

Ames Public Library

Board of Trustees

Meeting Minutes

March 22, 2007

The Ames Public Library Board of Trustees met in regular session on Thursday, March 22, 2007, in the Library boardroom with Anderson, Botine, LeGates, Mathews, Mungons, Munson, Ross, Sondall Saetveit and Director Weeks in attendance. Warnick was absent.

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

Adoption of Agenda: Munson amended the agenda to move the "Strategic Planning Service Responses – Action Item," under **Unfinished Business** to after **Public Form**. LeGates moved and Anderson seconded the motion to adopt the amended agenda. Motion passed unanimously.

Mungons arrived at 7:04 p.m.

Weeks introduced new Board members Dudley Luckett and Sherry Meier, whose terms start April 1, 2007. Weeks said new Board member Deborah Krauth was unable to attend. Trustees and staff introduced themselves.

Approval of Minutes: Ross moved and LeGates seconded a motion to approve the February 15, 2007, minutes. Munson noted to remove the "and" between "Warnick" and "were" in the last sentence of the first paragraph. The amended minutes passed unanimously.

Public Forum: none

Unfinished Business

Strategic Planning Service Responses – Action Item: Weeks distributed descriptions of the service responses. Ross moved and Botine seconded the motion to approve the strategic planning service responses as presented/amended. Weeks introduced Roy Kenagy from the Central Iowa Library Service Area, who has been leading the strategic planning discussions. Weeks stated a correction to item number eight. It should read as follows, "Make Informed Decisions: Health, Wealth, and Other Life Choices." Weeks explained that the service responses were scored from the community and staff meetings. Kenagy stated the results were solid and a good representation of what community members want the Library to be. Weeks said the goals, objectives, and activities for the service responses would be brought to the Board in upcoming meetings. The motion was unanimously approved as amended. Munson thanked all for participating. Anderson stated that Kenagy's facilitation of the meetings was superb.

Consent Agenda: Munson requested the gifts section be pulled for discussion. The consent agenda would only contain the claims. Sondall Saetveit moved and LeGates seconded the motion to approve the consent agenda as amended. Motion unanimously approved.

Gifts: Weeks said the hand-woven wall hanging from Turkey was removed in order to bring a recommendation from the Arts Advisory Committee at the April meeting. Weeks noted the gift from Tony Rizzi was given because the library staff was kind to him, and Mr. Rizzi wanted to express his appreciation. Anderson moved and Botine seconded the motion to accept the gifts.

- From Ames Chapter UNA-USA in honor of International Women's Day \$100.00
- From Ames Rotary Club for Books for Babies \$300.00
- From Lavern and Margaret Paulson \$50.00

- From Tony Rizzi..... \$50.00

The motion as amended passed unanimously. Munson stated she was grateful to those who remembered the Library with gifts.

Financial Reports: Weeks said the budget amendments passed by the City Council would be reflected in the finance reports in the April Board packet; therefore, the reports presented don't reflect a true representation of the percentages spent.

Director's Report: Weeks said Anders Dahlgren would visit on April 12. Weeks suggested Dahlgren meet with the following key community members: Ann Campbell, Jane Halliburton, Steve Schainker, Sheila Lundt, Olivia Madison, Joe Craig, Kim Russel, Dan Culhane, and Linda Beyea. Anderson recommended adding a representative from the cultural district. LeGates recommended adding someone from the PTA. Ross mentioned Dan Krieger of 1st National Bank. After discussion, Weeks said he would consider Dan Krieger or Allyson Walter.

Ross asked Weeks for a comment regarding the recent announcement from SirsiDynix. Weeks said SirsiDynix would not be supporting Horizon and would be developing new software called "Rome" that is based on the Oracle database engine. Weeks said if the Library changes software, it might be time to consider RFID.

Anderson asked if percentages for wage increases had been settled for next fiscal year. Weeks said he would check on the percentages. Anderson asked about the timeline on the masonry project. Weeks said it should start in approximately 4-6 weeks, after the threat of frost had passed.

Ross asked how the wireless was going. Weeks said it was going well.

Staff Reports:

Deputy Director: Hayslett handed out information regarding the Iowa Library Association (ILA) legislative reception, which was scheduled for March 28. She said the briefing would be held in the vocational rehabilitation building next to the state library.

Hayslett also handed out the schedule of events for "The Big Read", a reader's guide for *My Ántonia*, and a bookmark. She invited trustees to the kick-off for "The Big Read" on Sunday in the Library Auditorium. She said Mayor Ann Campbell would introduce the speaker.

Assistant Director: Carey passed around an article on the front page of *The Tribune*. It featured Weeks reading *My Ántonia*. Carey said she hosted three groups from Youth and Shelter Services who watched the movie, *My Ántonia*, and were given a copy of the book.

Carey reported the Teen Advisory Group raised \$245.83 through the Younker's Community Day sale. The teen group would be donating the money to Project Smyles.

Carey said she was still working on the process of acquiring the Vernon Brown estate. She said she would report to the Board when she had more information.

Carey asked the Trustees what sort of volunteer statistics the Board would like reported each month. Anderson said he would like to see the number of hours worked by volunteers each month. Ross said he would like a general overview of community service.

Staff report on Interior Design: Weeks introduced staff members Barbe Cobb and Mike Quinn. Weeks said the Library reorganization project originated from an offer from a couple to make a \$10,000.00 donation to the Library to promote local history materials. Weeks said the materials would be situated where the tax forms are now located. Hayslett explained that large print books would be moved and the following would be added: wireless section, locked cabinets for yearbooks,

tables, displays, comfortable seating, partitions to hide carts, genealogy materials, a computer with genealogy software Heritage Quest, and microfiche readers. Quinn stated the reorganization creates three areas in the Library for comfortable seating. Carey presented a plan to create a lounge area where the CDs and DVDs are now located. She said the shelves in the youth services area would be rearranged so the youth services staff would have a direct line of sight through the book stacks. Carey said the move wouldn't take place until the EZ book bins were in place. Cobb handed out examples of seating, tables, display cases, and shelves that would be purchased. Carey said she hoped to have the project completed by the time school starts in the fall. Weeks said the rearrangement would be done one section at a time. Botine suggested using the reorganization to promote the strategic plan in response to the public meetings.

Friends of the Ames Public Library Report: Sondall Saetveit reported the Friends were excited about the upcoming book sale and the partnership with TAG (Teen Advisory Group).

Foundation Report: Weeks said he, Chuck Jons, Lynne Carey, and Suzan Shirerholz of the Community Foundation of Greater Story County met with representatives from the Greater Des Moines Community Foundation. The purpose of the meeting was to discuss how the Greater Des Moines Community Foundation could assist the Ames Public Library Foundation. Anderson asked if replacements had been found for the Foundation directors who resigned. Carey said Jons had spoken to some potential directors and would report at the next meeting. Ross said he had two inquiries about insurance coverage for the Foundation.

Policy Review: none

Unfinished Business:

Rain Garden Update - Weeks: Weeks said he would be presenting the rain garden concept to the Ames City Council on Tuesday, March 27, 2007. The grading for the depression and the berm would be done by the City of Ames Public Works department and VEISHEA volunteers. The project was a collaboration among the City of Ames Parks and Recreation department, Public Works department, Iowa State University professors and students, and Prairie Rivers R.C. & D. Weeks said it was not a permanent installation, but a demonstration garden in a visible location. He said a French drain would be installed in the alley to channel run off into the garden. Discussion followed on the size of the berm and the possibility of cars driving into the garden. Weeks explained, when the Library building was expanded, the plants would be used by the Parks and Recreation department.

Nominating Committee Report: Sondall Saetveit reported the nominating committee met and was recommending the following slate of officers: Ross, president; Anderson, vice-president; and Warnick, secretary. Munson stated elections will be held at the next meeting. Munson thanked the committee for their work and those who agreed to serve.

New Business:

National Library Workers Day – Action Item: Anderson moved and LeGates seconded the motion to recognize the hard work, dedication, and expertise of Ames Public Library staff by designating Tuesday, April 17, 2007, of National Library Week as National Library Workers Day as presented/amended. Motion passed unanimously. Weeks thanked the Board for their support and said the Library's supervisory staff would have a special treat in everyone's mailbox in recognition of National Library Workers Day.

Alternative Funding Request – Action Item: Sondall Saetveit moved and Botine seconded the motion to approve the alternative funding request as presented/amended. Weeks explained the request included a donation from the Glen Buseman estate that would be used to purchase collection materials and \$5,000.00 for building and grounds improvements. Motion passed unanimously.

Director Evaluation/Salary Discussion – Executive Session: Weeks requested the meeting be closed under the provisions of Iowa Code 21.5.2.i. regarding the evaluation of the professional competency of an individual. Ross moved and Anderson seconded the motion to close the meeting. Voting aye: Ross, Sondall Saetveit, LeGates, Anderson, Botine, Mungons, Mathews, and Munson. The meeting closed at 8:34 p.m.; whereupon, all staff and visitors left the meeting. Ross moved and LeGates seconded the motion to open the meeting. Voting aye: Ross, Sondall Saetveit, LeGates, Anderson, Botine, Mungons, Mathews, and Munson. The meeting opened at 8:42 p.m.

Director's Salary for FY 2007/2008 – Action Item: Ross moved to set the Library director's salary for FY 2007-2008 at \$93,500.00. Anderson seconded the motion. Motion passed unanimously. Weeks thanked the Board for their vote of confidence. Ross thanked the Trustees and members of the evaluation committee. Anderson said he would like to communicate to staff that their participation in the director evaluation process was very gratifying to the evaluation committee.

Recognition of Trustees – Action Item: Anderson moved and LeGates seconded a motion to express their deepest thanks and sincere appreciation to Gary Botine, Caleb Mathews, and Margaret Munson for their committee work and service on the Library Board. The Board recognizes their dedication and devotion to the Library. Weeks presented certificates of appreciation to Botine, Mathews, and Munson. Munson thanked them for their service to the Library. Motion passed unanimously.

Trustee Comments:

Ross invited Trustees to attend Iowa Library Association (ILA) legislative day. The briefing would be held at 2:30 p.m. and the reception from 4 p.m. – 6 p.m. He said it was important to meet and greet the legislators. He said the Iowa Library Association conference would be held in Coralville, IA, from October 11-13, 2007.

Sondall Saetveit had no comment.

LeGates had no comment.

Anderson wanted the Board to be aware that the City of Ames administration was in the process of reviewing the commissions and boards, which might take one year to complete. He said he would be absent for the April meeting.

Botine said a lot of interesting things had happened during his six years as a Trustee. He hoped new Trustees would enjoy their time on the Board, especially with the exciting years ahead. He stated he found out that Willa Cather's granddaughter lives in Ames.

Mungons had no comment.

Mathews stated he wished his term had been longer. He said he would be focusing his energy into projects on Main Street.

Munson said her six years on the Board had been a challenge, including the first retreat she attended that was held on September 11, 2001. She said it had been a privilege to serve on the Board. She appreciated how the Board worked together, especially during the period without a library director, and she was excited for the future of the Library.

Adjournment

Botine moved and Ross seconded a motion to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 8:55 p.m.