

Ames Public Library

Board of Trustees

**Meeting Minutes
April 21, 2005**

The Ames Public Library Board of Trustees met in regular session on Thursday, April 21, 2005, at 7:00 p.m. in the Library board room with Anderson, Ross, Munson, Ferree, Jennings, Mungons, Sondall, Warnick, and Library Director Gina Millsap in attendance. Botine was absent.

Call to Order: The meeting was called to order by Vice President Ross at 7:02 p.m.

Adoption of Agenda: Anderson moved and Ferree seconded the motion to adopt the agenda. The motion passed unanimously.

Installation of New Board Members: Ross introduced, welcomed, and administered the trustee oath to the new Board members: Bob Anderson, Kevin Mungons, Debra Sondall, and Melody Warnick.

Election of Officers: Anderson moved and Warnick seconded the motion to accept the Election of Officers as slated: Margaret Munson, president; Dale Ross, vice president; and Gary Botine, secretary. The motion passed unanimously. Ross turned the meeting over to President Munson.

Approval of Minutes: The minutes from the March 24, 2005, meeting were approved as amended. Under Director Pay Grade Change – Action Item: before “The motion passed unanimously.”, add “The Director Evaluation Committee worked with the city’s human resources director Julie Huisman to determine the proper pay grade range for the Library director.”

Public Forum: none

Claims: Ferree moved and Sondall seconded a motion to approve the claims. The claims were unanimously approved.

Donations: The following donations were presented for acceptance:

- From Roger L. and B. Dawn Anderberg in memory of Margaret Smith for Youth Services Department..... \$20.00
- From Marguerite Sevde in memory of Margaret Smith for Youth Services Department..... \$25.00
- From Daniel and Patrick Jahren in honor of Ian Hermann’s 14th birthday..... \$13.95
- From Ames Baha’i Fund 2-year subscription to *World Order*
- From Keith, Leslie, Caitlin, Kyle, and Nicholas Reschly in memory of Alice “Mimi” Pannkuk, *A Snowman Named Just Bob* and *The Giving Tree*

Ross moved and Anderson seconded a motion to accept the donations. The motion passed unanimously. Munson requested that Millsap discuss donations at the next Board meeting.

Budget and Finance Committee Report: Ferree explained that the library expenditures were presented in a monthly and year-to-date format. The budget was 75% expended at the end of March. Millsap said the FY2004-2005 final budget amendments will be presented at the May meeting. Sondall requested training on the library budget for new trustees.

Director's Report: Millsap reported that staff member Lynne Carey received the Ames Peace Prize from the Iowa State University group Time for Peace for her work promoting peace in the Ames community. Millsap stated that the following employees received recognition for their years of service at the city's employee awards luncheon in April: Dawn Hayslett - 15 years; Marianne Malinowski 15 years; Ann Dobbs - 10 years; Kay Marner - 5 years; and Chris Robinson - 5 years. Millsap also reported that she participated in a video conference with the Varna Bulgaria library where she read excerpts of local historian Farwell Brown's book, *Ames, the Early Years in Word and Picture: from Marsh to Modern City*. She stated that she will be traveling to Bulgaria in May as part of the American-Bulgarian Library Exchange, which is sponsored by Iowa Resource for International Service (IRIS). Sondall questioned ETP value cards in Millsap's report. Millsap explained the city's Excellence Through People organizational values.

Assistant Director's Report: Munson welcomed back Hayslett, who was ill last month. Hayslett pointed out that comments from staff day were included in the Board packet. Warnick asked if the feedback was used to see if the employees were using the concepts presented during staff day. Hayslett said that reader's advisory had been carried over from last year's program due to staff comments.

Department Coordinators:

Circulation/Outreach Services: Carey reported that the number of holds not picked up has decreased since the announcement of the \$0.50 handling fee, which goes into effect on May 1, 2005.

Computer Specialist: Harris explained that the suspend hold provision in the online catalog may be improved with the next software release. He told the Board to call or e-mail him with questions regarding technology at the Library.

Community Relations Specialist: Duggan reported Ames Public Library (APL) and Mayhem Collectibles, along with the bookmobile, are joining forces on Saturday, May 7, 2005, to bring free comic books to patrons. On Saturday, May 14, 2005, APL is presenting a *Wild About Books* program that will include animals from the Blank Park Zoo and live insects from the Iowa State University Insect Zoo.

Friends' Report: Jennings reported that the Friends' book sale grossed approximately \$9400.00. Ross questioned if wholesalers were allowed to enter the sale. Jennings said they were allowed, but like all others, they had to pay an entry fee and join the Friends of the Ames Public Library, if they wished to attend the Friday night sale.

Hayslett reported that the Friends will hold their annual meeting the first Monday in May, where they'll present a draft budget for next year. She said that book sales had exceeded expectations this past year.

Foundation Report: Ross reported that Kasandra Petersen has been hired as the Foundation's Development Director. Her first day is Monday, May 2, 2005. Millsap reported that the next Foundation meeting would be in early June.

Policy Review:

Trustee Bylaws: Jennings moved and Ferree seconded the motion to take the Trustee Bylaws Policy from the table. The motion was unanimously approved. Ross moved and Sondall seconded

the motion to approve the Trustee Bylaws as presented/amended. Ross explained that as the result of a meeting he had with Ferree, the following changes to the policy were recommended:

- replace the bullets with numbers and letters
- revise the policy to reflect the Director Performance Evaluation Policy
- use the correct language relating to the Iowa Code

After discussion, Jennings moved and Ferree seconded the motion to amend the policy as follows: Under **Library Board** under 3. indent 4.-11. and change the numbers to letters a.-h. Under **Officers**, under 3. indent and change the numbers 4.-6. to a.-c. and under each letter, change the letters to corresponding numerals. Under **Committees/Board Liaison Appointments** indent and change numbers 2.-5. to letters a.-d. The motion to amend the policy passed unanimously. Ross called for a vote on the amended policy. The amended policy passed unanimously.

Gifts Policy: Anderson moved and Ferree seconded a motion to approve the Gifts Policy as presented/amended. Millsap explained that there may be a possible naming opportunity, which is not covered in the current Gifts Policy. Jennings recommended developing a naming policy and gifts-in-kind policy with input from Library staff and new Foundation Development Director. Ross pointed out that the current policy doesn't include the right of refusal. After discussion, Jennings moved to table the Gifts Policy with the recommendation that an ad hoc committee would be formed to formulate a new gifts policy. Ross seconded the motion. The motion passed unanimously.

Munson appointed the following ad hoc committee to study the Gifts Policy: Trustees Ferree, Ross, and Jennings; Foundation Development Director Kasandra Petersen; Librarian Mary Logsdon; and Library Director Millsap. Munson appointed Jennings as chair and asked for a preliminary report by June 2005.

Unfinished Business:

Strategic Planning Report: Millsap reported the following updates to the work plan for organizational priorities: the \$0.50 handling fee for holds not picked up will start on May 1, 2005; Outlook e-mail and thin-client technology are in progress; a Youth Services work plan has been developed; and the Foundation approved \$10,000 for the collection. Millsap will present the Youth Services work plan at the next Board meeting.

Legislative Report: Hayslett reported that the Iowa Library Association is tracking several bills before the state legislature that may affect funding for libraries. She encouraged those present to contact their state representatives. Jennings recommended the Iowa Library Association listserv as a good information source, and Millsap recommended the American Library Association web site.

New Business:

Resolution Thanking Book Sale Coordinator Nancy Schroeder: Jennings moved and Ross seconded the motion to approve the Resolution Thanking Book Sale Coordinator Nancy Schroeder as presented/amended. The motion passed unanimously. Millsap said she would have the resolution framed and present it to Schroeder.

Trustee Orientation/Education Discussion: Munson asked new trustees for their input in orientation. Millsap explained that new trustees had a tour and general orientation to the Library. She recommended an additional session on intellectual freedom. Other recommendations were a financial overview and how to interpret the information in the Board packet. After discussion, two orientation/educational sessions on budget and finance for the Ames Public Library Board of Trustees were set for Thursday, May 5, 2005, from 7:00 p.m. – 8:30 p.m. and Monday, May 16, 2005, from 7:00 p.m. – 8:30 p.m.

Trustee Comments:

Jennings reported that she recently visited the Memphis National Rights Museum.

Ross reported that he will be going to Washington, D.C. in May for American Library Association Legislative Day.

Warnick questioned the committee assignments for the Board of Trustees. Munson stated that there are four standing committees: Foundation liaisons, Friends liaisons, Business and Finance, and Arts Advisory. She will contact Trustees and ask them to serve on one of the committees.

Munson thanked the Library staff for the volunteer luncheon.

Adjournment

Ross moved and Jennings seconded the motion to adjourn. The motion passed unanimously. The meeting adjourned at 9:10 p.m.