

Ames Public Library Board of Trustees

Meeting Minutes April 16, 2009

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, April 16, 2009, in the Library's Board Room with Bradley, Budd, Campbell, Lockett, Meier, Schill, Seagrave, Stow and Warnick in attendance. Staff in attendance included: Carey, Thompson, and Weeks.

Call to Order: President Seagrave called the meeting to order at 7:04 p.m. Trustees and visitors introduced themselves.

Adoption of Agenda: Seagrave stated that he would add discussion about committee appointments under New Business. He asked for any other changes to the agenda; hearing none, the agenda was approved by general consent.

Approval of Minutes: Seagrave asked for any changes or corrections to the previous month's minutes; hearing none, the minutes of the meeting of March 19, 2009, were approved by consent.

Swearing in of Officers: Seagrave administered the trustee oath to the new members of the Board: Sherry Bradley, Sam Schill, and Kevin Stow.

Public Forum: No one spoke.

Staff Presentation on Fayetteville (AK) Public Library: Director Weeks introduced Marianne Malinowski, Collections Supervisor. Malinowski presented slides of the Fayetteville Public Library, which she had recently visited, and fielded questions from the Trustees.

Consent Agenda: Meier moved and Schill seconded the motion to approve the consent agenda.

- 1) Motion approving claims reports: March 1, 2009 – March 31, 2009
- 2) Motion approving gifts:
 - a) From Story County Genealogical Society\$225.63

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

Financial Reports: Weeks discussed the March financial reports and explained the library's various funding sources. He noted that the library makes purchases and then requests checks to cover the expenses for items the APL Foundation and the Friends of the APL have agreed to provide. Funds in the bequest account equal \$1.4 million right now. Previous Board action approved a plan under which 80 percent of the interest earned annually may be spent, while the remaining 20 percent goes back into the fund.

Weeks explained that Project Smyles is completely funded by grants and donations. The Smart Investing @ Your Library program is funded by a grant from FINRA Foundation (associated with the Financial Industry Regulatory Authority, Inc). The funds went to the APL Foundation; in the customary fashion, the Foundation makes reimbursements as the money is spent.

Weeks explained that expenditures by each of the library's seven divisions appear in the operating budget. This month's report showed that at the end of March, with 75% of the fiscal year having elapsed, the library had spent 74.3% of its annual budget. Weeks pointed out that expenses in the internal data services line were doubled in March because no charges had appeared in November. The City's Finance Department was thankful that Meier caught that omission last month. Weeks said that final budget amendments are being made this spring so that no line items will be overspent;

Carey remarked that expenses tend to be a little high in the spring so that all orders will be made and fulfilled prior to the end of the fiscal year (June 30).

The financial reports were received as submitted.

Administrative Staff Report: Weeks stated that the FINRA Grant comes out of funds levied by Securities and Exchange Commission fines. Ames Public Library is one of 13 libraries in the nation that was awarded a grant for the Smart Investing program. Mary Logsdon, Library Information Services Coordinator, administered the program in conjunction with ISU Extension. A representative of the American Library Association (ALA) visited our program and was so impressed with its execution that they invited the APL to apply for funding in year three of the grant program. The ALA also called the State Librarian to convey their compliments and to ask the State Library to help spread the APL model throughout the state. Ms. Logsdon has been asked to appear on a panel of speakers at the Public Library Association's national meeting in Portland, Oregon.

Weeks said he had been invited by the Ames Historic Preservation Commission to discuss plans for the library expansion with them. The meeting was attended by Will Page, who did an historical analysis of the existing building in 1991. He said the commission would like to maintain some historical integrity in the public building, but is really only worried about the exterior facades.

The Trustees were reminded of the tours being offered by the library on April 23, 24 and 25.

Weeks stated that McCallsburg has now signed a library services contract with Zearing. It is once again an active participant in Open Access and the APL will be able to continue to serve McCallsburg residents.

Library Building Expansion Committee Report: Weeks explained that the Library Building Committee is a citizens' advisory committee made up of some former members of the Library Board of Trustees, some neighborhood representatives, downtown representatives and persons from the ISU School of Architecture. They have been observing the expansion process and making suggestions; the committee will meet again May 4.

Friends of the Ames Public Library Report: Budd reported that he attended the meeting on April 6. The Friends are busy preparing for the book sale scheduled April 17-19. He said election of officers will take place during the May 4 meeting. The proposed slate of officers includes Joan Van Norman, for President; Norma Sisson, for Vice President; and Franny Wilke, for Treasurer.

Budd said that Colin Ogilvie, the teen representative on the Friends Board, has been very active with his group. The teens have held fundraisers, tournaments, and organized other activities. On May 16 a technology program for the APL teens will be presented by ISU students.

Foundation Report: Carey stated that the Foundation is getting ready to launch its annual campaign. In recent years, the campaign has been launched in September, but in former years, it was always held in April; the Foundation intends to return to the traditional practice.

Carey also reported that the Foundation will consider a staff proposal to hire Smyles out as entertainment for parties. Staff is currently working on three tiers of pricing for various types of events.

Policy Review:

Circulation Policy – Action Item: Lockett moved and Budd seconded approval of the Circulation Policy as presented/amended.

Carey introduced Nancy Voltmer, Circulation Supervisor, who explained that staff felt the policy needed to better explain how customers could successfully acquire and use library accounts. She said the revised policy defines current practices and includes three changes: allowing the library to offer account privileges only to residents of Iowa cities that participate in Open Access; changing the name of a "Personal Account" to an "Individual Account;" and imposing a minimum age requirement for individual account holders. Voltmer explained that children under the age of five will still be able to carry cards, but they will only be issued through a family account. Staff believes this will provide a service because confidentiality laws prevent them from telling parents what their children have checked out on their personal accounts, which items are overdue, and so forth. The new practice will ensure that the family is involved and help parents to teach their children responsible behavior. It will also prevent abuse of children's accounts by parents who apply for them simply to avoid paying excessive fines on their own accounts. Carey noted that a person is allowed to have both an individual account and a family account. She also stated that the schedule of library fines and fees will be included as an addendum to the new policy.

Budd inquired about which cities' residents would be restricted by this policy change. Weeks said he did not have a list at hand because the cities not participating in Open Access are very few in number and none of them are located near Ames; however, they can be identified by the reimbursements report issued by the state.

When questioned about the renewal process, Voltmer said it consists of a simple, annual check of each account holder's home and e-mail addresses at the time they check out materials.

Campbell asked if there was any way the library could hold a five-year-old accountable for fines. Carey stated that, in practicality, library privileges are just cut off if a child exceeds the maximum limit. She explained that the application used for children does not ask for the parents' names, but a letter is sent to the home to advise the parents when a child has been issued a card. It is not unusual for children to sign up when they visit the bookmobile on their own.

The Board offered several suggestions for additions and changes to the addendum, such as:

- including information about the suspension of borrowing privileges when the maximum fine limit is surpassed;
- clarification of the maximum fine for magazines; and
- definition of the term, or deletion of the reference to, "special privilege" fees.

Staff will make revisions.

Vote on motion: 8-0. Motion passed unanimously.

New Business:

Resolution to honor Dale Ross – Action Item: Moved by Campbell, seconded by Warnick, to adopt a resolution to name the Board Room of the Ames Public Library in honor of Dale H. Ross.

Seagrave noted that a letter was received from the State Librarian in support of this proposal. Weeks remarked that this sort of honor is befitting of Dr. Ross, who has national stature in the library community.

Vote on motion: 9-0. Motion passed unanimously.

Seagrave offered to contact Ross to make sure that he is aware that this gesture has been made. Weeks stated that he would like to have Ross sit for a photo and hopes to hold a reception at a future date, possibly in late August or early September. The State Librarian would like to attend and Mayor Campbell will be asked to make a proclamation.

Committee Assignments:

Seagrave stated that he will be making nine committee appointments in order to fill vacancies on two boards and two committees. These include: two persons who will serve as liaisons and become voting members to the APL Foundation Board; two persons who will be non-voting liaisons to the Friends of the Ames Public Library; and two persons who will serve on the standing Committee of Budget and Finance. Seagrave said the Budget and Finance Committee has not been too active in recent years, but it is required according to the existing by-laws. Finally, Seagrave said he would like to form a committee of three to review the by-laws of the Board of Trustees. This will be an adhoc committee that will meet over the course of the next year and report back to the larger group. He asked Trustees to advise him of their first and second choices in person or via e-mail so that he can make appointments at the May meeting.

Trustee Comments:

Bradley stated that she liked the idea of reviewing policies throughout the year. She also remarked that she hoped any future Board Room would have better air conditioning

Lockett had no comments.

Budd had no comments.

Warnick welcomed the new Board members. She suggested that, in conjunction with the new circulation policy, it would be neat for the library to recognize children's fifth birthdays and make a big deal of the fact that they can have their own accounts. She thought it would help get them excited about reading.

Schill had no comments.

Campbell had no comments.

Meier welcomed the new Board members to an exciting time in the life of the library.

Stowe thanked the other Trustees for their warm welcome.

Seagrave had no comments.

Adjournment: The meeting adjourned at 8:34 p.m.