

## Ames Public Library

### Board of Trustees

#### Meeting Minutes June 15, 2006

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The Ames Public Library Board of Trustees met in regular session on Thursday, June 15, 2006, in the Library boardroom with Anderson, Ferree, Mathews, Mungons, Munson, Ross, Sondall Saetveit, Warnick, and Interim Co-Directors Carey and Hayslett in attendance. Botine was absent.

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

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

**Approval of Minutes:** Ross moved and Sondall Saetveit seconded a motion to approve the May 23, 2006, minutes as presented. Motion passed unanimously.

**Public Forum:** none

#### **Unfinished Business:**

Director Offer – Action Item: Ferree moved and Ross seconded a motion to approve the hiring of "blank" as library director under the terms of the signed employment offer. Munson read a statement from Art Weeks requesting the meeting closed under the provisions of Iowa Code 21.5.2.i., regarding the evaluation of the professional competency of an individual. Sondall Saetveit moved and Anderson seconded a motion to close the meeting. Motion passed unanimously. Voting aye: Anderson, Ferree, Mathews, Mungons, Munson, Ross, Sondall Saetveit, and Warnick. The meeting closed at 7:04 p.m.; whereupon, all staff, except Carey, Hayslett and Woo, left the meeting.

Ferree moved and Warnick seconded a motion to open the meeting. Motion passed unanimously. Voting aye: Anderson, Ferree, Mathews, Mungons, Munson, Ross, Sondall Saetveit, and Warnick. The meeting opened at 7:12 p.m. Sondall Saetveit amended the motion to read, "Be it resolved that the Board of Trustees, Ames Public Library, approve the hiring of Art Weeks as library director under the terms of the signed employment offer." Ross seconded the motion. Motion as amended passed unanimously.

Building Update: Hayslett reported the pre-bid meeting on June 12, for the asbestos abatement, was attended by two contractors. Two additional contractors looked at the building on June 13. The bids are due on June 19, 2006, at 5 p.m. She stated the completion date for the asbestos removal is slated for August 31, 2006. Hayslett stated she is waiting for a cost estimate from John Haila to write the technical specifications for the demolition. Munson stated the demolition committee consists of Board members Mathews, Ferree, and Sondall Saetveit.

Interim Co-Directors' Evaluation: Warnick moved and Sondall Saetveit seconded a motion to set the salary for fiscal year 2006/2007 for Dawn Hayslett at "blank" and Lynne Carey at "blank" and to set the compensation for service as interim co-director at \$300.00 per month for Dawn Hayslett and Lynne Carey. Interim compensation will cease at the end of the month in which the new director begins work. Carey read a statement requesting the meeting be closed under the provisions of Iowa Code 21.5.2.i., regarding the evaluation of the professional competency of an individual. Ross moved and Anderson seconded a motion to close the meeting. Motion passed unanimously. Voting aye: Anderson, Ferree, Mathews, Mungons, Munson, Ross, Sondall Saetveit, and Warnick. The meeting closed at 7:20 p.m.; whereupon, all staff left the meeting.

Mungons left the meeting at 7:50 p.m.

Ferree moved and Ross seconded a motion to open the meeting. Motion passed unanimously. Voting aye: Anderson, Ferree, Mathews, Munson, Ross, Sondall Saetveit, and Warnick. The meeting opened at 8:15 p.m. Warnick amended the motion to read, "Be it resolved that the Board of Trustees, Ames Public Library, set the salary for fiscal year 2006/2007 for Dawn Hayslett at two percent increase over 2005/2006 and Lynne Carey at three percent over 2005/2006 and to set the compensation for service as interim co-director at \$300.00 per month for Dawn Hayslett and Lynne Carey. Interim compensation will cease at the end of the month in which the new director begins work." Anderson seconded the motion. The motion as amended passed. Voting aye: Anderson, Ferree, Ross, and Warnick; voting no: Mathews and Munson; Sondall Saetveit abstained.

Passport Service – Discussion: Munson recommended postponing action on the passport service until the new director is in place and has worked on strategic planning. Hayslett reported she read the background information prepared by former Library Director Millsap. She said the next step is to approach the post office. Hayslett said, if implemented, the reference staff would handle the service. Discussion involved staff training and possible revenue from the program.

### **New Business:**

New Hire(s) – Action Item: Ferree moved and Anderson seconded a motion to approve to approve the new hire as presented/amended. Motion as presented passed unanimously.

Central Iowa Library Service Area – Interlibrary Loan Contract – Action Item: Anderson moved and Ferree seconded a motion to approve the Interlibrary Loan Contract as presented/amended. Hayslett explained this contract has been renewed for many years. She explained the process and said \$860.00 in revenue had been received this fiscal year. Motion as presented passed unanimously.

Employee Promotion – Action Item: Sondall Saetveit moved and Anderson seconded a motion to promote Ken Sills, custodian, (grade 51) to building maintenance supervisor (grade 53), effective July 2, 2006, as presented/amended. Carey described Sills' qualifications and background. Motion as presented passed unanimously.

Employee Reclasse – Building Maintenance Supervisor – Action Item: Anderson moved and Ferree seconded a motion to change the grade classification of the building maintenance supervisor from grade 53 to grade 57 as presented/amended. Carey presented a spreadsheet outlining the budget implications of promoting Sills into the building maintenance supervisor position on July 2, 2006. Motion as presented passed unanimously.

Board Retreat Planning Discussion: Munson asked Trustees to think about an agenda and time frame for a Board retreat. Munson explained there is no business conducted during a retreat; it is for learning, listening, and talking to each other. Suggestions for retreat topics included the following: planning for the building expansion, trustee advocacy, fundraising, and training to function effectively as a trustee. Sondall Saetveit and Warnick volunteered to serve on the retreat planning committee. Munson said further discussion will be held at another Board meeting.

### **Financial Reports:**

**Claims:** Ross moved and Ferree seconded a motion to approve the claims. Carey explained the conference charges were expenses from Heid's and Donnell's attendance at the Public Library Association meeting in February. The claims were unanimously approved.

**Gifts:** The following donations were presented for acceptance:

- From Dane 207 Questers in memory of Mildred Hetzell .....\$42.00
- From Charlotte Roderuck.....\$150.00
- From Alliance for Global Justice – DVD: *The Revolution Will Not be Televised*

- From Paul Dautremont and John W. Patterson – Five DVD series: Great World Religions: Judaism, Christianity, Buddhism, Hinduism, and Islam
- From The Book Club in memory of Milton B. Barry .....\$14.00
- From The Book Club in memory of Edward Thomas .....\$47.45
- In memory of Geraldine Bowen
  - From Dennis D. Lawson .....\$50.00
  - From Leona and Keith Denton.....\$10.00

Anderson moved and Sondall Saetveit seconded a motion to accept the donations. Motion passed unanimously.

**Interim Co-Director’s Report - Carey:** Carey announced she has been notified of a bequest to the Library of real property of an estate. The will can still be contested, so she will have more details after the end of the month. She said the property is worth approximately \$50,000.00.

She invited the Trustees to attend the retirement party for Jim Alexander on Friday, June 16, 2006; from 2 p.m. – 4 p.m.

Carey reported that fine revenue should exceed \$160,000.00 for this fiscal year. She said the bookmobile was out of service for two weeks with a fuel pump problem.

Warnick left at 8:45 p.m.

**Interim Co-Director’s Report - Hayslett:** Hayslett had nothing to add to her report. Ross questioned the staffs' reaction to the "Just Say No to Reference" workshop. Hayslett said a follow-up session, which includes weeding and staff utilization, would be useful. She also said the Public Services work group is discussing the concepts presented in the workshop.

**Department Coordinators:**

Youth Services Specialist: Heid explained the summer reading programs for youth, teens and adults. She also presented a BabyTalk brochure. She said BabyTalk is now a 501(c)3 organization and has received a \$13,000.00 grant to provide books for well-baby doctor's visits.

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

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

**Friends of the Ames Public Library Report:** Hayslett said she is talking to a potential new board member who would replace Lynn Pike. She said Pike would be missed.

**Foundation Report:** Anderson reported the two fund raising ideas: Project Smyles funding and purchasing self-check machines were being voted on by e-mail ballot. Carey said Foundation Board members have until June 21 to vote. Anderson said the Foundation adopted bylaws at their last meeting. He said there was concern from Foundation members about fund raising for items that should be bought from the Library’s operating budget. Ross said they hope a large corporation will sponsor Project Smyles.

**Policy Review:**

Trustee Bylaws – Action Item: Munson asked for a motion to approve the Trustee Bylaws, Board of Trustees Policy as presented/amended. No one moved to bring the Bylaws to the table.

**Trustee Comments:**

Anderson had no comment.

Sondall Saetveit had no comment.

Ferree stated it was his last Board meeting, because he is moving to Des Moines for a new job. He said he appreciated serving on the Board, as Ames Public Library has been part of his life for 25 years.

Mathews said with the changes going on in downtown Ames, the Library expansion needs to get on the map as soon as possible.

Ross had no comment.

Munson thanked Ferree for his service on the Board.

### **Adjournment**

Ferree moved and Ross seconded a motion to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 9:05 p.m.