

Ames Public Library

Board of Trustees

Meeting Minutes

April 17, 2008

The Ames Public Library Board of Trustees met in regular session on Thursday, April 17, 2008, in the Library's Board Room with Anderson, Meier, Ross, Seagrave, Sondall Saetveit, Warnick and Director Weeks in attendance. Krauth, LeGates, and Luckett were absent.

Call to Order: President Ross called the meeting to order at 7:03 p.m.

Adoption of Agenda: Anderson moved and Sondall Saetveit seconded the motion to adopt the agenda. Motion passed unanimously.

Approval of Minutes: Ross asked if there were any changes to the March 20, 2008, minutes. Hearing no changes, Sondall Saetveit moved and Seagrave seconded the motion to approve the minutes. Motion passed unanimously.

Public Forum: None

Consent Agenda: Anderson moved and Warnick seconded the motion to approve the consent agenda. Motion passed unanimously.

- 1) Claims Reports 3/1/2008-3/31/2008
- 2) Gifts
 - a) From Anonymous..... \$20.00
 - b) From Charles Ely \$3.80
 - c) From Ames Garden Club \$58.72
 - d) In memory of Irene Morrow from Forrest and Joan Dubberke \$25.00
- 3) Staff changes:
 - a) New Hires
 - i) Hiring of Darla Hartzler as an hourly processing assistant (Collections Department) at \$7.25/hour, effective March 31, 2008.
 - ii) Hiring of Caitlin Kelly as a circulation assistant at \$7.25/hour, effective April 7, 2008.
 - iii) Hiring of Mary Morton as a circulation assistant at \$7.25/hour, effective April 9, 2008.
 - iv) Hiring of Katie Williams as a circulation assistant at \$7.25/hour, effective April 16, 2008.
 - v) Hiring of Amy Commers as a full-time, grade 58 librarian in Youth, at \$38,334 annually, effective May 27, 2008.
 - vi) Hiring of Valerie Donnell as a full-time, grade 59 outreach supervisor at \$47,780.16 annually, effective date to be determined.
 - b) Raises
 - i) Six-month raise for hourly circulation assistant (temporary) Nick Biber, to \$7.30/hour, effective April 16, 2008

Financial Reports: Weeks said 75% of the fiscal year was completed at the end of April, with 71% of the operating budget expended. Warnick asked for clarification of the reclassification of four months of payroll in the claims report. Carey said it was related to the budget reorganization last fall.

Administration Report: Weeks reported that OverDrive® was delayed because the libraries in the consortium needed to turn in their authentication protocols. He said the interior painting project was amazingly unobtrusive and the painters were doing good quality work.

Weeks reported the Great Places Committee would be submitting a proposal for a Great Places designation. If Ames received the designation, it would open up the opportunity for grants. The first step would be to submit a letter of intent, which was due on April 30, 2008. After the letter of intent was submitted, a coach from the Department of Cultural Affairs would be assigned to assist the committee. The goal is to create a vibrant downtown. Seagrave asked how a Great Places designation for Ames would be related to the Request for Proposal (RFP) for library expansion. Ross said the library staff would proceed with the RFP, because it would take the urban area into account.

Weeks said CD circulation had declined and DVD circulation had hit a plateau. Ross asked if libraries in the Iowa Urban Public Library Association were experiencing the same decline in media circulation. Weeks said the other libraries were experiencing some decline but not as steep as APL's. Weeks said staff was working on marketing the collection. He said the circulation of audio CDs had increased; yet, books on tape had declined. He predicted that books on tape and videos would be removed from circulation in the next two years.

Carey announced the library would be testing Playaways®, a new product for home delivery. It is an audio book with a built-in player; therefore, eliminating the need for supplying CD players.

Ross asked for a report on Toddler Fest. Carey said it was very well attended. She commended Library Assistant Lora Van Marel for her work on the project.

Weeks reported that city council members Jami Larson, Matt Goodman, and Dan Rice appeared with the bookmobile in the VEISHA parade.

Friends of the Ames Public Library Report: Warnick said the spring book sale raised \$12,382.75. She said Sarah Bohlke did a great job of spearheading the sale. The Friends were looking for a volunteer to coordinate the next book sale. Warnick reported the Friends passed their 2008 budget at their meeting. She said the Friends predict they'll raise an estimated \$43,000.00 next year.

Warnick reported she attended a session at the Public Library Association conference regarding the benefits of merging the Friends and Foundation groups. She said the advantages of a combined group would be as follows: eliminate message confusion, decrease overhead costs, less staff involvement, the ability to recruit high quality Board members, and enlist Board members for fundraising. Warnick presented the idea of combining the groups to The Friends of Ames Public Library. She said they seemed interested in the idea. She said if the groups were combined, more funds would be available to hire a development director. Discussion followed on the possibility of combining the Friends and Foundation groups. Warnick said motivating change would be hard unless the Board took the lead. Weeks said he was working to strengthen the Foundation; however, it might be worth exploring the idea of a merger.

Foundation Report: Weeks said the Foundation would be meeting on Tuesday, April 22nd. Their agenda would include changing their articles of incorporation to state they are a fund-raising arm for public benefit of the library. In addition, they would review the contract agreement between the Board of Trustees and the Foundation. Weeks said he would present the revised Gifts Policy to the Foundation.

Policy Review:

Statement of Concern Form – Action Item: Anderson moved and Meier seconded the motion to approve the Statement of Concern Form as presented/amended. Weeks said the revised Statement of Concern Form came out of reviewing the Collections Policy. Rather than having the customer fill out the form when the concern went to the Board of Trustees, he said the form would be filled out when the concern was elevated to the director. Anderson called the question. Motion passed unanimously.

Financial Limits Authority – Action Item: Anderson moved and Seagrave seconded the motion to approve the Financial Limits Authority as presented/amended. Weeks pointed out the proposed changes to the policy. Motion passed unanimously.

Unfinished Business:

Nominating Committee Report - LeGates and Lockett: Ross said both LeGates and Lockett were unable to attend the meeting. Their recommendation was in the form of a resolution which proposed the following: Dale Ross, President; Richard Seagrave, Vice President; and Melody Warnick, Secretary. Ross said the nominating Committee recommended changing the bylaws so the vice president succeeds the president. Anderson said he did not accept the nomination for vice president because he and Ross would leave the Board at the same time. He recommended the past president staying on the Board one year after their term of office expires.

Election of Officers – Action Item: Ross opened the floor for nomination of officers. Anderson moved to accept the slate of officers as presented. Meier seconded the motion. Motion passed unanimously.

RFP for Library Expansion – Weeks: Weeks said the Board's executive committee would meet next week to determine who would lead the Library Expansion Committee. Weeks said the Library Expansion Committee had expressed concerns about retaining the historical aspects of the building; however, he was concerned with fitting a 94,000 square foot building at the current site. He said the RFP (Request for Proposal) would take adjacencies, the neighborhood, and parking into consideration. Weeks said the Board would need to approve acceptance of the RFP. Seagrave asked how potential bidders would be notified. Weeks said he was keeping a list of potential architects, which numbered about thirty firms. Meier asked if there was consensus among the committee to keep the historic part of the building. Ross said the committee agreed to look at all the options.

New Business:

FY07-08 Expense Amendments – Action Item: Seagrave moved and Sondall Saetveit seconded the motion to approve the FY2007-08 Final Expense Amendments as presented/amended. Ross asked if salary savings cover payouts to retirees for unused sick and vacation time. Carey explained that retirees were paid for the full amount of accumulated vacation leave and a set percentage of sick time. She said salary savings covered the payouts in this budget. Ross asked where the obligations for unused sick leave and vacation time were accounted for in the budget. Carey said the City's Finance Department accounts for that obligation in the City's overall budget. She said the Finance Department has not recommended those obligations be accounted for in the library's budget. Carey said in her experience the salary savings had covered the payouts.

Weeks said the final amendment included the addition of two computers, collection additions, and increasing the postage line. Carey commended staff for keeping conference costs down. Warnick asked why the adult reference budget was decreased. Carey said, due to the library's participation in the consortium, OverDrive® cost less than originally budgeted.

FY07-08 Revenue Amendments – Action Item: Seagrave moved and Anderson seconded the motion to approve the FY2007-08 Final Revenue Amendments as presented/amended. Anderson questioned the state aid increase. Carey said no additional state aid monies were received. The monies were shifted from the grants and gifts line to the revenue line and applied to the collection. Motion passed unanimously.

Contractual Agreement with Ames Public Library Foundation – Action Item: Anderson moved and Seagrave seconded the motion to approve the Agreement between the Ames Public Library Board of Trustees and the Ames Public Library Foundation as presented/amended. Weeks said the key changes were underlined in the agreement. Seagrave amended the motion to add, “This agreement supersedes the previous agreement.” Motion as amended 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: Seagrave, Sondall Saetveit, Anderson, Warnick, Meier, and Ross. The meeting closed at 8:52 p.m.; whereupon, all staff and visitors left the meeting. Ross called for a roll call vote to open the meeting. Voting aye: Seagrave, Sondall Saetveit, Anderson, Warnick, Meier, and Ross. The meeting opened at 9:19 p.m.

Director’s Salary for FY2008/09 – Action Item: Anderson moved and Seagrave seconded the motion to set the Director’s salary for FY2008/2009 at \$100,000.00 per year. Motion passed unanimously. Weeks thanked the trustees for their gesture and confidence in him. Ross said the trustees appreciated all the effort that he put forward.

Trustee Comments:

Warnick thanked the Board for the opportunity to attend the Public Library Association conference in Minneapolis. She said it was a great experience, and she attended many interesting sessions.

Meier had no comment.

Ross thanked Deb Sondall Saetveit for her service to the Board of Trustees. He presented her with a framed thank-you certificate. He said she would be missed.

Seagrave seconded Ross’ comments about Sondall Saetveit.

Sondall Saetveit thanked the Trustees for their comments and said it was a pleasure to serve on the Board. She said she would always be a supporter of Ames Public Library.

Anderson had no comment.

Adjournment

Anderson moved and Sondall Saetveit seconded a motion to adjourn. Motion passed unanimously. Meeting adjourned at 9:24 p.m.