

Ames Public Library

Board of Trustees

Meeting Minutes February 16, 2006

The Ames Public Library Board of Trustees met in regular session on Thursday, February 16, 2006, in the Library boardroom with Anderson, Ferree, Munson, Ross, Sondall, Warnick and Interim Co-Directors Carey and Hayslett in attendance. Botine, Mathews, and Mungons were absent.

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

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

Approval of Minutes: Ross moved and Sondall seconded a motion to adopt the minutes from the January 19, 2006, meeting. The motion passed unanimously.

Public Forum: none

Financial Reports:

Claims: Ferree moved and Warnick seconded a motion to approve the claims. Sondall questioned the debits to Best Buy. Hayslett reported as part of the budget rearrangement, the items were moved to the Collections budget. Ross questioned the procedure for P-card purchases. Carey explained that staff goes through extensive training before their P-card is authorized. Munson questioned who approves the purchases for P-cards. Carey explained that prior approval by their supervisor is needed before an employee makes a purchase. The claims were unanimously approved.

Gifts: The following donations were presented for acceptance:

- From Carol J. Lamb\$100.00
in memory of her grandchildren: Elaine Hockerman and Nathan Hockerman
- From John and Patricia Ball.....\$500.00
in memory of Margaret Lucille Kennedy Smith for the youth department
- From Dane 207 Questers in memory of David Stone\$15.00
- From Mary Whiting.....\$2,000.00
- From John and Elizabeth Mayfield.....\$200.00
in memory of Levinah Morrow for film programming

Carey explained that the Mayfield gift for film programming will continue with a pledge of \$100.00 per month. Warnick asked how the gift spending is tracked. Hayslett said Mary Logsdon sends an acknowledgement and tracks the gift spending. Ferree moved and Anderson seconded a motion to accept the donations. The motion passed unanimously.

Budget Update: Hayslett explained that she covered the budget update in her monthly report. Warnick questioned the purchase for wearing apparel. Hayslett explained the wearing apparel line is for shirts, pants, and boots for the custodians.

Interim Co-Director's Report - Carey: Carey stated that the Project Smyles kick off and reception was wonderful. Marner is signing books at Borders on Saturday, February 18th. Warnick questioned the computer lab changes. Carey said the check in for the computer lab will be moved to circulation, as the lab will become self service. To offset the reduction in the service level, the Library is adding computer classes and one-on-one sessions. Discussion followed regarding the best use of staff time and concerns about unstaffed areas of the library. Carey said that Harris is moving downstairs to be closer to the lab. Carey thanked Harris and Donnell for working through the details of the move.

Munson asked about the crisis with the hourly budget. Hayslett said the management team asked for an increase in the hourly budget in the budget meeting with city staff. Hayslett explained the city's budgeting process. Ross questioned how well Unique Management Services (UMS) was doing. Carey said in addition to the materials returned after a customer was referred to UMS, more customers are returning materials so they are not turned over to the service.

Munson asked if the Library card expiration date procedure had been implemented, as she had to go to the desk to check out. Carey explained that the Library is still doing address checks on existing cards; however, new cards will have expiration dates of a year from the date of issue.

Carey reported the smoke detectors had been hooked up to the alarm system, the sprinkler connect was added to hook up the sprinkler system to the alarm system, and a sprinkler was added in the elevator room. The fire inspector inspected the Library and a staff fire drill was held. Batteries and light bulbs have been ordered for exit signs and emergency lights.

Interim Co-Director's Report - Hayslett: Hayslett had nothing to add to her report. Ross questioned the amount on her report for Parks and Recreation online registration. Carey stated that \$375.00 is a one-time licensing fee, not an annual fee. Carey said the estimated costs for advertising in the Parks and Recreation brochure is approximately \$1950.00, depending on the pages available. Ross questioned why the request for alternative funding increased for the bins. Heid said the first estimate was out of a catalog and for a product that wouldn't last as long. The additional funding would allow for custom-built bins that would last longer. Additionally, the costs of materials have increased. Heid explained the theory behind bins versus shelving. Ross questioned the request for collections money in the alternative funding request. Discussion followed on strategies to increase the collection budget for next year.

Department Coordinators:

Community Relations Specialist: Duggan invited Trustees to attend lunch at 11:30 p.m. on Staff Day on February 20, 2006. She asked that a Board member present employee service awards at lunch. Ross said he would present the awards.

Computer Specialist: Sondall questioned Harris about taking computers to Altoona for disposal. Harris explained that businesses need to take electronics to the regional waste facility for disposal. Anderson noted that ISU may be able to take some surplus computers. Munson added that the State of Iowa has a surplus system that may be able to assist.

Friends of the Ames Public Library Report: Ferree noted that Joan Van Norman has volunteered to assist Nancy Schroeder with the book sale. Ross questioned if there is a space problem for the book sale now that the teen space is set up. Carey said there will be additional tables in the lobby. The Friends are discussing the possibility of holding other smaller sales throughout the year.

Foundation Report: Ross reported the Foundation added four new directors. The bylaws committee has submitted their recommendation for changes which include the following: reduce the number of directors from 15-21 to 9-15; change the term from 6 years to 4 years, with a renewable term; compress the secretary/treasurer to one office, where the role of the treasurer is oversight; and change the quorum amount to at least five. Members will come back to the next meeting with recommendations. In addition, they are discussing the needs for insurance and will ask the city risk manager for a recommendation. He said the Foundation recognizes they depend on Library staff, so they are working with the city attorney to draft an agreement between the Foundation and the Board of Trustees regarding compensation for Library staff time spent working on Foundation matters. Carey reported the Foundation elected the following officers: Chuck Jons, president; Sally Barclay, vice president; and Jim Mason, treasurer. She said that Lisa Eslinger was added as a new director and Ann Campbell has resigned. Carey stated the Foundation needs a non-voting Friends' member on their Board. Ross added that in the new bylaws, the Director of Ames Public Library will become

an ex-officio, non-voting member of the Foundation Board. Carey stated that the campaign is approaching \$25,000.00. Ross thanked Sheila Lundt for her help with the bylaws.

Policy Review:

Employee Recognition Policy – Tabled Policy Action Item: Warnick moved and Ferree seconded the motion to take the Employee Recognition Policy from the table. The motion passed unanimously.

Employee Recognition Policy – Action Item: Sondall moved and Warnick seconded the motion to approve the Employee Recognition Policy as presented/amended. Warnick stated the changes made the policy clearer. The motion as presented passed unanimously.

Unattended Children Policy – Action Item: Ferree moved and Warnick seconded a motion to approve the Unattended Children Policy as presented/amended. Under **Unattended Children**, first bullet, first sentence, Ross recommended adding conduct after child, and then adding an apostrophe s after child. Warnick asked how often the police were called to the Library. Hayslett said they weren't called very often. Carey said the Library staff would make an attempt to locate the parent if there was a problem. Munson recommended under **Consequences**, second bullet, first sentence, add "is" between "and" and "not." Anderson called the question. The motion as amended passed unanimously. Under **Unattended Children**, first bullet, first sentence, add "conduct" after child, and change child to "child's." Under **Consequences**, second bullet, first sentence, add "is" between "and" and "not."

New Business:

Change of March meeting date – Action Item: Ross moved and Sondall seconded the motion to change the meeting date of the March 2006 meeting from Thursday, March 16, 2006, to Thursday, March 9, 2006 as presented/amended. The motion as presented passed unanimously.

Private Funding Request – Action Item: Ross moved and Ferree seconded the motion to approve the alternate funding request as presented/amended. Warnick questioned what RIIF meant. Hayslett said it is money from the State of Iowa Rebuild Iowa Infrastructure Fund. Ross questioned the need for data base cleaning. Harris said this should be done annually as OCLC records that are imported are not standardized. Discussion followed regarding the procedure to request funding from the Friends and Foundation. Carey said this action authorized the Library staff to request the funds from those organizations. The motion as presented passed unanimously.

Update on Security Issues - Discussion: Carey reported that Harris and Woo are waiting for estimates from two companies on security cameras. Harris reported that the Library is looking at an expandable security system. Carey said the Library will be initiating background checks on some volunteers for a cost of \$12.00 per person. Volunteers who will have background checks include home delivery, select Project Smyles volunteers, volunteers who will go into daycares to read one-on-one and any volunteer that has contact with the public. She reported the volunteer will have to sign a consent form. Carey said the staff is also working on lost child procedures. Carey said she, Woo, and Sheila Lundt will meet with the city attorney to review the city ordinance regarding the Library. One addition to the ordinance may be to ban smoking in front of the Library. Munson requested the addition of allowing someone to serve a full term of their own as a trustee after they stepped in to fill someone else's unfulfilled term.

Passport Service – Discussion: Hayslett said implementing the passport service has been suspended for now.

Appointment of Trustee Bylaws Review Committee: Munson asked Ferree and Mathews to serve on the Trustee Bylaws Review Committee. Ferree agreed to serve. Munson said she will contact Mathews later, since he was absent from the meeting.

Appointment of Nominating Committee: Munson appointed Sondall and Anderson to serve on the nominating committee. She stated a Board member can't serve for more than three terms in the same office. Elections will be held at the April meeting. She thanked them for agreeing to serve.

Unfinished Business:

Building Acquisition Update: Hayslett reported the Library received the Quit Claim Deed for the property. Assistant City Attorney Judy Parks will register the documents and work to resolve setting a date for removal of the seller's personal property. Munson asked if insurance was needed on the property. Munson reported she talked to Public Works Director John Joiner regarding the demolition. He said the City's purchasing department will prepare a Request for Proposal for the demolition. She will be putting together a team in March to move forward on the demolition as soon after 5/1/2006 as possible. Munson said she is looking for a long-term Board member, a short-term member, and someone in mid-term to serve on a demolition committee. She asked interested members to contact her as soon as possible.

Director Search Update: Munson reported the ads for the director were posted. She reported that it was too late to send a Board member to the Public Library Association meeting in Boston. The search committee will stay after the Board meeting to set up an appointment for a meeting at a later date.

Trustee Comments:

Ross had no comment.

Warnick had no comment.

Sondall asked when to discuss a request she received from a staff member. Anderson recommended the Board's executive committee meet to discuss the request and come back to a Board meeting with a recommendation. Sondall reported that she had attended the Teen Space ground breaking, which was a wonderful event.

Anderson said the Teen Space and Project Smyles events were wonderful. He stated that this is a dynamic library.

Ferree reported that he was uniformly impressed with the Library Notes columns that are in the *Tribune*.

Munson had no comment.

Adjournment

Anderson moved and Sondall seconded a motion to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 9:17 p.m.