

**Ames Public Library Board of Trustees  
Meeting Minutes  
April 15, 2010**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, April 15, 2010, in the Dale H. Ross Board Room with Budd, Campbell, Lockett, Meier, Seagrave, and Stow in attendance. Warnick arrived late. Bradley and Schill were excused. Library Director Weeks and Assistant Director Carey were also present.

**Call to Order:** Board President Seagrave called the meeting to order at 7:02 p.m.

**Adoption of Agenda:** The agenda was approved by consent. Seagrave noted, however, that if the by-laws were amended as proposed by the committee, the presentation of the slate of officers would be postponed until the May meeting.

**Approval of Minutes:** Moved by Stow, seconded by Meier, to approve the minutes of the meeting of March 18, 2010, as presented.  
Vote on Motion: 5-0. Motion approved unanimously.

**Public Forum:** None.

**Consent Agenda:** Budd moved and Stow seconded adoption of a resolution approving the consent agenda.

- 1) Gifts
  - a) From ISU Students in Free Enterprise ..... \$450.00
  - b) From Camie Stockhausen ..... \$125.00
  - c) From Friends of Ames Public Library for Project Smyles ..... \$230.00
  - d) From MOPS for Project Smyles ..... \$20.00
  - e) From Younkers Community Day for Project Smyles ..... \$211.67
- 2) Staff Changes
  - a) Hiring of Anna Keener as circulation desk assistant at \$7.69/hour, effective 3/17/10
  - b) Hiring of Tyson Troxel as circulation desk assistant at \$7.69/hour, effective 3/17/10
  - c) Hiring of Susan Zeigler as circulation desk assistant at \$7.69/hour, effective 3/17/10
- 3) Claims

Vote on Motion: 5-0. Motion approved unanimously.

**Financial Reports:** Weeks stated that with 75% of the fiscal year elapsed, the library had spent just under 74% of its budget. He reminded the board that some of the June 30 paychecks and some internal service charges would not appear on the reports until the end of the year, when they would be accrued back into "month 13" of the fiscal year. He said that internal charges for data services appeared to be a bit high but they were adjusted downward in the fall so the remaining payments will be reduced.

Lockett inquired about charges for longevity pay. Carey explained that all employees who have worked for the city for five years or more receive ten dollars per year of service twice a year, in recognition of their longevity.

The third quarter financial reports were received as information.

**Communications:** None

**Administrative Staff Report:** Library Director Weeks spoke about his meeting with the directors of the Ames Historical Society (AHS), who are very interested in assuming space in the older section of the library if the expansion project takes place. They are excited about the amount of room that would be available for exhibits and believe a museum/library combination would be an attractive feature of the community, but feel that acceptance by the community will be important. Many questions about which party would assume responsibility for various expenses would need to be resolved before the matter could go to a vote of the public.

Trustee Warnick arrived at 7:16 p.m.

President Seagrave said he felt that the Library Board should put a task group in place to work on this issue. He proposed that the task force consist of two representatives from the library, two from the Ames Historical Society, and two from the City of Ames, and that all of them should have the authority to speak on behalf of their respective organizations, so that conversations could be productive and issues could be resolved efficiently. He suggested that it might even be advantageous to involve a third-party facilitator. Seagrave asked the trustees to think about whom they would like appointed to such a task force and to consider what ought to be included in a task force description.

Trustee Luckett stated that the board's first job is political. Both allies and publicity are needed, and this would be a good time for people to start talking to their neighbors. Seagrave agreed that public education needed to be done because it is apparent that opinions are based on inaccurate or incomplete information. Campbell said he thought Seagrave's idea was a good one; Stow added that he did not think it was too soon to start forming the task group.

There was some discussion about the Historical Society – the status of the building it currently occupies, what kind of income it has, and who serves on its board of directors. Weeks remarked that the library would offer the AHS more space for displays or a mini-museum. It would also give it more visibility and allow it to attract school groups or others who come downtown. The AHS could also be an information and co-programming partner for the library.

Weeks briefly summarized other portions of his written report and Carey noted that the City's Public Relations Officer had told her that the APL staff was the most welcoming and the library was the most successful site in the city for the return of forms on Census Day.

**Friends of the Ames Public Library Report:** Weeks stated that the April meeting was very short. The focus was on the book sale, which brought in \$10,300.

**Ames Public Library Foundation Report:** Stow said that Suzy Shierholz had provided some information about the Story County Community Foundation and the annual campaign mailing should be going out next week. He said there was also some discussion about the proposed Friends/Foundation merger.

#### **Policy Review:**

Board of Trustees Bylaws: Moved by Campbell, seconded by Meier, to adopt a resolution approving revisions to the Board of Trustees Bylaws as presented/amended.

Seagrave said that he, Luckett, and Warnick had met earlier in the month to work on some changes to the bylaws that were required following the November election, along with some other updates. One significant change is the recommendation that the slate of officers be presented in May and installed at the end of the June meeting, so that they will be ready to assume duties in July, the same month new board members will take office. The language

describing the duties of the Executive Committee was also changed so that action could be taken on emergency matters prior to a regularly scheduled meeting, if necessary.

Budd suggested that approval of minutes should be included as an agenda item, since that action establishes the record of the meetings. There was also discussion about when the director's evaluation should take place. In the past it was done in March because new trustees took office in April, but it could be done later, now that the term of office begins in July. Seagrave suggested that the policy for evaluation of the director be reviewed soon.

Seagrave inquired how it was decided which policies would be addressed each month. Director Weeks said that he was trying to get a schedule in place to review each policy every third year, or as needed. He noted that in May another revision to the circulation policy would be on the agenda, instead of the History, Mission, and Authority sections. He said the Authority section would be revised once the Municipal Code was reprinted in July, and any alterations to the mission would most logically be done when the strategic plan is considered. The library's current strategic plan will be concluding, so a new one may be considered around the time of the bond vote and be based on the outcome.

Vote on Motion with the following amendments: to insert "Approval of Minutes" after "Adoption of the Agenda" in the order of business for regular meetings (item 7 under the section on Meetings); to change the discussion of the director's evaluation to "no later than the May meeting" (item 3(b) under the section headed Library Board); and to correct punctuation and standardize capitalization, as needed: 6-0. Motion approved unanimously.

**Unfinished Business:** None

**New Business:**

FY2009/10 Final Budget Amendments: Moved by Meier, seconded by Warnick, to adopt a resolution approving Final Revenue and Expense Budgets for the Operating Budget as presented/amended.

Weeks stated that all state aid had been received by the library, the Central Regional Library program has ended, and Story County and City of Gilbert payments are known amounts. Fines and fees, as well as copy charges, are expected to be lower; therefore, the library expects a shortfall in revenues of \$7349. However, there appeared to be enough cost savings that Weeks found it was possible to restore payment of dues to ALA/ALTAFF for the trustees, include an electrical hook-up at Fareway for the bookmobile, and allocate some funds for improvements to the grassy areas outside the building. He stated that the total proposed final budget for FY 09/10 was 3.98% higher than the total actual FY 08/09 budget.

Warnick asked about the city's standard raises for employees. It was explained the City Council usually approves a standard cost-of-living increase and a uniform range adjustment each year. This year the cost-of-living increase is two percent. The Council also authorized a one percent merit increase, to be pooled and shared by eligible employees; individual merit increases vary.

Stow said he did not care to have an ALA membership, but since others had indicated that they would like one, the trustees were asked to let the administrative assistant know their preference.

Vote on Motion as presented: 6-0. Motion approved unanimously.

Presentation of Slate of Officers: President Seagrave stated that the slate would be presented in May, as called for in the newly-adopted bylaws, and officers would be elected in June.

Director's Annual Evaluation: Weeks requested that the meeting be closed during his evaluation, as per Chapter 21.5, Section I, of the Code of Iowa, which permits closure of a public meeting to discuss employment conditions, including performance.

Stow moved and Budd seconded the motion to close the meeting in accordance with the state code during discussion of the director's annual evaluation.

Roll Call Vote: 6-0. Voting aye: Budd, Campbell, Lockett, Meier, Stow, and Warnick. Motion carried unanimously. The meeting closed at 8:15 p.m. and all staff and visitors left the room.

Stow moved and Budd seconded the motion to re-open the meeting to the public.

Roll call vote: 6-0. Voting aye: Budd, Campbell, Lockett, Meier, Stow, and Warnick. Motion carried unanimously.

The meeting re-opened at 9:15 p.m.

Stow moved and Budd seconded a resolution awarding Library Director Art Weeks a salary increase of four and one-half percent (to \$109,200 per year) for the upcoming fiscal year plus one extra week of vacation (to four weeks) for the upcoming and future fiscal years.

Vote on Motion: 6-0. Motion carried unanimously.

Weeks thanked the Trustees for their kindness and said he hoped he could live up to the challenge of their expectations.

**Trustee Comments:**

Trustee Stow said that he had met with Carolyn Kelley of the Hodge Group, and had also received a call from the public opinion survey team, in conjunction with the Fundraising Feasibility Study. He enjoyed the conversations and encouraged the other board members to participate, if the opportunity came up.

Budd commended the Friends of APL and all their volunteers for the highly successful April book sale.

There were no other comments.

**Adjournment:** The meeting adjourned at 9:20 p.m.

The next regular meeting will be on Thursday, May 20, 2010, at 7:00 p.m.

---

Karen Thompson, Administrative Assistant

---

Sherry Meier, Secretary of the Board