

Ames Public Library

Board of Trustees

Meeting Minutes

March 20, 2008

The Ames Public Library Board of Trustees met in regular session on Thursday, March 20, 2008, in the Library's Board Room with Krauth, LeGates, Lockett, Meier, Ross, Seagrave, Sondall Saetveit, Warnick and Director Weeks in attendance. Anderson was absent.

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

Adoption of Agenda: Ross amended the agenda to move "**Policy Review**, Collection Policy – Action Item" after the **Financial Reports**. LeGates moved and Meier seconded the motion to adopt the amended agenda. Motion passed unanimously.

Approval of Minutes: Ross asked if there were any changes to the February 21, 2008, minutes. Hearing no changes, Warnick moved and Krauth seconded the motion to approve the minutes. Motion passed unanimously.

Public Forum: None

Consent Agenda: Seagrave moved and Sondall Saetveit seconded the motion to approve the consent agenda. Ross amended the motion under New Hires, "Hiring of hourly circulation assistant Krystal Hering effective January 10, 2008, at New Hires" change "at New Hires" to "\$7.25/hr." Motion as amended passed unanimously.

1. Claims Reports 2/1/2008-2/29/2008
2. Gifts:
 - From Dan Allen..... \$5.00
 - In Memory of Edward A. Okleja from T. Anthony Okleja - Creature from Jekyll Island by G. Edward Griffin (book) and America: Freedom to Fascism by Aaron Russo (DVD)
3. Staff changes:
 - New Hires
 - i. Hiring of hourly circulation assistant Krystal Hering effective January 10, 2008, at New Hires
 - ii. Hiring of hourly circulation assistant Tory Rose effective January 31, 2008, at \$7.25/hour.
 - Promotions
 - i. Promotion of Julianne Bacon from temporary circulation assistant, to grade 57 half-time Library Assistant in Outreach, increase to \$17,722 annually, effective March 5, 2008.

Financial Reports: Weeks said 66.7% of the fiscal year was completed at the end of February, and the operating budget was 65.1% expended. Krauth asked what the percentage of the budget was spent on the collection. Weeks said, with the budget amendments, it would be approximately 12%. Krauth asked if 12% of the budget spent on the collection was typical for a library in Iowa. Weeks said 14% would bring the library to A-level rating by the State Library. Ross said the Board of Trustees wants to get to "A" level. Meier asked for an explanation of the \$48.00 spent from Bequest Funds on page 12 of the Board packet. Weeks said he would get back to the Board with an explanation.

Policy Review:

Collections Policy – Action Item: LeGates moved and Meier seconded the motion to approve the Collections Policy as presented/amended. Weeks introduced Collections Coordinator Marianne Malinowski. Malinowski said the Collections Policy had a major revision in 2005, so most of the recommended changes were minor. One addition was to link the strategic plan to the policy. Malinowski said the customer concerns section was changed so the customer needs to state the concern in writing when it is referred to the director. Weeks said the policy was developed using the Guidance Documents in the policy manual, which were developed by the American Library Association. Seagrave asked Malinowski how gaps in the collection were covered. Malinowski said patrons often request materials, or they can get items through inter-library loan. Ross asked if there was a certain percentage of the collection that was weeded every year. Malinowski said there are about as many items removed as there are added each year. Krauth said she would like more time to review the policy. Seagrave moved and Sondall Saetveit seconded the motion to table the policy. Motion passed unanimously.

Administration Report: Weeks said the library was selling a tractor that had been used for snow removal. The library contracts for snow removal, so the tractor was no longer needed.

LeGates asked if instructions would be sent to patrons on how to download audio books from OverDrive. Weeks said instructions would be on the library's web site. Warnick asked what the service costs. Weeks said it costs \$5000.00 per year with the consortium; otherwise, the cost would have been \$1500.00 per month.

Ross said he was pleased to see that many library employees would be attending the Public Library Association conference. He said it was a great idea for the staff to share ideas after the conference.

Ross asked Weeks if he was participating in the Great Places meetings. Weeks said he was working with the Octagon, Youth and Shelter Services, the Ames Historical Society, and other community groups to apply for a Great Places designation. He said if Ames received a Great Places designation, the community would be eligible to apply for other grants.

Weeks said he was working with City Attorney Doug Marek on the Gifts Policy. He said Marek recommended strengthening the Foundation's Articles of Incorporation and signing a contract between the Board of Trustees and the Foundation, rather than having a memo of understanding. Weeks said Marek was also working on the city's ordinance regarding the library. Weeks said they hope to make the terms of the Trustees consistent with other City of Ames Boards and Commissions, where a person would be eligible to serve two consecutive three-year terms. The ordinance would need a public vote if the powers or terms of the Trustees were changed.

Friends of the Ames Public Library Report: LeGates said the Friends were working on the upcoming book sale. She said additional volunteers were needed.

Foundation Report: Carey said the next meeting would be held in April. She said the Foundation's campaign raised over \$44,000.00 for Project Smyles.

Policy Review:

Statement of Concern Form – Action Item: Seagrave moved and Meier seconded the motion to move the review of the Statement of Concern Form to the April 17, 2008, Board meeting. Motion passed unanimously.

Unfinished Business:

RAGBRAI/Keeping the Library Open until 10:00 p.m. on July 22, 2008 – Action Item: LeGates moved and Seagrave seconded the motion to extend the library hours until 10:00 p.m. on July 22, 2008, to accommodate RAGBRAI riders, as presented/amended. LeGates asked what the financial impact would be to the budget. Weeks said staff schedules would be rearranged to accommodate the extra hour the library would be open. He the financial impact would be very small. Lockett amended the motion to add, “The library may stay open until the RAGBRAI riders have completed whatever services they sought.” Motion as amended passed unanimously.

New Business:

National Library Workers Day – Action Item: Krauth moved and Seagrave seconded the motion to recognize the hard work, dedication, and expertise of Ames Public Library staff by designating Tuesday, April 15, 2008, of National Library Week as National Library Workers Day as presented/amended. Motion passed unanimously.

Appointment of Nomination Committee: Ross appointed LeGates and Lockett to serve on the nominating committee. They will recommend Trustees to serve as officers starting in April 2008.

Trustee Comments:

Warnick said she would be attending the Public Library Association conference in Minneapolis. She said she was excited to attend and would report back to the Board.

LeGates said she would be out of town for the April Board meeting. Ross thanked her for serving on the nominating committee.

Lockett said he would be out of town for the April Board meeting. Ross thanked him for serving on the nominating committee.

Seagrave had no comment.

Sondall Saetveit said the April meeting would be her last meeting because she was resigning from the Board. She said she and her husband would be moving this summer.

Meier said she attended the Boards and Commissions luncheon.

Ross urged the Trustees to contact local legislators and urge them to restore appropriations to the State Library and LSAs.

Adjournment

Krauth moved and Seagrave seconded a motion to adjourn. Motion passed unanimously. Meeting adjourned at 8:15 p.m.