

**Ames Public Library Board of Trustees
Meeting Minutes
May 19, 2011**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, May 19, 2011, in the City Council Chambers at 515 Clark Avenue with Bradley, Budd, Campbell, Lockett, Meier, Schill, Stow, and Rawlins in attendance. Manus was excused. 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 Bradley, seconded by Budd, to approve the agenda.
Vote on Motion: 7-0. Motion approved unanimously.

Approval of Minutes: Moved by Rawlins, seconded by Schill, to approve the minutes of the meeting of April 21, 2011.
Vote on Motion: 7-0. Motion approved unanimously.

Public Forum: None.

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

1) Gifts

- a) From Northwood Preschool PTO for Project Smyles \$500.00
- b) From Roger and Kay Berger in honor of Sarah Bohlke \$100.00
- c) From Stuart Huntington for the library collection (film *Tapped*) \$50.00
- d) From Suzanne Zilber for the library collection (film *Tapped*) \$50.00

2) Claims 4/1/11 – 4/30/11

3) Financial Reports through April 30, 2011

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

Administrative Staff Report: Library Director Weeks reviewed a few issues addressed in the written report, and noted that the annual fee for library services that the City of Gilbert will be paying to Story City for fiscal year 2012 is \$20,000 less than what the City of Ames had proposed (rather than 56% less, as stated in the report). Responding to a question from Rawlins, Weeks stated that the contract is for three years.

There was some discussion about e-books and the recent news that OverDrive, the third-party vendor for library e-books, had recently made an agreement with Amazon to allow lending of books made for Kindle™. The extent of offerings that will be available from Amazon, and terms of possible contracts are not yet known. APL presently has e-books and audio books available through a consortium called WILBOR (Western Iowa Libraries Building On-line Resources) and NetLibrary.

Additional topics briefly noted were:

- The reduction in DVD theft that has resulted from the re-arrangement of the shelving units;
- the addition of some new security cameras;
- the possibility that the State legislature will reduce or eliminate funding for the program called Enrich Iowa, which would impact APL's future revenue stream; and

- problems that have once again arisen with the library's air chilling system. Weeks explained that replacement has been delayed during the consideration of building expansion, but the unit is in such poor condition that the company contracted for maintenance is afraid that it may not last for two more cooling seasons. A third-party engineering firm is going to look at the problem and make a recommendation.

Ames Public Library Friends Foundation Report: Trustee Stow said that the solicitation letters for the annual campaign were mailed earlier this week. The APLFF directors also reviewed The Hodge Group contract and agreed to extend it from June through August, and then do another review. He said the consultants had been in Ames several times to help organize the campaign and are working closely with the Campaign Cabinet, which is poised to move full steam ahead.

Library Building Project Update: Weeks said that library architect Jeff Scherer had made a presentation to the City Council on Tuesday and conducted three public forums on Wednesday. The forums were attended by 120 to 130 people. Scherer also spoke on "Your Turn" with Trent Rice on KASI and did an interview with Susan Gwiasda on Channel 12.

Luckett reported that there was a very good article in the *Tribune*; Weeks said *Ames News Online* also covered the subject. Trustee Campbell and the others commended Weeks and Scherer for their presentations and thanked Sherry Bradley for her remarks to the City Council.

Policy Review:

Financial Limits Authority Policy:

Moved by Campbell, seconded by Budd, to adopt a resolution approving the Financial Limits Policy as presented/amended.

Luckett said one grammatical correction was the only proposed change. The Financial Limits Policy was originally approved in 1997 and last revised in April of 2008.

Trustee Rawlins inquired about the employee compensation section, wondering if the policy allowed the Director to offer a starting salary of five percent above the midpoint or five percent above the person's current salary, in the situation when a prospective candidate already earned more than the mid-point. Weeks said it allowed the director to offer the candidate a five-percent increase in his/her current salary; under the City's policies, all department heads are given this authority.

With respect to donations, Rawlins wondered if there was a limit on the amount the Director could spend if someone donated an amount exceeding \$10,000. Weeks replied that large expenditures are usually included in the budget that staff asks the trustees to approve in November; however, in some cases, donors specify what is to be purchased. Stow offered an example: if someone made a \$1 million endowment for children's books and it generated \$50,000 in interest that could be spent, the director would have the discretion to spend that much on children's books. There would be no need for the Library Board to be consulted.

Weeks also explained that City Council approval is required under Iowa law and city policy for expenditures over \$50,000.

Vote on Motion to adopt the policy as presented: 7-0. Motion approved unanimously.

New Business:

Fundraising for Expansion and Renovation:

Moved by Bradley, seconded by Campbell, to adopt a resolution directing the APL Friends Foundation to begin fundraising for the library expansion and renovation project, with the option of offering incentives for philanthropic donations according to library's Donor Recognition Policy.

Stow mentioned that the donor recognition policy was approved two months ago. This action will give the APLFF the opportunity to offer naming opportunities when soliciting donations.

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

Report of Nominating Committee:

On behalf of the nominating committee, Trustee Schill presented current officers, Dudley Lockett, President; Kevin Stow, Vice President; and Sherry Meier, Secretary, as candidates for 2012.

Comments:

Weeks called attention to the circulation statistics contained in the meeting packet. He pointed out that downloadable audio books and e-books are now being counted. Home delivery service has greatly increased. He also noted that some of the database subscriptions come through the State Library at very low cost, but the subscriptions that APL selects and purchases independently are evaluated closely for usage.

Stow asked what had become of the deposit collections that were ruined by last summer's floods. Carey stated that the insurance claims had been honored and the library will receive about \$2,700 in compensation. All collections have been restored, except for Riverside Manor and one private childcare center no longer in operation.

Trustee Comments:

Bradley said that she felt very positive about City Council meeting on Tuesday and the public forum she attended. The architect and the staff have done fine work.

Stow advised the trustees that they will be receiving invitations from community leaders to a reception in June at the Octagon; tours of the library will be offered afterwards.

Meier said she had not been able to attend, but was pleased to hear that the forums went well and that more positive feedback was being received now.

Schill said he had been on the Library Board for nearly two full years, and this week had been the most fun. He is pleased to see great meetings taking place and a lot of momentum building on the expansion project.

Lockett remarked that he also felt there was a sense of excitement now.

Adjournment: Moved by Stow, seconded by Schill to adjourn at 7:41 p.m.

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

The next regular meeting will be on Thursday, June 16, 2011, at 7:00 p.m., in the City Council Chambers, 515 Clark Avenue.

Karen Thompson, Administrative Assistant

Sherry Meier, Secretary of the Board