

# Ames Public Library

## Board of Trustees

### Meeting Minutes

April 19, 2007

The Ames Public Library Board of Trustees met in regular session on Thursday, April 19, 2007, in the Library boardroom with Krauth, LeGates, Luckett, Meier, Ross, Warnick, and Director Weeks in attendance. Anderson, Sondall Saetveit, and Mungons were absent.

**Call to Order:** Vice-President Ross called the meeting to order at 7:02 p.m.

**Adoption of Agenda:** Ross asked for additions or emendations to the agenda. Hearing no additions or emendations, the agenda was adopted as presented.

**Installation of New Board Members:** Ross introduced, welcomed, and administered the trustee oath to the new Board members: Deborah Krauth, Dudley Luckett, and Sherry Meier.

**Election of Officers – Action Item:** Ross presented the proposed slate of officers: Ross, president; Anderson, vice-president; and Warnick, secretary. Ross asked if there were any nominations from the floor. There were no other nominations. LeGates moved to close the nominations. Krauth seconded the motion. Motion passed unanimously. LeGates moved to approve the slate of officers as presented. Krauth seconded the motion. Motion passed unanimously.

**Approval of Minutes:** Ross asked those who were present at the March 22, 2007, to approve the minutes as presented. With only one trustee present who was at the March meeting, Ross said the minutes were accepted as submitted, subject to formal approval at the next meeting.

**Public Forum:** none

**Consent Agenda:** Weeks explained that the consent agenda consisted of such items as claims, gifts, and new hires that typically require no discussion. He advised the Board that they could pull out any items for discussion. Ross asked that the Gilbert Contract FY07-08 be pulled for further discussion. Luckett moved and Warnick seconded a motion to approve the consent agenda. Motion passed unanimously.

1. Motion approving 3/13/2007-4/10/2007 claims report.
2. Motion approving gifts:
  - From Ames Coin Club:..... *Iowa National Bank Notes* by James C. Ehrhardt & Steven J. Sweeney
  - From Ames Garden Club ..... \$66.05
  - From Georganna Hinrichsen..... \$11.17
  - From Jerri Heid for Project Smyles ..... \$210.00
  - From Leadership Ames for Project Smyles..... \$2,321.41
  - From Lucille and “ET” Taylor in memory of Maxine Harris..... \$50.00
  - From Tom Scott ..... Fellowes Mighty 8 outlet surge protector
  - In honor of George Washington Carver, Iowa State College Alumnus, for his work in developing uses for the sweet potato, from the Archie A. and Nancy C. Martin Foundation..... 2 copies of the children’s book *Sweet Potato Pie*, by Kathleen Lindsey
  - In memory of Arline Montgomery from Tamara and Christopher Martin ..... \$50.00
  - In memory of Loraine Cerwick, Hazel Orton, and Eva Lettow from Ames Woman’s Club ..... \$75.58

3. Motion approving new hires:
  - Halyna Mudryk, circulation assistant (temporary) – effective 4/6/07 at \$7.00/hour
  - Rob Tebben, circulation assistant (temporary) – effective 4/11/07 at \$7.00/hour
4. Motion approving Library Masonry Restoration Bid acceptance

**Gilbert Contract FY07-08:** Ross explained that communities without their own libraries, such as Gilbert, often contract with a nearby community for library service. Carey explained the contract rate for Gilbert approaches parity with what Ames residents are paying per capita. Carey said the bookmobile travels to Gilbert once a week. Luckett asked if the Library had other service contracts. Hayslett explained the Library has a contract with Story County Board of Supervisors to provide service for residents in unincorporated areas of Story County. Meier moved to approve the FY2007/2008 Gilbert Library Services contract. Warnick seconded the motion. Motion passed unanimously.

**Financial Reports:** Weeks explained the financial reports were set up to reflect month-to-month and year-to-date expenditures. He said with 75% of the year completed, the Library budget was 72.4% expended. Collections Manager Malinowski explained that the collections expenditures would be typically higher than the percentage of the year completed, as materials ordered usually don't come in as quickly as expected. Meier asked if the reports were done in house. Recording Secretary Woo explained the reports were pulled from the City's accounting system or prepared by City Accountant Nancy Masteller. Luckett asked how much flexibility the director had in moving monies around in the budget. Weeks said the final budget approval was the Board's responsibility. Carey said the budget monies were adjusted twice each fiscal year. Weeks explained the donations reports. He said the Gladys Meyers, Herbert Howell, Verna Thompson and Roscoe Marsden bequests would be aggregated in July where 80% of the annualized interest would be spent for library projects and services and 20% of interest earnings would be re-invested.

**Director's Report:** Weeks said he would be working with Ross to set up orientation for the new trustees. The orientation would last approximately two hours.

Weeks said he would like to change the date of the June Board meeting, as he, Carey, and Ross would be attending the American Library Association annual meeting. He would poll the Board to find another date to meet in June.

Weeks reported he met with Iowa State University (ISU) library faculty. He's recommending holding a "get acquainted" reception with the leadership teams of both organizations. Other collaborative efforts might include the following:

- A closer inter-library loan relationship with ISU; however, courier and format issues would need to be resolved.
- Assisting the ISU library with their leisure room reading collection by turning it into a branch or lending out blockbusters that APL would weed from the collection after the initial readership drops off.
- Since both libraries share the Horizon system that is being phased out, they could work together to investigate new library software or the possibility of sharing a server.
- Working together on library advocacy.

Weeks asked trustees what options they would like to see from the visit by Building Consultant Anders Dahlgren. Ross said to lay out options and indicate his preferences. Warnick said she would like to hear recommendations and all of the options. Luckett asked if Dahlgren met with anyone from the downtown business area. Weeks said Dahlgren met with Dan Culhane of the Ames Economic Development Commission and Main Street Cultural District President Allyson Walter. Discussion followed on parking expansion, branches, and building expansion on the current site. Weeks stated that it would be important not to under build.

Weeks reported some current and upcoming projects include: the \$40,000.00 interior painting, \$20,000.00 light bulb replacement, the tuck pointing, and the rain garden.

### **Staff Reports:**

Deputy Director: Hayslett said the Governmental Affairs Committee for the Iowa Library Association reported that the State Senate passed the education budget with no changes. The library service areas had a nice increase, along with more funding for Enrich Iowa. The teacher quality bill, that puts teacher/librarians back into the code, had been sent back to committee to clear up some funding issues.

Ross asked how many people attended the Big Read discussion groups. Hayslett reported the first group on only had four attendees; however, 13 or 14 people attended the last two meetings.

Assistant Director: Carey announced two Big Read programs: the movie *My Ántonia* would be shown Thursday, April 26, and the final program would be held on Sunday, April 29, from 2-4 p.m. at the Farm House at ISU. She reported the library reorganization had begun, starting with the move of the large print collection. She said she and Weeks attended the reception for Ross' retirement from the Iowa Library Commission.

Carey said she was working on finalizing the details of the Vernon Brown estate. She met with the city attorney and housing director to see if the estate could sell the site to the city to use for a Habitat for Humanity house. She said she would have an update at next month's Board meeting.

Warnick questioned how the self-check project was proceeding. Carey said she met with the city's purchasing department to prepare a request for quotes (RFQ). The vendors would need to respond to the RFQ by mid May and the Library would choose the vendor in June.

**Friends of the Ames Public Library Report:** Hayslett reported the spring book sale grossed \$11,004.20, surpassing a typical sale of \$8500.00. Ross asked what would happen to the remaining items. Hayslett stated the Friends' Board would decide at their May meeting.

**Foundation Report:** Weeks said it looked like the Ames Public Library (APL) Foundation would affiliate with the Community Foundation of Greater Story County, which in turn, would bring APL Foundation into an affiliation with the Greater Des Moines Community Foundation. This affiliation would open up the opportunity for a greater return on investment for their permanent endowment. The Greater Des Moines Community Foundation would send thank-you letters, hold the investments, and work with APL on bequests. Warnick questioned if the Greater Des Moines Community Foundation would raise money for APL Foundation. Weeks said they would not fund raise on behalf of the Foundation. Carey said APL Foundation was looking for directors who would be willing to raise money.

**Policy Review:** Ross explained policy review, a normal monthly activity for the Board, was suspended during strategic planning.

### **Unfinished Business:**

Strategic Planning Goals – Library Staff: Weeks explained the staff was working on goals for the service responses that were approved in the March Board meeting. Hayslett said the teams looked at strengths, weaknesses, opportunities and threats under the guidance of Roy Kenagy. She explained the goals were broad statements that set out the benefits and outcomes of library services for the community. Objectives were tools to measure how to achieve the goals. She said activities would be written for each goal. She said her group was working on the following services responses: primary: Satisfy Curiosity and Lifelong Learning; secondary: Find Information/Make Informed Decisions; and maintenance: Get Fast Facts.

Malinowski explained her group was working on the service response Stimulate Imagination, where they were analyzing the fiction collection and reader's advisory. Her team's maintenance levels were: Build Successful Enterprises/Make Career Choices and Discover Your Heritage/Explore Your Community.

Carey reported for Heid who was unable to attend the meeting. Carey said Heid's team's primary service response was Create Young Readers, where they have two goals based on age groups: baby through age six and school ages through the teen years. Maintenance levels were Create Young Readers/Succeed in School, Celebrate Diversity, Express Creativity, and Learn to Read and Write.

Carey said her team's primary service response was Visit a Comfortable Place, both virtual and physical spaces. Their support areas were: Connect to the Online World, Be Informed Citizens and Welcome to the U.S.

Weeks explained the staff was working thoughtfully on the process.

### **New Business:**

Project Request to Ames Public Library Foundation – Action Item: LeGates moved and Meier seconded the motion to request that the Ames Public Library Foundation Board of Directors designate Project Smyles as the project for the 2007 annual campaign. Carey explained the Project Smyles program. Motion passed unanimously.

FY06-07 Expense Amendments – Action Item: Weeks explained the final amendments were changes made from the adjusted amendments. He said the revenue was not on pace with the projections made during the last amendments. Warnick moved and Krauth seconded the motion to approve the FY 2006-07 final expense amendments as presented. Motion passed unanimously.

FY06-07 Revenue Amendments – Action Item: LeGates moved and Meier seconded the motion to approve the FY 2006-07 final revenue amendments as presented. Motion passed unanimously.

### **Trustee Comments:**

Luckett had no comment.

Krauth had no comment.

Warnick welcomed the new Board members. She said was happy to be back after maternity leave.

LeGates welcomed new trustees.

Meier said she was looking forward to new and exciting things for the Library.

Ross said he attended Iowa Library Association legislative day. He completed his service on the Iowa Commission of Libraries. He said he would be attending the American Library Association meeting in June.

### **Adjournment**

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