

# Ames Public Library

## Board of Trustees

### Meeting Minutes March 9, 2006

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The Ames Public Library Board of Trustees met in regular session on Thursday, March 9, 2006, in the Library boardroom with Anderson, Botine, Ferree, Mathews, Mungons, Munson, Ross, and Interim Co-Directors Carey and Hayslett in attendance. Sondall and Warnick were absent.

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

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

**Approval of Minutes:** Botine asked for a clarification of the discussion of the passport service. Hayslett replied that the staff doesn't have time to work on it. Mathews asked if there was more time available since turning the computer lab into a self-service operation. Carey said the hourly budget for the lab went to the circulation department and the salaried staff time will be used to develop computer classes. The minutes were approved as presented.

**Public Forum:** none

#### Financial Reports:

**Claims:** Ferree moved and Anderson seconded a motion to approve the claims. Ferree questioned the payment to Accurate Mechanical. Hayslett explained it was the quarterly payment for maintenance of the heating/cooling system. Carey explained that she is working with the city's purchasing department to rewrite the maintenance contract. Ross questioned if the payment to Fitz Electric was to repair the damaged bollards in front of the building. Carey reported that the custodian had done most of the repairs to the bollards but needed to order additional parts. Munson asked who audits the financial records. Hayslett said the city finance department does an annual audit. The claims were unanimously approved.

**Gifts:** The following donations were presented for acceptance:

- From Sarah Bohlke .....\$25.00  
in honor of Betty Nelson, Kay Marner's aunt, for Project Smyles
- From Book and Basket in memory of Gertrude Burrell .....\$20.00
- From Lavern and Margaret Paulson .....\$50.00
- From Tom Scott ..... An assortment of first aid supplies

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

**Interim Co-Director's Report - Carey:** Carey had nothing to add to her report. Mungons questioned her report of the cash audit. Carey reported that the city treasurer has helped with the Library's cash handling procedures and also verified the cash amounts on hand. Anderson requested that Carey contact Lisa Eslinger to welcome her to the Foundation Board. Anderson questioned the decision to no longer offer after-hours meetings in the Library. Carey stated the police suggested stopping the after-hours meetings due to safety and liability issues. Munson asked for an update on Unique Management Services. Carey reported that 454 accounts were submitted last week and of those submitted 48% had action taken on them; \$7,705.00 was collected; \$1,887.00 in materials had been returned; and \$301.00 waived. Carey stated that to date no one has been credit reported, as the 120-day limit hasn't been reached. Munson suggested discussing ideas for the annual campaign for the Foundation. Some suggestions included express-check stations,

chairs for public seating, or building related projects. Munson suggested sending any ideas to Anderson, Ross or Carey. Carey stated the next Foundation meeting is in early April.

**Interim Co-Director's Report - Hayslett:** Hayslett had nothing to add to her report. Mungons asked for an update from her report about the new plan for facilities at Ames Community Schools, which was discussed during City Department Heads' meeting. Hayslett reported that the City's Parks and Recreation department felt they hadn't been adequately informed of the plan by the school system. Mathews asked for an update on computer classes. Hayslett stated the computer class team had held two meetings and was still gathering data. Mathews asked for a timeline for the classes. Hayslett said they are aiming to start classes in May, but it may be as late as June.

#### **Department Coordinators:**

Youth Services Specialist: Heid had nothing to add to her report.

Computer Specialist: Harris had nothing to add to his report. Ross questioned the cost of the web-site redesign. Harris said the cost to map the site is \$700.00, which is where the consultant analyzes the navigation and management structure of the current web site. He said the cost for design and content will be \$8,000.00 to \$9,000.00; however, the cost can be reduced if the Library employees enter content. Ross asked if the plan is to have the consultant maintain the web site. Harris said it will be Library staff's responsibility to maintain the site. Harris said he hopes the turn around for the design to take two to three months.

Community Relations Specialist: Duggan had nothing to add to her report. Ross asked her if she was planning any special publicity for the launch of the new web site. Duggan said she would submit an article to the local newspaper.

**Friends of the Ames Public Library Report:** Hayslett reported that Friend's President Lisa Hill appointed a nominating committee and bylaws review committee. They will vote for officers at the May meeting. Lynn Pike was appointed the Friends' liaison to the Foundation. Hayslett said Nancy Schroeder and Joan Van Norman reported on the upcoming book sale. Hayslett said there are still plenty of opportunities to volunteer at the book sale.

**Foundation Report:** Carey had nothing to add to her report. Ross said some of the outstanding issues for the Foundation are insurance coverage and performing an audit. Carey said the Foundation is looking for a full-service accounting service that also offers brokerage service.

#### **Policy Review:**

Financial Limits Authority Policy – Action Item: Ross moved and Anderson seconded the motion to approve the Financial Limits Authority Policy as presented/amended. Discussion involved the director's authorization to sign contracts up to \$25,000.00 and to expend funds out of the General Donations account. Ross recommended approving the policy as presented and then revisiting it again after the ordinance review. The motion as presented passed unanimously.

Investments Policy – Action Item: Anderson moved and Ross seconded the motion to approve the Investments Policy as presented/amended. Discussion involved whether the city should manage the Library's investments. The motion as presented passed unanimously. Munson stated that Ferree and Mathews are reviewing the bylaws for next month's meeting.

#### **New Business:**

Employee Reclassification – Action Item: Ferree moved and Mathews seconded the motion to change the classification of the Library Automation Specialist (grade 59) to IT Systems Administrator (grade 60) as presented/amended. Discussion followed on whether this reclassification is the correct grade. Harris explained the breadth and scope of his position is bigger than similar positions in the city, as he is managing seven servers and a variety of complex services. Carey reported the main

difference between Harris and other positions within the city was that he doesn't supervise anyone. Ross stated it was incumbent to change the way the position was figured into management or to hire additional IT help. Anderson suggested a review of the position by the Board in twelve months. Carey said she will reopen the issue with Human Resources. Anderson called the question. The motion as presented passed unanimously.

Nominating Committee Report: Anderson reported the nominating committee met and was recommending the following slate of officers: Munson, president; Ross, vice-president; and Warnick, secretary. Munson stated elections will be held at the next meeting. Anderson asked if there were any nominations from the floor. There were no other nominations.

Executive Committee Report: Munson reported the Executive Committee was recommending hiring an organizational consultant to interview the interim co-directors and some staff members to evaluate the interim co-directors and current Library operations. Ross stated the process would provide an unbiased, third-party opinion to enable the Board to see any system problems. He said it would be an opportunity for employees to provide input in a non-threatening environment. Ferree questioned the cost. Munson said the cost is approximately \$1500.00. Munson said they hope to have more information at the April Board meeting.

Munson recommended forming a committee to look at the city's ordinance regarding the Library. Munson asked Carey, Ross and Ferree to review the ordinance. Munson asked the committee to consider allowing someone to serve a full term of their own as a trustee after they stepped in to fill someone else's unfulfilled term.

Legislative Report: Hayslett reported that she and Ross attended the Iowa Library Association's legislative day on March 8<sup>th</sup>. Hayslett talked to all of the local representatives. Hayslett reported that the Internet filtering bill failed. Ross reported the education reform package is requesting one certified teacher-librarian in each school district. Hayslett stated the bill is resting on the Senate to pass.

Plans of Service – Discussion: Carey handed out the Circulation and Outreach plans of service. She said the next step of the process will be to add Collections and Administration work groups and prioritize all the plans with the element of serving the community.

Hayslett handed out the Public Services plan of service, along with the work plan. She said they need to regroup and figure out priorities and refine the plan.

Carey said the missing piece is to prioritize plans Library-wide, with the new director as part of the process. Ross also said there would need to be an opportunity for buy in from staff. Ross said a new director should develop a 5-10 year plan. Munson thanked Carey and Hayslett for the information.

### **Unfinished Business:**

Building Acquisition Update: Hayslett reported she is working with Assistant City Attorney Judy Parks to make sure the taxes are paid on the property. Parks has asked for a check to be reissued for the trust balance. Hayslett explained the process of finalizing the building acquisition: once the former owner has removed his possessions he'll call the assistant city attorney, who will arrange a final walk through of the property. If the walk through is satisfactory, the appeal will be dismissed and the former owner will be given a check for the additional compensation. Hayslett said if this is not completed by May 1, 2006, the Library will take possession. Hayslett reported she talked to the city's risk manager and the property has been added to the city's insurance. She is working with the city's purchasing department on the bid preparation for the asbestos abatement. Munson stated that nothing can be done until the Library has possession of the building. Munson asked if Ferree and Mathews would agree to serve on a demolition committee. They agreed to serve. Munson said she would contact Sondall to see if she will serve on the committee. Hayslett said another bid will need to be prepared for the demolition of the building, packing the soil, and seeding the land for a green space.

Director Search: Munson reported the review of director applications is slated for March 31, 2006; however, the position is open until filled. She said the search committee met and made minor modifications to the process such as: adding a formal presentation to the public, staff and the Board of Trustees interviews; along with adding more structure to the public forum. Some of the interview questions will be modified and the committee is working on coordinating the questions between different groups. The search committee will meet on April 5<sup>th</sup> to review applications. Munson said five applications have been received to date. Hayslett asked for Board input for the candidate's presentation. Botine recommended the candidate highlight their accomplishments and work they have done on building projects. Botine felt the candidate's ability to convey their message and their comfort level with the presentation was important. Munson said to convey any ideas for the candidate's presentation to the search committee. Munson said she hoped to have a hiring recommendation at the May Board meeting.

### **Trustee Comments:**

Mathews reported he listened to a National Public Radio show regarding the future of libraries in America. He is trying to get copies of the transcript.

Anderson questioned when the next Board retreat would be held. Munson replied that one has not been scheduled. Anderson said he would like to look at a bigger picture of the allocation of fiscal resources; how many staff members have direct interaction with patrons; and how resources are allocated among programs, youth, young adults, books and media. He said the Board should look at broader things such as strategic planning. Munson replied that due to the upcoming director interviews, a retreat would have to be scheduled later in the year.

Botine had no comment.

Ross stated that the Patriot Act has been reauthorized by the U.S. House of Representatives. He gave an update on the No Child Left Behind Act.

Ferree had no comment.

Mungons asked for an update on the e-mail request that had been referred to the Executive Committee last month. Munson said there was no consensus about an appropriate action. Anderson requested a response by the next Board meeting. Discussion followed regarding the appropriate channels for staff to bring issues to the Board of Trustees. Mungons stated that he will not be able to attend the April Board meeting.

Munson said she would have a response to the e-mail issue at the April meeting.

### **Adjournment**

Ferree moved and Botine seconded a motion to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 9:18 p.m.