

Ames Public Library

Board of Trustees

**Meeting Minutes
February 17, 2005**

The Ames Public Library Board of Trustees met in regular session on Thursday, February 17, 2005, at 7:00 p.m. in the Library board room with Ross, Munson, Jennings, Kavanagh, Gloggner and Library Director Gina Millsap in attendance. Cameron, Ferree, and Botine were absent.

Call to Order: The meeting was called to order by Vice-President Ross at 7:10 p.m.

Adoption of Agenda: Ross asked for any changes to the agenda. There were no changes so the agenda was adopted as presented.

Approval of Minutes: The minutes from the January 20, 2005, meeting were approved as presented.

Public Forum: none

Claims: Munson moved and Jennings seconded a motion to approve the claims. The claims were unanimously approved. Ross reminded the staff not to renew his Iowa Library Association membership, as it has already been paid.

Donations: The following donations were presented for acceptance:

- From Angelo D. Stefani..... \$50.00
- From Carol D. Wright in memory of Pauline Meyer..... \$50.00
- From The Book and Basket Club in memory of Virjama Hamilton \$12.32
- From Dr. and Mrs. Arthur Staniforth
in memory of Alice Pannkuk and in memory of Dan Zaffarano \$60.00
- From Questers Dane 207 in memory of Betty Crawford—Lithographed paper toys,
books and games, 1880-1915
- From Ames Women’s Club in memory of Earla Staniforth \$14.53

Kavanagh moved and Munson seconded a motion to accept the donations. The motion passed unanimously.

Budget and Finance Committee Report: Millsap reported that the budget presentation to the City Council went well. Jennings requested that the PowerPoint presentation used at the budget presentation be available on the web site.

Director’s Report: Millsap reported that two Bulgarian librarians will be visiting in March. She invited the Board of Trustees to join her and the Bulgarian librarians for lunch in her home on March 12th. She reported that she will be in Bulgaria from 5/20/2005-6/2/2005.

Ross stated that the library scored a coup in hiring Jerri Heid for the Youth Services Specialist position. He asked for an update on the Volunteer Coordinator position. Carey stated that she, Kay Marner, and Valerie Donnell reviewed 64 resumes and selected five candidates for interviews. The interview team consists of Marner, Donnell, Carey and Hayslett.

Assistant Director's Report: Hayslett said it was the last night to review the Frankenstein exhibit. She also reminded the Board that Monday, February 21st is staff development day. They are invited to attend lunch and the years of service awards at 11:30 a.m. She reported that the computer classes taught by Iowa State University graduate students are full.

Department Coordinators:

Circulation/Outreach Services: Carey congratulated Gloggner on his new position. She reported that a recent program with Joe Carr drew a wide variety of community members: 1/3 high school students, 1/3 college students and 1/3 community members.

Ross asked if there would be an upcoming program on RFID (radio frequency identification). Munson stated that she would like a presentation to the Board on RFID before considering purchasing it for the Library. It was suggested that this would be a good topic for the Board retreat. Munson also asked for the vision for the teen space; whereupon, Millsap said that staff would prepare a presentation. Jennings added that it was important to have input for the teen space from the youth in the community, the schools, and Youth and Shelter Services.

Collections Workgroup: Ross stated that he liked the idea of the online automotive reference as described in Malinowski's report. Hayslett said the service costs \$1800/year, and as of now, they are not phasing out the auto repair books.

Computer Specialist: Harris reported that during the next couple of weeks he will be converting the computers in the public services office to a thin-client network.

Community Relations Specialist: Duggan handed out the list of Foundation donors that will be included in the March *Page One*. She invited the Board to attend the next Vision Matters presentation on February 24th, which is a discussion about technology in the schools. The All Iowa Reads discussion about *The Master Butcher's Singing Club* will be held on March 10th at 7 p.m. with Cynthia Nieb as the facilitator.

Friends' Report: Kavanagh said the Friends approved an expenditure of \$1000 for two requests: CD browsing bins for the youth department and a table and plastic holders for magazines for the coffee shop. Hayslett commended Jennings on her program at the last meeting.

Foundation Report: Munson reported that they elected new officers and reviewed the investment policy and bylaws. Millsap reported that Mary Cameron and Ann Campbell have agreed to serve on the Foundation Board.

Policy Review:

Confidentiality of Library Records Policy: Jennings moved and Gloggner seconded the motion to approve the Confidentiality of Library Records Policy as presented/amended. Ross recommended the following language changes in sentence 2, paragraph 4, under **Policy**. "Under normal circumstances, this information will only be released to the person(s) whose names(s) appear on the library card." Delete the next sentence, "This information on a family card will only be released to the individuals assigned to that family card." The motion passed unanimously.

Next month: Use of Patron Database/Trustee Bylaws: Chapter 15 "Libraries" of Ames Municipal Code – Millsap will e-mail the Trustee Bylaws to the Board of Trustees in advance of the next meeting.

Unfinished Business:

Strategic Planning Report: Millsap reported that the management team held their second retreat on January 25th where they discussed changes in the organization, defining essential library services and organizing resources around the work. Their goal is to look at the number of full-time equivalents allocated to primary functions and identify the work being done, the work not being done, and the work that will no longer be done and reallocate staff accordingly. She will update the staff on plans of service during staff day. She gave a report on the updated organizational priorities.

Legislative Report: Hayslett thanked those who lobbied from home on February 16th for the Iowa Library Association's Lobby from Home Day. She invited the Board to attend legislative day on March 2nd. The briefing will be held from 2:00-3:45 p.m. at the State Library and the reception from 4:00-6:00 p.m. at the State Law Library in the State Capitol.

State Accreditation Report: Hayslett reported that she submitted the Library's report for accreditation. The Library meets all 40 required measures and 28 of the 35 other measures. Some of the outstanding areas were as follows:

- Per capita support is well beyond the "A" level, at \$58 versus \$28 required
- Volumes weeded is at 10% versus the 6% required
- Volumes added at 9.6% versus the 6% required
- Turnover rate is 6.7 versus the 3 required

However, there are several areas where we are at "B" levels: county funding; book collection; media collection; and computers available for the public. We are level "C" in expenditures for collections.

Areas for improvement are listed below:

- Current job descriptions (not yet available for all positions)
- Planned orientation program for employees (although there is a City of Ames orientation, an APL employee orientation handbook and individual departments provide orientation to new employees)
- Cooperation with local agencies for collection development
- Outreach to daycares
- Space needs assessment
- Public seating (100 seats short)

Ross and Jennings requested a written summary for the Board of Trustees.

Director Evaluation Committee Report: Munson said the committee was working through the feedback received from the staff. She thanked the staff for their participation in the process and the Director for her goals. She also thanked Gloggner for staying on through the evaluation process.

Meeting with City Council – Discussion (Botine, Ross): Ross stated that since Botine was ill, they could not report this month.

New Business:

Millsap reminded the Board to mark their calendars for the Boards and Commissions luncheon which will be held on March 23rd at 11:30 a.m. at the Gateway Center.

Appointment of Trustee Bylaws Review Committee: Ross reported that Cameron has asked Ferree and him to serve on the Trustee Bylaws Review Committee. They both agreed to serve.

Appointment of Nominating Committee: Ross reported that Jennings and Botine agreed to serve on the Nominating Committee and their report is due at the April meeting.

Trustee Comments:

Munson thanked Millsap for her donation to the Foundation in honor of the Ames Public Library Board of Trustees. She thanked Gloggner for his service on the Board of Trustees.

Kavanagh congratulated Gloggner on his new position.

Jennings stated that Olivia Madison, Dean of Library Services at Iowa State University, has broken both of her arms and would appreciate any notes or cards.

Gloggner said he has enjoyed learning so much about libraries and would miss Ames and Mary Greeley.

Ross thanked Gloggner for his service and hoped that he would continue his interest in libraries. He said it was a pleasure to work with him.

Millsap reported that former APL trustee K. C. Frescoln had surgery and would appreciate e-mail or cards.

Adjournment

Jennings moved and Munson seconded the motion to adjourn. The motion passed unanimously. The meeting adjourned at 8:30 p.m.