

Ames Public Library

Board of Trustees

**Meeting Minutes
April 20, 2006**

The Ames Public Library Board of Trustees met in regular session on Thursday, April 20, 2006, in the Library boardroom with Anderson, Ferree, Mathews, Munson, Ross, Sondall, Warnick and Interim Co-Directors Carey and Hayslett in attendance. Botine and Mungons were absent.

Call to Order: President Munson called the meeting to order at 7:00 p.m.

Adoption of Agenda: Munson stated the following change to the agenda: under **New Business**, "Gilbert contract – Action Item" should say, "Gilbert contracts – Action Item."

Election of Officers – Action Item: Anderson reported the nominating committee met and proposed the following slate of officers: Munson, president; Ross, vice-president; and Warnick, secretary. Anderson asked if there were any nominations from the floor. There were no other nominations. Anderson moved to approve the slate of officers as presented. Mathews seconded the motion. Motion passed unanimously.

Approval of Minutes: Anderson stated that in Trustee Comments, second paragraph, 3rd sentence, "Anderson said he would like to look at a bigger picture of the allocation of fiscal resources; how many staff members have direct interaction with patrons; and how resources are allocated between programs, youth, young adults, books and media." "Between" should be replaced with "among." Warnick moved and Anderson seconded a motion to approve the minutes. The motion passed unanimously. The minutes were approved as amended.

Public Forum: none

Financial Reports:

Claims: Ferree moved and Anderson seconded a motion to approve the claims. Munson questioned why some of the headings said "05/06 Initial Amendments." Woo explained that the city's IT department was looking into how the report is pulled from the city's accounting software. Ross stated he received notice that the city's electric rates would be increasing for three months. He asked if the electric rate increase was being considered for final budget amendments. Carey stated she would make sure the final amendments include an increase for electricity. The claims were unanimously approved.

Gifts: The following donations were presented for acceptance:

- From Navid Emami and Lynne Carey\$25.00
in honor of Betty Nelson, Kay Marner's aunt, for Project Smyles
- From Serendipity in memory of Isabel Matterson.....\$71.00
- From Ames Woman's Club in memory of Leola Beckwith and Betty Wilson.....\$43.57
- From the India Cultural Association\$42.87
- From Steve and Mary Herrnstadt in memory of Kristi McConnell Van Pelt.....\$28.95

Correction from the 2/16/2006 Gifts Resolution

- From Carol J. Lamb\$100.00
in memory of her grandchildren: Claire Hockerman and Nathan Hockerman

Ross moved and Anderson seconded a motion to accept the donations. Anderson questioned the correction from the 2/16/2006 resolution. Hayslett stated "Elaine" was changed to "Claire." Warnick

questioned what Serendipity meant. Hayslett stated it is a service organization. The motion passed unanimously.

Interim Co-Director's Report - Carey: Carey said approximately 140 people have been credit reported after Unique Services had attempted to collect for 120 days. She said that Val Donnell was working on submitting older accounts to Unique Services. Carey said she worked with the city's finance department to use the funds collected to submit older accounts this fiscal year. Warnick asked if Carey was happy with the amount of returned materials. Carey said the Library has received more money than materials.

Anderson commented that Carey's mention of the Foundation's approval of a request for \$11,000.00 to fund collections during the 06/07 fiscal year should say the Foundation reluctantly approved the request. He said he doesn't want to ask the Foundation and Friends for collection support. Discussion involved the role of the Foundation in relation to the Library. Ross reported the Foundation is working on a memo of understanding between the Foundation and the Board of Trustees to make sure there is a clear separation between the Foundation and the Library. The agreement would take into consideration staff time, equipment usage, and space costs. Warnick asked if the Foundation was considering hiring a development director. Carey reported they were not considering hiring anyone at this time. Munson asked Carey for the focus of the next Foundation campaign. Carey said they were waiting for direction for the Board of Trustees. Anderson requested a recommendation from the interim co-directors at the next meeting.

Carey invited the Trustees to attend the Veisha parade on Saturday where the bookmobile and book cart brigade would be in attendance. The book cart brigade is composed of members of the Teen Advisory Group. She also invited Trustees to attend the volunteer luncheon on Wednesday.

Interim Co-Director's Report - Hayslett: Hayslett reported the bid for the sidewalk replacement project came in at \$19,900.00. There is a change order to add \$8500.00 to the project to redo the brick pavers under the canopy. The proposal will be brought before the City Council next Tuesday.

Ross questioned how the book sale did in relation to previous sales. Hayslett said it was a really good sale. Warnick reported the Friends approved the addition of \$10,000.00 for the materials budget. Carey said this brings the Library to "B" level accreditation in 06/07.

Ross questioned the Central Iowa Library Service Area contract mentioned in her report. Hayslett said the contract is for \$1500.00 per year to provide back-up reference to libraries in the service area. She said they would try the contract for a year and then evaluate it.

Sondall arrived at 7:37 p.m.

Department Coordinators:

Computer Specialist: Harris had nothing to add to his report.

Youth Services Specialist: Anderson asked for clarification on the DDR event. Carey said it stands for Dance, Dance, Revolution.

Community Relations Specialist: Duggan had nothing to add to her report.

Friends of the Ames Public Library Report: Hayslett said the meeting focused on revising the bylaws and working on the draft budget. She said they will replace one board member this year.

Foundation Report: Carey said the Foundation is developing an RFP for accounting and banking services. Ross stated the Foundation needs an audit, so they are looking for someone who would perform it pro bono. Anderson said the Foundation discussed director liability for actions of the Foundation. Ross stated they are looking for insurance coverage.

Policy Review:

Investments Policy – Action Item: Anderson moved and Ferree seconded the motion to approve the Investments Policy as presented/amended. Hayslett said the policy approved last month was out of date. Anderson called the question. Munson proposed the following amendment: the third sentence, change "contraols" to "controls" and change the colon at the end of the last sentence to a period. The motion as amended passed unanimously.

Personnel Policy, Subject: Benefits – Paid Leave Time – Action Item: Warnick moved and Sondall seconded the motion to approve the Personnel Policy, Subject Benefits – Paid Leave Time as presented/amended. Hayslett said the changes reflect areas where our practice was not following the policy. Anderson questioned if the Library was required to follow city policy. Hayslett said this portion of the policy does not diverge from the city's policy. Discussion followed regarding holiday closings. Munson recommended changing the following: under Amount, fifth paragraph, change "38 working days annually" to "25 working days annually;" under **Leave of Absence Without Pay**, third paragraph, first sentence, change "less" to "loss" and in the same section, fifth paragraph, first sentence, delete "which occur." The motion as amended passed unanimously.

Trustee Bylaws – Action Item: Ross moved and Anderson seconded the motion to approve the Trustee Bylaws as presented/amended. Ferree said the minor change was changing from using "Robert's Rules of Order" to "The Standard Code of Parliamentary Procedure." Anderson moved and Ross seconded a motion to amend the policy as follows: under **Meetings**, number 7, remove i. Strategic Progress Report, and I. Staff Report. The motion to amend the motion passed unanimously. Ross called the question. The motion passed unanimously. Munson stated there will be no policy review at the next meeting.

New Business:

May 2006 Board meeting date – Action Item: Warnick moved and Mathews seconded the motion to approve the May 2006 Board meeting date as presented/amended. Munson stated the change of date allows the director selection committee more time to prepare a recommendation for the trustees. The motion as presented passed unanimously.

Gilbert Contracts – Action Item: Ross moved and Ferree seconded the motion to approve the Gilbert Contracts as presented/amended. Ferree questioned if the 05/06 contract had been approved the previous year. Carey stated that it had not been approved. Ferree recommended the contracts include the city clerk's signature. Munson called for a vote to approve the contracts with the addition of the Gilbert city clerk's signature. The motion as amended passed unanimously.

New Hires: Anderson moved and Sondall seconded the motion to approve the New Hires as presented/amended. Ross questioned how long the appointments were for the new hires. Carey reported they were temporary/hourly employees who work without a contract. Ross questioned the number of temporary hourly staff and volunteers. Carey said it worked out to approximately 11-12 full-time employees. The motion as presented passed unanimously.

Legislative Report: Hayslett reported the Governmental Affairs Committee (GAC) of the Iowa Library Association is working with legislators to pass the Governor's budget, which would increase Enrich Iowa funding. Ross reported that Bill 2771 was still pending.

Unfinished Business:

Building Acquisition Update: Hayslett reported that assistant city attorney Judy Parks and she are scheduled to walk through the adjacent building tomorrow. If the walk through is satisfactory, the owner will sign a waiver and receive the final payment. She said the locks will be changed after the exchange. Anderson requested an e-mail be sent to the Board when the transaction is complete. Hayslett said the asbestos abatement bid is ready to go. Demolition will be done after the asbestos is removed.

Director Search: Munson reported that the search committee held phone interviews last week and have invited four candidates to interview in person on the following dates: 4/27 and 4/28; 5/4 and 5/5; 5/15 and 5/16; and 5/17 and 5/18. Munson said the changes to the process include changing the management team interview to a staff interview and adding a presentation portion to the Board interview and to the public forum. Ross stated there would be three opportunities for staff interaction with the candidate.

Executive Committee Report: Munson reported the staff interviews for the interim co-director performance appraisals were completed. The Executive Committee will receive a report from Dr. Clark. Munson said the addition of three more people to the interview process would cost an additional \$330.00 for a total project cost of \$1830.00.

Munson reported that she would respond to the staff person's e-mail that requested recognition of an employee and refer it to the interim co-directors for action. One suggestion is to look at the employee recognition program. Munson said there isn't a city bonus program but there may be compensation for working out of class. Munson said she is waiting for a reply from the city's human resources director and will discuss the issue with the Executive Committee.

Trustee Comments:

Warnick reported she had a neighbor who questioned renewal practices. Carey replied that she would talk to the patron.

Mathews had no comment.

Anderson said when the 07/08 budget is prepared to not count on additional support from the Friends or Foundation to achieve "B" accreditation for collections, as it should be part of the operational budget.

Sondall said she attended the book sale and commended those who worked on it.

Ross said he is going to Washington, D.C., on May 1st and 2nd, as part of the Iowa library community, to meet with congress people and senators.

Ferree had no comment.

Munson had no comment.

Adjournment

Ross moved and Anderson seconded a motion to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 9:07 p.m.