

**Public Library Board of Trustees
Meeting Minutes
March 17, 2011**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, March 17, 2011, in the City Council Chambers at 515 Clark Avenue with Bradley, Budd, Campbell, Luckett, Manus, Meier, Schill, Stow, and Rawlins in attendance. Library Director Art Weeks and Assistant Director Lynne Carey were also present.

Call to Order: Board President Luckett called the meeting to order at 7:00 p.m.

**Adoption of Agenda: Moved by Bradley, seconded by Budd, to approve the agenda.
Vote on Motion: 8-0. Motion approved unanimously.**

Approval of Minutes: Moved by Stow, seconded by Meier, to approve the minutes of the meeting of February 17, 2011.

Budd requested that the first "very" in the sentence about LED stack lights and the word "on" in the sentence about the registry of sex offenders be deleted.

Vote on Motion with the two corrections noted: 8-0. Motion approved unanimously.

Public Forum: Kay Wall, 1004 Kellogg Avenue, expressed some concerns about the exterior appearance of the proposed building and offered some suggestions. She encouraged the Board to build the addition over the prairie area in the southwest corner with sufficient strength to support two to four more stories in the future and to include a soil roof to improve the LEED certification level. Mrs. Wall also questioned whether vending machines were appropriate in the new building, noting that eating is no longer allowed in the ISU Library because there was evidence that cockroaches had done damage to the books. Finally, she said it becomes harder to carry books as a person ages but, as a young parent, she didn't mind taking energetic children up steps.

Consent Agenda: Schill moved and Campbell seconded adoption of a resolution approving the consent agenda:

- 1) Gifts
 - a) From Alan Maximuk..... \$35.00
 - b) From Anonymous \$1.25
 - c) From Anonymous \$500.00
 - d) From Tracy Briseno.....contribution to Wii system
- 2) Claims 2/1/11 – 2/28/11
- 3) February Financial Reports

Vote on Motion: 8-0. Motion approved unanimously.

Administrative Staff Report: Library Director Weeks directed attention to his written report, then went on to say that the Iowa Senate was considering a library reorganization bill (Senate File 410) that would dissolve the existing library service areas and replace them with regional consultants who would report to the State Library. The measure was expected to result in both a cost savings and more consistent service for small libraries and had the popular support of most libraries. However, an amendment was added that would require libraries to have policies addressing lending of R-rated videos and mature games to individuals under the age of 17.

Weeks said that the bill was still in committee, but he would advise the board later if APL would need to take any action to maintain compliance.

Ames Public Library Friends Foundation Report: Stow said the APL Friends Foundation had met on March 10. Discussion included the April book sale, a transitional budget covering January through June of this year, and the proposed Donor Recognition/Naming and Name Recognition Policy.

Stow said The Hodge Group-led campaign was moving forward with a new theme: “Ames Public Library: Great Things are Happening!” He said a campaign cabinet – a small group looking at overall strategy – had been created and three other leadership teams were being formed. Those are: a leadership team, which is organizing tours and will look for private gifts; a public relations and communications team; and a third group to get out the vote for the bond.

Library Building Project Update: Weeks said that library tours were going quite well. Twenty-one people had gone through the building in the last few days. Carey said she was customizing the tour for each group and felt people were leaving with an understanding of the need for the project and a willingness to be advocates for it. He said a series of informational receptions was also being planned by the cabinet. Luckett invited members of the public to contact the library if they would like to take a behind-the-scenes tour.

Policy Review:

Donor Recognition/Naming and Name Recognition Policy:

Moved by Manus, seconded by Rawlins, to adopt a resolution approving the Donor Recognition/Naming and Name Recognition Policy as presented/amended.

Luckett said this policy pertained to the new library, in which there will be rooms and spaces that may be named for those who make large donations. Weeks stated that the policy specifies that all donors will be recognized for contributions, although it does not specify the exact manner for doing so. He explained that “naming” refers to the titling of a public space, such as the Farwell T. Brown Auditorium, whereas “name recognition” acknowledges a contribution to a space, often a non-public space, where a name is not appropriate but a plaque might be placed. The proposed policy states that naming of a room or special use area would be possible in conjunction with a donation of a percentage of the total cost of a project; the library board would have the flexibility to set an appropriate percentage for each project.

When asked to explain the paragraph about the naming of the library building, Weeks said that the library itself would always be “Ames Public,” but the building itself could be named if an extraordinarily large gift were received.

The board expressed reservations about the words “disreputable,” “dishonor,” and “embarrassment” in the third bullet point of the section on duration/removal of naming/name recognition, as it was unclear who would make a judgment or how an unethical standard might be assessed. Weeks said it would be a matter for the board of trustees to determine, in conjunction with the library’s mission and values.

Moved by Luckett, seconded by Stow, to insert the words “At the discretion of the Board of Trustees,” at the beginning of the third bullet point in the “Duration or Removal of Naming or Name Recognition” section.

Manus suggested that the phrase “in the opinion of the Board of Trustees” be included in the “Guidelines for Corporate Naming” section.

Rawlins proposed moving Lockett's change to the opening section so it would be clear that the Library Board would have the option of making changes in a variety of situations.

Meier requested that the word "contribution" be used in lieu of "grant" in the third bullet point under "Definitions."

Carey also stated that the library was not required to provide tax identification numbers in correspondence acknowledging receipt of contributions and suggested using the phrase "correspondence shall include proper tax information" instead.

There was discussion about the desire to retain long-term recognition of individuals, families, or corporations whose substantial gifts result in naming, while also allowing a tolerable margin of freedom for future boards to make changes and attract new donors; no conclusions were drawn. There was also brief conversation about donation record-keeping.

The following friendly amendments were accepted:

- (1) inserting the words, "*At the discretion of the Board of Trustees*" at the beginning of the first sentence under "Duration or Removal of Naming or Name Recognition;**
- (2) changing the first sentence under "Guidelines for Corporate Naming and Name Recognition" to read "Corporations that are, *in the opinion of the Board of Trustees*, compatible with the library's mission (...);**
- (3) replacing the word "grant" with the word "contribution" in the third bullet point under "Definitions," and**
- (4) changing the second sentence under "Recognition of Donor Contributions" to read, "Such correspondence shall include proper tax information."**

Vote on motion to amend: 8-0. Motion approved unanimously.

Vote on Motion to approve the policy as amended: 8-0. Motion approved unanimously.

New Business:

Retention of Honorific Naming of the "Farwell T. Brown Auditorium:"

Moved by Campbell, seconded by Meier, to adopt the following resolution:

Whereas, Farwell Tilden Brown was a third generation Ames resident who devoted his retirement years to gathering and assembling the history of his community; and

Whereas, Mr. Brown was named "Official Historian for the City of Ames" in 1986 by proclamation of the mayor; and

Whereas, Mr. Brown's lifetime collection of photographs of the life of Ames during the Twentieth Century is held in the Ames Public Library's Farwell T. Brown Photographic Archive; and

Whereas, Mr. Brown authored or contributed to over 23 books, reference materials, and video recordings catalogued in the Ames Public Library's collection; and

Whereas, Mr. Brown received the Ames Public Library's "Trustee Award" for significant contributions to the library and community in 1990; and

Whereas, the Library's auditorium was dedicated in Mr. Brown's honor on March 1, 1998; now, therefore;

Be it resolved that the Board of Trustees, Ames Public Library, shall continue to honor Farwell T. Brown by retaining his name on the predominant auditorium in the current library expansion project.

Vote on Motion: 8-0. Motion approved unanimously.

Acceptance of Schematic Design for Library Building Expansion and Renovation:

Luckett noted that acceptance of the schematic design does not ignore the issues Mrs. Wall raised earlier and there will be many changes yet to come. Responding to her concerns about adults having to go upstairs, Library Director Weeks pointed out that the plan includes a new public elevator. He added that because children often visit the library in preschool or school groups, it is difficult to manage transition to a second level.

Weeks commented on diagrams showing space allocations, with purple showing areas being renovated, pink areas representing build-outs from the existing footprint, dark orange showing the location of new construction, and light orange revealing new construction of the second floor (over portions of the existing building that were designed to accept additional weight). Light blue indicates where a second floor can be created out of space that already exists (in rooms that now have high ceilings), green shows an area that will be filled in over the roof, and white areas represent spaces where no changes will be made.

Weeks said the total gross square footage of the schematic model is 77,455. A professional cost estimating company determined the construction cost to be just under \$15 million. Weeks said that price factors out to \$192 per square foot and the median cost for Midwest libraries is presently about \$250 per square foot. He added that the cost estimates were aged to allow for the fact that construction is expected to take place between 2012 and 2014.

The total cost of the project (just under \$20 million) was held down by assuming that some of current furnishings would be brought into new building. The cost of moving, rental of temporary quarters, and “soft costs” were also included in the estimates. Weeks said that MS&R asked for acceptance of the schematic concept so that the firm can move forward with plans. Another forum will be held to get public input during the design phase.

Referring back to Mrs. Walls’s suggestions, Board President Luckett commented that preparing a ground floor to accept additional stories is quite expensive. Weeks said that, structurally, it could be done only in the 7000 square-foot area over the rain garden; another consideration is that every time a new level is created, another staffing component is required that would drive up operating costs.

Moved by Budd, seconded by Manus, to adopt a resolution accepting the schematic design for the building expansion and renovation presented by the architectural firm of Meyer, Scherer, and Rockcastle, Ltd.

Vote on Motion: 7-0-1. (Bradley, Campbell, Manus, Meier, Schill, Stow, and Rawlins voting yes, Budd abstaining.) Motion carried.

Director’s Annual Evaluation: Weeks requested that the public meeting be closed during his evaluation, as allowed under Section 21.5(1)(i), *Code of Iowa*.

Stow moved and Bradley seconded the motion to close the meeting in accordance with the state code for the purpose of discussing the director’s performance evaluation.

Roll Call Vote: 9-0. (Bradley, Budd, Campbell, Luckett, Manus, Meier, Schill, Stow, and Rawlins voting aye.) Motion carried unanimously.

The meeting closed at 8:11 p.m. All staff and visitors left the room.

**Stow moved and Meier seconded the motion to return to open session.
Roll Call Vote: Roll Call Vote: 9-0. (Bradley, Budd, Campbell, Luckett, Manus, Meier, Schill, Stow, and Rawlins voting aye.) Motion carried unanimously.**

The meeting re-opened at 8:36 p.m.

**Moved by Stow and seconded by Campbell to adopt a resolution setting the director's
FY 2011/2012 at \$112,500.00.
Vote on Motion: 8-0. Motion carried unanimously.**

Trustee Comments:

Bradley said that she was honored to be included on the Director Evaluation Committee and felt Ames was fortunate to have Art Weeks as its Library Director.

Luckett said he hoped the salary that was recommended would be interpreted as an indication of support for Mr. Weeks.

**Adjournment: Moved by Meier, seconded by Manus, to adjourn at 8:38 p.m.
Vote on Motion 8-0. Motion carried unanimously.**

The next regular meeting will be on Thursday, April 21, 2011, at 7:00 p.m., in the City Council Chambers, 515 Clark Avenue.

Karen Thompson, Administrative Assistant

Sherry Meier, Secretary of the Board