at front work station

The motion passed unanimously.

Change Date of October Board meeting to 10/13/2005: Millsap explained that the regularly scheduled Board meeting on October 21, 2005, is during the Iowa Library Association conference, which many of the staff attend. Ross recommended changing the date of the meeting to October 12, 2005. Ross moved and Jennings seconded the motion to change the date of the October Board meeting to Wednesday, October 12, 2005. The motion passed unanimously.

Staff Development Day – Discussion: Hayslett invited the Board to have lunch with the staff at on February 21, 2005, from 11:30 a.m. to 1:00 p.m. Cameron asked Board members to bring cookies or bars. Trustees will be handing out the years of service awards to recognize staff who are celebrating anniversaries this year.

New Trustee Appointment – Discussion: With three upcoming vacancies on the Board, Cameron asked trustees to identify gaps in community representation that could be shared with Mayor Tedesco before he makes his appointments. Jennings made the following recommendations: parents with small children, people with diverse backgrounds, people of color and fewer state employees. Botine also recommended someone with young children, a stay-at-home parent, and a different ethnic mix. Jennings suggested a link on the Library's web site to the Boards and Commissions area of the City's web site, along with information on the bookmobile.

Meeting with City Council – Discussion: The Board discussed the importance of meeting with the City Council to discuss Library issues. Cameron asked Botine to compile some rough data and Ross to develop some talking points for the February Board meeting. Millsap said she will schedule a meeting after the City Council has completed the budget reviews.

Review of Board President's Goals: Cameron reviewed her goals of strategic planning, director evaluation and Board effectiveness.

Trustee Comments:

Jennings stated that she will be at the February Board meeting. She discussed her attendance at the advocacy institute and planned giving session at the American Library Association (ALA) meeting in Boston. She introduced the idea of children sending valentines to the City Council in support of the Library.

Ross stated that he also attended the ALA meeting in Boston. He stated that National Library Legislative Day is May 3-4, 2005.

Kavanagh stated that the February and March Board meetings will be her last meetings as a Board member.

Botine noted that the Chamber of Commerce executive committee is in support of the Library's proposed property acquisition.

Cameron stated that she will not be attending the February Board meeting.

Adjournment

Jennings moved and Munson seconded the motion to adjourn. The motion passed unanimously. The meeting adjourned at 8:50 p.m.