

Ames Public Library

Board of Trustees

Meeting Minutes

May 17, 2007

The Ames Public Library Board of Trustees met in regular session on Thursday, May 17, 2007, in the Library boardroom with Anderson, LeGates, Luckett, Meier, Mungons, Ross, Sondall Saetveit, and Director Weeks in attendance. Krauth and Warnick were absent.

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

Adoption of Agenda: Ross presented an amended agenda, which had the addition of Authorization for Consent to Sale of Real Estate under **New Business**. He said the matter was time sensitive and could not wait until the next meeting. Anderson moved and LeGates seconded the motion to approve the amended agenda.

Approval of Minutes: Anderson moved and LeGates seconded the motion to approve the March 22, 2007, minutes as presented. Voting aye: Mungons, Sondall Saetveit, Anderson, LeGates and Ross. Meier and Luckett abstained.

Sondall Saetveit moved and Meier seconded the motion to approve the April 12, 2007, minutes as presented. Motion passed unanimously.

Ross said the April 19, 2007, minutes were accepted as submitted, subject to formal approval at the next meeting.

Public Forum: none

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

1. Motion approving 4/11/2007-5/7/2007 claims report.
2. Motion approving gifts:
 - From the estate of Glen Buseman \$5,507.51
 - From Yunus Gul..... Turkish wall hanging
 - From Jerri Heid for Project Smyles \$90.00
3. Motion approving new hires:
 - Carine Nyimi, circulation assistant (temporary) – effective 4/23/07 at \$7.00/hour
4. Motion approving change date of June Board meeting to June 28, 2007.

Financial Reports: Weeks said with 83.3% of the fiscal year completed, the Library budget was 80.0% expended. He said the fiscal year ended June 30, 2007. Ross asked what would happen if funds were not expended by the end of the fiscal year. Weeks said the funds do not normally carryover to the next fiscal year; however, due to timing, the painting and lighting monies may need to be carried over. Luckett asked why there were no monthly budget amounts for temp salary benefits. Carey replied that the money was budgeted but not charged to the account until the end of the fiscal year. Luckett asked why the workers comp line was 127.9% spent. Weeks said he thought there were a higher number of claims this year. He said he would verify the reason and get back to the Board. Ross requested setting up a meeting with the City's finance department and the budget and finance committee and the Board president. Luckett asked why periodicals were considered capital. Weeks said it was determined by the City's finance department. Meier moved and Anderson seconded a motion to accept the financial reports. Motion passed unanimously.

Director's Report: Weeks reported the conference he attended in Madison about building projects was very good. He thanked the Board for sending him to the conference. He said the fundraising and green building sessions were especially interesting.

Weeks said Building Consultant Anders Dahlgren met with the staff to discuss workspace and programmatic needs. Weeks said Dahlgren may want to hold another meeting with trustees and key informants.

Staff Reports:

Deputy Director: Hayslett said the state librarian reported the legislature closed their session with overall increases in favor of libraries but not as much as they hoped. She said the library services areas did well. Anderson congratulated Hayslett on her nomination for the Central Iowa Library Service Area board president.

Assistant Director: Carey said she had received positive comments regarding the large print move. She said the space reorganization was ahead of schedule and should be completed this fall.

Ross asked Carey to explain the library's use of Unique Management Service to the new trustees. Carey explained how the library contracts with Unique Management Services to collect unpaid fines and materials not returned. She said the referral to Unique Management Services was a last resort, as customers could make payment arrangements and work with the fine alternative program.

Anderson complemented Sarah Bohlke on her review of the volunteer program.

Friends of the Ames Public Library Report: Hayslett said the Friends had their annual meeting where they approved next year's budget and renewed some certificates of deposit. She said the Friends' Board had some new, enthusiastic members.

Foundation Report: Weeks said the Ames Public Library (APL) Foundation approved an affiliation with the Community Foundation of Greater Story County, which in turn, brings APL Foundation into an affiliation with the Greater Des Moines Community Foundation. Weeks said the Foundation's bylaws were changed to clarify some of the expectations of the Foundation Board. He said the terms were changed so directors could serve a second term. Ross said Gary Botine and Stevin Dahl were appointed as new directors. The Foundation adopted Project Smyles for their next campaign and would act as its official sponsor. Weeks said several committees were formed and the Foundation set a regular meeting schedule of meeting on the third Tuesdays of the odd-numbered months. He said they also approved director's and officer's insurance.

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

Unfinished Business:

Strategic Planning Goals – Update: Weeks said the committees would be reconvening to review activities and set benchmarks. When a final draft was completed, he would review the plan with community members. It would be brought to the Board for approval in July or August.

New Business:

Board Committee Appointments: Ross made the following committee appointments: Director Evaluation Committee: Ross, Anderson, and Warnick; Budget and Finance Committee: Meier and Luckett; Friends Liaisons, Warnick and LeGates; Arts Advisory Committee: Sondall Saetveit and Krauth; Foundation Liaisons: Ross and Anderson.

Authorization for Consent to Sale of Real Estate – Action Item: Ross explained that Vernon Brown had left his estate to the Library, which included the property at 622 13th Street, Ames. He said the City's housing department wished to purchase the property for Habitat for Humanity and the city attorney recommended amending the agenda in order to discuss it at the meeting. He said the City had come forward with an offer of \$20,000.00 to purchase the property from the estate. Carey said the house was uninhabitable and dilapidated and after discussing it with the housing inspector and city attorney, they came to the conclusion that the house would need to be demolished. She recommended having the estate sell the property, rather than the Library. She said the City's offer was contingent on an environmental assessment. Carey said the estate's attorney wanted to ensure the Trustees understood that this was a lower offer than they might receive if the house were put on the market, as it was recently appraised for \$36,000.00. Carey advised the Board that if they accept the property from the estate, they would need to insure the property, possibly pay for demolition, plus sell it. Luckett noted the Board understood the property could have been sold for more money, but they recognized the sale of the property to the City would benefit Habitat for Humanity. Anderson moved and LeGates seconded the motion to authorize Board President Dale Ross to sign the "Consent to Sale of Real Estate" for the real property from the estate of Vernon H. Brown, located at 622 13th Street, Ames, Iowa. Motion passed unanimously.

Trustee Comments:

Meier had no comment.

Luckett said he may miss the June meeting.

Anderson said he would miss the October meeting.

Sondall Saetveit had no comment.

Mungons said he enjoyed being part of the Board of Trustees. He fell in love with libraries as a child, when he visited the library in his home town.

LeGates said she received her master's degree from Drake University. She said she would be out of town for the September Board meeting.

Ross thanked Mungons for his service on the Board of Trustees and wished him the best for the future.

Adjournment

Mungons moved to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 8:08 p.m.