

Ames Public Library

Board of Trustees

**Meeting Minutes
March 24, 2005**

The Ames Public Library Board of Trustees met in regular session on Thursday, March 24, 2005, at 7:00 p.m. in the Library board room with Cameron, Botine, Munson, Jennings, Ferree, and Library Director Gina Millsap in attendance. Ross and Kavanagh were absent.

Call to Order: The meeting was called to order by President Cameron at 7:05 p.m.

Adoption of Agenda: Jennings moved and Botine seconded the motion to adopt the agenda. The motion passed unanimously.

Approval of Minutes: The minutes from the February 17, 2005, meeting were approved as presented.

Public Forum: none

Cameron introduced the future Board members who were in attendance: Anderson, Mungons, Sondall, and Warnick.

Claims: Botine moved and Jennings seconded a motion to approve the claims. The claims were unanimously approved.

Donations: The following donations were presented for acceptance:

- From Anonymous..... \$11.95
- From Anonymous for Youth Services Department..... \$5.75
- From United Nations Association for adult programming..... \$25.00
- From ISU Russian Speaking Student Association 5 DVDs
- From Gladys Colwell in memory of Margaret Smith
for Youth Services Department..... \$50.00
- From Mrs. Walter Goepfinger in memory of Margaret Smith
for Youth Services Department..... \$100.00
- From Jay Simser in memory of Margaret Smith
for Youth Services Department..... \$100.00
- From Russ Cross - *Historic Rio Grande Valley: An Illustrated History* by Marjorie Johnson
- From Merritt Bailey (one-third of the money will be spent on popular paperbacks; one-third on poetry for all ages, including poetry on CD; and one-third on titles by Iowa authors) \$5000.00
- From Mr. and Mrs. Robert W. Dyas in memory of Margaret Smith
for Youth Services Department..... \$50.00
- From Eva H. Lettow for Home Delivery..... \$25.00

Ferree moved and Munson seconded a motion to accept the donations. The motion passed unanimously. Cameron stated that Merritt Bailey was a former Library Trustee. Millsap pointed out the donation from city councilman Russ Cross.

Budget and Finance Committee Report: Botine reported the library expenditures were under expended for FY04/2005. Millsap said it was due to salary savings. She will bring the spring budget amendments to the Board in April.

Director's Report: Millsap reported that two Bulgarian librarians visited the library recently. Millsap stated that she will be going to Bulgaria in May as part of the American-Bulgarian Library Exchange sponsored by Iowa Resource for International Service (IRIS).

Assistant Director's Report: Cameron explained that Assistant Director Hayslett was ill; therefore, there would be no report.

Department Coordinators:

Youth Services Specialist: Cameron introduced Jerri Heid, the new youth services specialist. Heid gave her background information. Millsap said that Ms. Heid is one of the premier children's librarians in Iowa and it was a coup to hire her for the Ames Public Library.

Circulation/Outreach Services: Carey announced that the Library is sponsoring programming for First Amendment week. On Sunday, April 10 at 2 p.m. in the Library auditorium a panel of Ames residents will share personal stories of practicing their First Amendment rights in everyday life.

Carey announced that effective May 1, 2005, the Library will be assessing a \$0.50 handling fee for holds not picked up. She stated the time staff spends on the number of holds not picked up has increased dramatically over the past year.

Community Relations Specialist: Duggan distributed the April issue of *Page One*.

Friends' Report: Jennings reported that the Book Sale is Friday evening, April 1, through Sunday, April 3. Carey announced that as a volunteer, you can pre-buy 10 items. Those interested in volunteering should contact her. Millsap invited the Board to attend the Volunteer luncheon on April 20th.

Foundation Report: Millsap reported that there was a problem with the job negotiation for the development director position; however, it has been resolved. She will announce the position once the contract is finalized.

Policy Review: Trustee Bylaws: Chapter 15 "Libraries" of Ames Municipal Code: Botine moved and Jennings seconded the motion to approve the Trustee Bylaws Policy as presented/amended. Discussion focused on rewording the policy to reflect the Director General Job Duties policy with the bylaws. Botine moved and Jennings seconded the motion to table the Trustee Bylaws Policy. The motion was unanimously approved.

Unfinished Business:

Strategic Planning Report: Millsap reported that she presented an update on Plans of Service on staff day; Carey stated that Circulation/Outreach would be finalizing their Plans of Service next week. Cameron said the Plans of Service grew out of a Trustee retreat two years ago.

Legislative Report: Millsap reported that legislative day was a success with many legislators in attendance. Botine asked for data that would support legislative priorities in order to promote them to the community.

Nominating Committee Report: Jennings reported that the committee will present the following slate of officers: Munson for president, Ross for vice-president, and Botine for secretary.

New Business:

Director Evaluation Salary/Salary Discussion - Closed Session: Millsap requested that per the Code of Iowa Open Meetings Law, Chapter 21, section 9, that the meeting be closed to discuss her salary and evaluation. Botine moved and Munson seconded the motion to close the meeting. After a unanimous roll call vote, the meeting was closed at 8:00 p.m. At 9:15 p.m. Botine moved and Munson seconded the motion to reopen the meeting. After a unanimous roll call vote, the meeting was reopened.

Director Evaluation 2004/05 – Action Item: Munson moved and Jennings seconded the motion to approve the Director's evaluation. The motion passed unanimously.

Cameron thanked the Director Evaluation Committee for their work.

Director Pay Grade Change – Action Item: Jennings moved and Munson seconded the motion to approve changing the pay grade for the Library Director from pay grade 64 to grade 65 within the City of Ames Pay Plan. The Director Evaluation Committee worked with the city's human resources director Julie Huisman to determine the proper pay grade range for the Library director. The motion passed unanimously.

Director's Salary Setting for FY2005/06 – Action Item: Botine moved and Ferree seconded the motion to set the Director's salary for FY2005/06 at a 4% increase. The motion passed unanimously.

Director's Goals – Action Item: Jennings moved and Munson seconded the motion to approve the Director's goals as presented. The motion passed unanimously.

Presentation to Retiring Trustees: Millsap presented a certificate of appreciation to Cameron for her years of dedication and service to the Ames Public Library. Cameron stated that it was a pleasure to serve.

Trustee Comments:

Cameron said it had been a pleasure to serve on the Board of Trustees.

Munson said it was a pleasure and privilege to work with Cameron and other Board members.

Botine thanked Cameron for her service and Millsap for lunch with the Bulgarian librarians.

Jennings stated that she will miss working with Cameron. She thanked Munson for working with her and former Board member Gloggner on the Director Evaluation Committee.

Ferree thanked the Director Evaluation Committee for their work, as it was a tremendous effort. He thanked Cameron for her service.

Adjournment

Ferree moved and Botine seconded the motion to adjourn. The motion passed unanimously. The meeting adjourned at 9:25 p.m.