

**Ames Public Library Board of Trustees  
Meeting Minutes  
April 21, 2011**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, April 21, 2011, in the City Council Chambers at 515 Clark Avenue with Bradley, Budd, Lockett, Manus, Meier, Schill, Stow, and Rawlins in attendance. Campbell was absent. Library Director Art Weeks and Assistant Director Lynne Carey were also present.

**Call to Order:** Board President Lockett called the meeting to order at 7:00 p.m.

**Adoption of Agenda: Moved by Budd, seconded by Bradley, to approve the agenda.  
Vote on Motion: 7-0. Motion approved unanimously.**

**Approval of Minutes: Moved by Stow, seconded by Manus, to approve the minutes of the meeting of March 17, 2011.**

**Vote on Motion: 7-0. Motion approved unanimously.**

**Public Forum:** None

**Consent Agenda: Schill moved and Meier seconded adoption of a resolution approving the consent agenda:**

**1) Gifts**

- a) From Anonymous ..... \$4.00
- b) In memory of Florence Eichner from Joy Kix for a children's book ..... \$20.00
- c) From Anastasia and Alex Tuckness for Project Smyles ..... \$50.00
- d) From Xi Theta Zeta for Project Smyles ..... \$50.00
- e) From Fortnightly Book Club for the Collection..... \$25.89

**2) Claims 3/1/11 – 3/31/11**

**Vote on Motion: 7-0. Motion approved unanimously.**

**Quarterly Financial Reports:** Library Director Weeks stated that at the end of the third quarter, the library had spent 72.2% of its current-year budget. He also said that, this year, final budget amendments are only required if the bottom line in any of the library's divisions would exceed its budgeted amount; since all of them are right on track, he was not planning to submit any final amendments.

**Correspondence:** Board President Lockett noted that a library user wrote to describe an unfortunate circumstance; the letter and the library directors' response were included in the packet.

**Administrative Staff Report:** Weeks summarized his written report. He added that the library re-organization bill (which will convert the existing library service areas to consultant positions around the state) passed overwhelmingly in the House. The bill included one amendment requiring libraries to have policies on the loan of DVDs and another that would reverse the concerns raised by the State Auditor about sales of withdrawn items through Friends of the Library book sales. Since the House and Senate versions are not consistent, the legislation is not final; once it is signed by the governor, APL's policy will be reviewed.

The Library Director also advised the trustees that the Gilbert City Council approved a library services contract with Story City, rather than renewing its contract with Ames. Under Iowa law,

cities must either have their own library or contract for services with another one; Gilbert has contracted with the Ames for the past 35 years. In addition to use of the main library, APL has provided a weekly bookmobile stop, visits to one daycare by Project Smyles, and home delivery services upon request. Weeks said he had been told that Gilbert's approval of a new contract had nothing to do with service concerns—they were able to obtain a lower price from Story City. The price APL was charging was based on parity with citizens of Ames, although Gilbert's charges per capita were lower than those of Ames. APL had proposed a two percent (2%) increase for FY12. Gilbert's contract with Story City is for a three-year term.

Weeks said that if Gilbert citizens come to the Ames library, they will still be able to borrow under the state's open access provisions. They may also use the bookmobile stop at the Fareway Store on Bloomington Road. APL's revenue loss from the contract will be approximately \$56,000 in the upcoming year. The amount will be offset to some extent by reimbursement from the state through Open Access and Access Plus, but Weeks said he would have to sharpen the pencil to find savings in the budget.

When asked about the scope of services Story City would provide, Weeks said he couldn't speak to whether or not Gilbert citizens would get more or less service. The contract calls for Story City to provide a deposit collection, services of a library staff member for four hours per week, and two internet terminals. He said he was disappointed that APL was not given a chance to negotiate on the contract and members of the bookmobile staff are disappointed about losing their customers.

**Ames Public Library Friends Foundation Report:** Since Trustees Stow and Meier were both absent from the Friends Foundation's April meeting, Assistant Library Director Carey gave the report. The Friends Foundation Board agreed to accept monthly financial reports on local holdings from its accounting firm, with information from the Community Foundation of Greater Des Moines (CFGDM) only included annually, because the CFGDM reports lag by two to three months. She noted that the endowment fund held by the CFGDM exceeded \$100,000 for the first time last month. In addition, the collection fund totaled \$23,000 and on day of the meeting, the APLFF received a surprise gift of \$16,000. Carey said the APLFF also has a fund for Project Smyles, and that money is being held until it is needed.

Weeks added that discussion about extension of the contract with The Hodge Group (THG) took place. The existing APLFF contract ends at the end of May, but it was apparent that the firm's consulting, support, and expertise will still be needed through the period of philanthropic activity. The only action taken by the directors was to request a report on performance benchmarks to date, along with an indication about what THG would accomplish by the end of the summer.

**Library Building Project Update:** Weeks said that tours and presentations were continuing. The architect will be here on May 17 for a work session with the City Council; the trustees were asked to mark their calendars so they could be on hand for questions and answers. The matter of the bond vote is likely to arise at that time, and the Council will need to take formal action by August in order to meet election deadlines.

While he is in town, Architect Jeff Scherer will also hold informational forums. On Wednesday, May 18, he will speak with library staff members and volunteers at 10 a.m.; forums for the public will be held at 2 p.m. at Northcrest and 7 p.m. at the library. The events will be publicized via Page One, press releases, and on the APL Web page.

#### **Policy Review:**

Records Retention Policy: Weeks said that the City had undertaken a re-examination of its

records retention policy, which refers to records the departments need to keep by law or for the benefit of the organization. It specifies the length of required retention and imposes a records destruction policy. Weeks said that items being removed from the APL policy included those that other city departments are responsible for or are not necessary for legal or operational reasons. The City Clerk's Office and City Legal Department reviewed and approved the proposed changes. Weeks noted that a correction would be made on page 26, where the word "legislation" in the column next to "Requests for Public Information" should have been the word "litigation."

**Moved by Stow, seconded by Rawlins, to adopt a resolution approving revisions to the Records Retention Policy as presented, with the substitution of the word "litigation" for "legislation" in the section pertaining to Requests for Public Information.**

**Vote on Motion: 7-0. Motion approved unanimously.**

Library Fines and Fees (Addendum to the Circulation Policy): Trustee Stow pointed out that an updated version of the policy revision was distributed around the dais that should replace the version included in the packets. The revision simply reformats the information at the bottom into a note explaining the point at which borrowing privileges are suspended, since there is no associated fee.

**Moved by Manus, seconded by Schill, to adopt a resolution approving changes to the Library Fines and Fees Policy as presented in the version distributed around the dais.**  
**Vote on Motion: 7-0. Motion approved unanimously.**

**New Business:**

Appointment of Nominating Committee: Luckett appointed Trustees Sam Schill and Shazia Manus to serve on the nominating committee, saying that he had contacted them earlier and both had accepted. According to the by-laws, nominations will take place in May; election and installation of officers will take place in June.

**Trustee Comments:**

Rawlins said she was pleased to see the budget on track at three-quarters of the way through the year, and appreciated receiving the correspondence. She is also pleased that library is so well liked and gave kudos to the staff.

Stow said that another informational reception about the expansion project would be taking place on June 7 and he encouraged board members to watch for an invitation.

Budd thanked both Luckett and Weeks for their well-written letter in response to the complaint.

**Adjournment: Moved by Stow, seconded by Meier, to adjourn at 7:46 p.m.**

**Vote on Motion: 7-0. Motion approved unanimously.**

The next regular meeting will be on Thursday, May 19, 2011, at 7:00 p.m., in the City Council Chambers, 515 Clark Avenue.

---

Karen Thompson, Administrative Assistant

---

Sherry Meier, Secretary of the Board