

**Ames Public Library Board of Trustees
Meeting Minutes
June 17, 2010**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, June 17, 2010, in the City Hall Council Chambers at 515 Clark Avenue with Bradley, Budd, Campbell, Luckett, Meier, Schill, Stow, and Warnick in attendance. Seagrave was excused. Library Director Weeks and Assistant Director Carey were also present.

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

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

Approval of Minutes: Moved by Stow, seconded by Schill, to approve the minutes of the meeting of May 20, 2010, as presented.
Vote on Motion: 7-0. Motion approved unanimously.

Public Forum: No one spoke.

Consent Agenda: Campbell moved and Budd seconded adoption of a resolution approving the consent agenda:

- 1) Claims 5/1/10 – 5/31/10
- 2) Financial Reports for the period ending May 31, 2010
- 3) Gifts
 - a) From Alliance for Global Justice for program movie *Bombies* \$66.00
 - b) In memory of Anne Martin from the Serendipity Book Club \$32.00
 - c) Anonymous \$2.00
- 4) Staff changes
 - a) Hiring of Brianne Anderson as Youth Services Librarian at \$41,065/year (grade 58; exempt), effective June 7, 2010.
 - b) Hiring of Jacqueline Nowers as circulation desk assistant at \$7.69/hour, effective June 7, 2010.
 - c) Hiring of Angela Moore as circulation desk assistant at \$7.69/hour, effective June 7, 2010

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

Communications: None were received.

Administrative Staff Report: Library Director Weeks advised that Assistant Library Director Carey graduated from Leadership Ames. Anita Maher-Lewis has been continuing to establish native plants and eliminate weeds in the rain garden. She recently gave a tour to the staff and the library hopes to sponsor a public tour sometime in July. The grounds have also been enhanced by the efforts of Marianne Malinowski and Jackie Runyan, who created a new bed in the planter near staff entrance on 6th Street; Jill Anderson, who adopted a garden at the southeast corner of the building; and Cub Scout Troop 140, which is tending plants near the main entrance. Weeks stated that a diseased tree has been identified along Douglas Avenue and Jim Mason has been asked for help with the grass near the sidewalks. It is almost impossible to keep it healthy, so it is hoped he will recommend some alternatives. Finally, Weeks stated that staff is looking into some new methods of supervision or possibly rearranging parts of the library in order to manage some problems with behavior.

Trustee Budd asked if there had been an increase in theft. Weeks said the level rises and falls, but staff has tried to be more vigilant lately. He said there does not seem to be any pattern related to the season, the economy, or anything else – theft is just a reality the staff has to deal with.

Friends of the Ames Public Library Report: Trustee Bradley stated that the Friends would not meet until Aug. 30.

Ames Public Library Foundation (APLF) Report: Trustee Stow said the Foundation Board had met the previous week. The directors discussed the project to merge with Friends and create the new Ames Public Library Friends Foundation. A committee is looking at bylaws and hopes to accomplish the merge by the end of this calendar year. About the annual fundraising campaign, Stow said that approximately \$17,600 had come in by June 10. Some nice unsolicited donations had also been received. The Foundation also worked on the Memorandum of Understanding, which the trustees would take up under New Business.

Stow said the Foundation also looked at the Iowa Principles and Practices for Nonprofit Excellence, a tool sanctioned by the governor and created at the University of Iowa. Non-profits throughout the state are encouraged to align with the stated practices and principles. Stow said that the APLF has done that in the last few years, and it is looking at bringing it to the forefront as the directors look at increasing the activity of the Foundation.

Library Building Project Report: Weeks showed the trustees a presentation that he is developing for use with various community groups. Its purpose is to illustrate the need for the expansion of the library and give a vision about what an expanded building could offer.

Trustee Budd asked about the date the library expected to send out invitations to bid. Weeks said that August 2012 was the estimate now; the entire project has been slowed down.

Luckett asked about the design process. Weeks said a concept design of the interior and exterior would be ready, with foam board displays and drawings to show, before funds are requested. The full design and would be done once the project was approved. Luckett said he felt it was important to emphasize that the library will be holding public meetings as to what the building will look like; the trustees want to build what the public wants them to build.

Trustee Meier questioned how the 1940 library could have had an auditorium to seat 300. Weeks said it was in the west portion of the building downstairs; the chairs were probably smaller at that time.

Trustee Warnick also praised the presentation, stating that it accomplished an explanation about why Ames needs a bigger, newer library. She said she would also like to see the statistics turned into informational graphics showing APL circulation compared to other libraries, a chart comparing APL with other libraries, or slides about seating space and auditorium space that could make comparisons immediately visible. She felt the photos of other libraries were helpful in showing the public what could be possible. She recommended adding even more photos of the Ames library because people don't know how severe the lack of workspace is behind the scenes and how torturous the back hallways are. More pictures showing how well-used and well-loved the children's areas would also help show what the library is dealing with. Warnick said she thought the library board members could be trained to show this presentation or something like it.

Luckett agreed that people should be made aware of the library's work flow. On the tour he took in April, he saw how books are lifted out of the book drop, placed on a cart, and transported through the building to the sorting area -- it would be helpful for people to see a conveyor belt as a possibility, as compared to the physical operation required today. Luckett added that the inadequacy of the computer commons, especially for the high school students, should be highlighted, along with its multi-faceted nature (CDs, DVDs, meeting rooms, programs, and movies, in addition to books).

Trustee Schill said he gets a lot more excited when he sees what possibilities there are in other libraries outside the city. The visuals show him what the Ames library could be for his kids.

Stow remarked that every time a presentation is given, there is an opportunity to ask for a gift, some involvement, or for people to help spread the word. He would like the library to think about ways to ask and about how people can help, so that opportunities aren't missed to invite people to get involved.

Trustee Campbell said he felt the epitome of the library's situation was displayed in the slide of the overflow crowd at the Eleanor Roosevelt presentation in the Community Room: people go to the library for access to information, but it is overcrowded. That is the reason it needs to be made bigger and more efficient.

Meier said she liked seeing shots of other libraries; they were good examples of the fact that the board is not asking for anything extravagant, just something nicely done and comfortable.

Policy Review:

Board of Directors Bylaws Policy: Moved by Bradley, seconded by Warnick, to adopt a resolution approving an amendment pertaining to the date of the election of officers as presented/amended.

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

Policy Review Schedule: Weeks stated that the schedule for policy review was included in the packet, but asked for some flexibility with it. He said that it had come to his attention that the library has no budget and finance policy that addresses the handling of money or the disposal of property and he would like to include one sometime in the fall.

Unfinished Business: None

New Business:

OCLC User Agreement: Moved by Stow, seconded by Warnick, to adopt a resolution approving the OCLC User Agreement as presented/amended.

Weeks explained that the library currently has a similar contract with OCLC (Online Computer Library Center, Inc.) through an intermediary called BCR (Bibliographical Center for Research), which has announced that it is going out of business. APL's option was to join Lyris, another library cooperative group which acts as an intermediary, or deal directly with OCLC. The library opted to contract with OCLC because it offers the same contract as BCR did and Lyris charges a membership fee. Weeks said APL will prepay a lump sum at the beginning of the year, from which OCLC will draw down payment after each billing period. Interest on the deposited funds will be credited through out the year; credit will also be given for updating the database and making interlibrary loans.

The agreement with OCLC was reviewed by the City Attorney. Changes were made so that any litigation that might come about would take place in Iowa, rather than Ohio, and OCLC will maintain borrower's privacy, as required by Iowa law. Weeks mentioned that all vendors with access to the library's electronic records are required to sign a confidentiality agreement.

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

Memorandum of Understanding with the APL Foundation: Moved by Campbell, seconded by Budd, to adopt a resolution approving the Memorandum of Understanding (MOU) between the Ames Public Library Foundation and the Ames Public Library Board of Trustees for July 1, 2010, through June 30, 2011, as presented/amended.

Stow explained that the document allows for reimbursement by the Foundation for the use of city resources (a share of operational expenses and salary of staff members who do work for the Foundation); the recommendation is that the \$17,867.95 payment be used to support Project Smyles.

Vote on Motion to approve the MOU as presented: 7-0. Motion carried unanimously.

Trustee's Page on Library Website: Luckett said there had been some discussion about setting up a page about the trustees to inform the public about who the trustees are and to facilitate communication, and they needed to determine how to set up the e-mail addresses. Weeks said the advantage of having a collective e-mail address was that it would allow people to communicate with the entire board, rather than just one individual. Patrons with questions or comments could use "libraryboard@amespubliclibrary.org" and their messages would be transmitted to everyone. He said it would be stated that communications were public and subject to disclosure. There was consensus on establishing a collective e-mail address.

Luckett asked if it would be acceptable to everyone to put individual pictures and brief biographies on line. It was agreed that some standard information would be posted, such as profession, education, a picture, and personal interest in the library or qualifications. Campbell noted that the trustees had submitted that information on their applications for appointment. Schill said he felt it would be helpful to show something of the character of the board members.

Warnick said she felt it would be good for people to see the directors of the Friends and Foundation, too, so they would see that there are real people serving the library and the community and they may recognize someone.

Trustee Comments:

Schill thanked Weeks for the presentation. He said the facts and figures helped him get excited. He doesn't think everyone knows the information about the building project and he's looking forward to about talking to his associations about it.

Bradley said the presentation already had a great start and she felt the feedback would make it even better. She thanked Melody Warnick for her many years of service and said she would be missed on the board.

Warnick said her family would be moving in about two weeks. She said that serving on the library board afforded her a wonderful opportunity to get to know the community, get involved, and feel like she had a voice. She said it had been a tremendous growth experience.

Stow said he would like to mention that a task force had been created between the Ames Public Library and the Ames Historical Association. Bob Bourne and Sharon Wirth, representing the Ames Historical Society Board of Directors; Lynne Carey and Art Weeks, representing Library Staff; and Sheila Lundt, representing City Administration; and Sherry Meier and himself, representing the APL Board of Trustees, had met the previous day for the first time and many questions were raised. He said he was hopeful that the two organizations would be able to work together and develop great synergy.

Campbell congratulated Weeks on the presentation, which he said was timely and informative.

Budd encouraged Weeks to address any community groups he could. He said that the presentation he had made at Kiwanis opened up a new set of issues for a lot of people.

Meier commented that she hoped the public will be enthused and more receptive to the possibility of a new library, once they see the presentation.

Luckett said he endorsed all the preceding comments.

Adjournment: The meeting adjourned by consent at 8:08 p.m.

The next regular meeting will be on Thursday, July 15, 2010, at 7:00 p.m., in the Council Chambers of City Hall, 515 Clark Avenue.

Karen Thompson, Administrative Assistant

Sherry Meier, Secretary of the Board