

**Ames Public Library**

**Board of Trustees**

**Meeting Minutes  
February 15, 2007**

The Ames Public Library Board of Trustees met in regular session on Thursday, February 15, 2007, in the Library boardroom with Mathews, Mungons, Munson, Ross, Sondall Saetveit and Director Weeks in attendance. Anderson, Botine, LeGates, and Warnick were absent.

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

**Adoption of Agenda:** Munson amended the agenda to add "Rain Garden Presentation by Jenna Thompson of the VEISHA Executive Board", after **Adoption of Agenda** and before **Approval of Minutes**. Ross moved and Mathews seconded the motion to adopt the amended agenda. Motion passed unanimously.

**Rain Garden Presentation:** Jenna Thompson of ISU's VEISHEA executive board explained how the executive board has adopted the university's one community mission of working with all elements of the Ames community. She explained they are hoping to create a rain garden on the vacant lot southwest of the Library as a model community project of sustainability. On March 31, 2007, the volunteers would have an introductory educational component and then work on the preliminary landscaping for the rain garden. Weeks explained the plants may cost \$3,000.00 to \$5,000.00, which would include relatively low-maintenance, native vegetation. He said grant possibilities would be investigated. Weeks invited trustees to attend the meeting on March 1, 2007, at 1:30 p.m. where the landscape architects would present their initial conceptual drawings.

**Approval of Minutes:** Sondall Saetveit moved and Ross seconded a motion to approve the January 11, 2007, minutes. Motion passed unanimously.

**Public Forum:** none

**Consent Agenda:** Ross moved and Mathews seconded the motion to approve the following items on the Consent Agenda:

1. Motion approving 1/05/2007-2/05/2007 claims report.
2. Motion approving gifts:
  - From Altrusa International of Ames for youth non-fiction ..... \$1250.00
  - In honor of Mary Sherer from Joe and Kim Williams ..... \$100.00
  - In memory of John Nutty from Leisa Doran ..... \$20.00

Motion passed unanimously.

**Financial Reports:** Weeks reported that the Capital Improvement Project was approved by the city council. He said the council didn't question anything in the Library's budget amendments. Munson commended Weeks and the Library staff on the budget presentation to the city council.

**Director's Report:** Weeks reported the Library's IT Systems Administrator was aware of the upcoming early time change and would be downloading a patch.

Weeks reported he met with Building Consultant Anders Dahlgren at the American Library Association (ALA) meeting in Seattle. Dahlgren hasn't set a time for a site visit; however, he may combine his visit to the Ames Public Library with a trip to the Altoona, Iowa, library. Ross said Dahlgren understands the territory and the type of library Ames hopes to be. Carey said Dahlgren seemed to be open to ideas.

Mathews asked for Weeks' insight into new technology for young adults. Weeks discussed his attendance at an ALA session on young adults, how they use the library today and how they may use the library in the future. He said young people communicate via technology and make social connections through web sites.

### **Staff Reports:**

Deputy Director: Hayslett said there was a correction to her report under, "**Continuing Education:** Ross Petra attending the ICN session at Kirkendall Public Library in Ankeny presented by Dale Ross and Christie Vilsack on the 2007 All Iowa Reads selection, *Splendid Solution*." She said to replace Christie Vilsack's name with Susan Craig.

Hayslett reported the concern about House File 277, a bill relating to libraries, which would include what would constitute and who would be represented on library boards. Ross said the Iowa Library Association Governmental Affairs Committee (GAC) was working with their lobbyists in opposition of the bill. Hayslett announced that GAC Action Day was scheduled for February 28, 2007.

Mungons questioned what materials the Ames Historical Society would be taking to their new location. Hayslett said the Historical Society was moving some of their materials that had been stored in the Library. Hayslett said the Library planned to be a repository of municipal documents; however, many local history materials, especially realia, would go to the Historical Society.

Assistant Director: Carey had nothing to add to her report.

**Friends of the Ames Public Library Report:** Hayslett reported the Friends approved the purchase of an AccuCut machine for youth services. The Friends also approved an agreement with the Teen Advisory Group (TAG) so the teen group could associate with the Friends for fund raising. In addition, the teens would also volunteer to assist at the book sale. Hayslett said the Friends are changing the tradition of charging \$5.00 per box of books to half price per item for the last day of the book sale. Ross questioned if the donations were sorted for valuable materials before going to the general book sale. Hayslett said special books were selected for the Literary Grounds, online sales, and a special area of each book sale.

**Foundation Report:** Carey said the directors honored Sally Barclay and Bill Shrum for their service to the Foundation at the last meeting. She said the Foundation was looking into working with the Ames Foundation, Des Moines Foundation, or the Greater Story County Foundation. Weeks said the goal was to work with financial planners who would direct bequests to the Foundation.

**Policy Review:** none

### **Unfinished Business:**

Director Evaluation Process – Discussion: Munson reported the director's evaluation forms were e-mailed to the Board, staff and others. She asked for the evaluations to be returned. The director evaluation would be held at the March Board meeting. Munson said she, Ross, and Anderson were serving on the director evaluation committee.

Bequest Money Policy – Action Item: Ross moved and Sondall Saetveit seconded the motion to approve the bequest money policy as presented/amended. Weeks said he met with Botine to discuss a more efficient accounting of the bequest money. Weeks explained the proposal was to aggregate the Gladys Myers, Roscoe Marsden, Verna Thompson, and Herbert Howell bequest funds into one Library fund. Munson stated that a consistent investment strategy was a good idea; however, she would like to somehow preserve the names of the donors. Discussion followed on the possibility of using a donor board for recognition. Ross recommended recognizing the names collectively when the money was spent out of the fund. He amended the motion to read, "Be it

resolved that the Board of Trustees, Ames Public Library, aggregate Gladys Myers, Roscoe Marsden, Verna Thompson and Herbert Howell bequest funds into one "library bequest" fund. Encumber \$48,000 of the Verna Thompson fund for possible design expenditures prior to a capital campaign for a potential library building project. The Library will expend 80% of the annualized interest for Library projects and services and re-invest 20% of interest earnings for future growth of the newly formed Library fund. For accounting purposes, this policy should take effect as of July 1, 2007. All expenditures from this fund would be expended in the names of the persons whose bequests constitute the principal." Mathews seconded the motion. The amended motion passed unanimously.

#### **New Business:**

Heartland Technology Service Agreement – Action Item: Ross moved and Mathews seconded the motion to approve a 100-hour service agreement with Heartland Technology Solutions for \$7,000.00 from the Rebuild Iowa Infrastructure Fund (RIIF), as presented/amended. Weeks explained that Heartland Technology Solutions would come in and check the the Library's computer system configuration and serve as a back-up for the IT system administrator. Weeks explained the Library's virtual services specialist would work with Heartland Technologies if the IT system administrator was not available. Ross asked if there was a possibility of hiring a second IT person. Weeks explained there were no funds for additional staff. Munson questioned the possibility of using the city's IT department for support. Weeks said the city's IT staff's priority would be covering the electric, police and fire departments. Motion passed unanimously.

Change Date of March Board Meeting – Action Item: Ross moved and Sondall Saetveit seconded the motion to change the date of the March 2007 meeting from Thursday, March 15, 2007, to an unnamed date as presented/amended. Munson explained that Weeks would be out of town on March 15, 2007. Moved by Ross, seconded by Mathews to amend the motion to read, "Be it resolved that the Board of Trustees, Ames Public Library, change the date of the March 2007 meeting from Thursday, March 15, 2007, to March 22, 2007." Amended motion passed unanimously.

Vernon Brown Bequest: Carey reported a few months ago the Library had been notified of Vernon Brown's bequest of his property to the Library. Carey said she was working with the city attorney to see if the city's housing department could buy the property from the Board of Trustees for Habitat for Humanity. She said the house was uninhabitable. The Board could accept the property and demolish the house and then sell the land. She said there was also approximately \$27,000.00 in cash. Carey said she hoped to have more information to report at the March meeting.

Strategic Planning Update: Weeks proposed a Board meeting to review the strategic planning results from the staff and community meetings on March 1, 2007. He reviewed the strategic planning timeline and said the trustees would review the goals set by staff at the April 19, 2007, Board meeting. A draft of the strategic plan document would be reviewed at the May Board meeting. The Board agreed to meet on March 1, 2007, to review the strategic planning meeting results.

Appointment of Bylaws Review Committee: Munson recommended delaying the Bylaws review until after the new trustees were on board.

#### **Trustee Comments:**

Ross reported he attended the American Library Association Midwinter meeting in Seattle. He gave an update on the Public Library Board meeting he attended and reviewed a session he attended that was presented by a futurist. He reported the Iowa governor's budget for library funding was flat and discussed a situation with the Polk County Board of Supervisors that would affect funding for library services in Polk County, Iowa. He reported the state library received a Gates grant to work on getting more libraries online in Iowa.

Mathews had no comment.

Mungons had no comment.

Sondall Saetveit had no comment.

Munson reminded the trustees of the upcoming staff day on February 19; the community meetings on February 17 and February 24; and to turn in their director evaluation forms.

### **Adjournment**

Ross moved and Mathews seconded a motion to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 8:53 p.m.