

Ames Public Library

Board of Trustees

Meeting Minutes

June 19, 2008

The Ames Public Library Board of Trustees met in regular session on Thursday, June 19, 2008, in the Library's Board Room with Anderson, Budd, Campbell, LeGates, Lockett, Meier, Ross, Seagrave, Warnick and Director Weeks in attendance.

Call to Order: President Ross called the meeting to order at 7:04 p.m.

Adoption of Agenda: Ross asked for additions or changes to the agenda. Hearing no additions or changes, the agenda was adopted as presented.

Installation of New Board Members: Ross introduced, welcomed, and administered the trustee oath to the new Board members: Harry Budd and Al Campbell. Library staff introduced themselves.

Approval of Minutes: Ross asked if there were any changes to the April 17, 2008, minutes. Hearing no changes, Anderson moved and Seagrave seconded the motion to approve the minutes. Motion passed unanimously.

Public Forum: None

Art Weeks introduced Nancy Voltmer, circulation supervisor. Weeks said by hiring Voltmer, the library was now fully staffed.

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

- 1) Motion approving claims reports: 4/1/2008-4/30/2008 and 5/1/08-5/31/08
- 2) Motion approving gifts:
 - a) In memory of Delores Erickson, Bessie Tumbower, and Helen Mott
From Ames Woman's Club \$51.78
 - b) In memory of Anna Lee Morrison from Ames Woman's Club \$25.20
 - c) In memory of Kay Sweet from Carolyn and Hal Brockman \$50.00
- 3) Motion approving staff changes:
 - a) New Hires
 - i) Hiring of Emily Meyer as a circulation assistant at \$7.25/hour, effective April 13, 2008.
 - ii) Hiring of Monica Ernberger as a circulation assistant at \$7.25/hour, effective May 22, 2008.
 - iii) Hiring of Kevin Arritt as a circulation assistant at \$7.25/hour, effective June 4, 2008.
 - iv) Hiring of Nancy Voltmer as the circulation supervisor, \$50,830/year, effective June 9, 2008.
 - v) Hiring of Kristin Tuttle as Bookmobile Story Time Program Presenter at \$12.00/hour, from June 9, 2008, to July 25, 2008.
 - b) Raises
 - i) Six-month raise for hourly circulation assistant (temporary) Robbie Dennis, to \$7.30/hour, effective May 16, 2008.

Financial Reports: Weeks said 91.6% of the fiscal year was completed at the end of May, with 87.6% of the operating budget expended. He said the personnel budget line would be under spent, due to hiring lags. He said the commodities and collections budgets were expected to be fully expended. Lockett asked how the increases in heating expenses would be covered in next fiscal

year. Carey said the city finance department projects expenses for gas and electric. Meier asked what expenses were included in the advertising budget. Carey said it included telephone book ads and ads placed in the Parks and Recreation brochure. Campbell asked how often the computers were replaced. Weeks said there is a computer replacement schedule; however, replacement was mostly driven by failure, unless there was the need to upgrade. Weeks said, in most cases, individual computers were being replaced by thin-client stations. Ross said the report was accepted as submitted.

Administration Report: Weeks reported the Library Expansion Committee met for a Story Board Session led by Trustee Bob Anderson. Weeks said the RFP would have the consultant look for a solution for a 94,000 square foot building at the current address or at an alternate address downtown.

Weeks said the RFP for surveillance would be going out on June 23, 2008. Anderson asked if there would be domes installed that did not contain cameras. Weeks said he was advised not to omit cameras due to liability reasons. Ross asked if there would be a policy covering surveillance. Weeks said the images would be disclosable. Ross said it would be important to notify customers that the cameras were in place.

Weeks said he was working on the Great Places initiative. Lockett asked what types of grants would be available if the Great Places designation was received. Weeks said the Great Places grant was approximately \$200,000.00; however, there would be the possibility of receiving more economic development grants. He said a coach has been assigned to help develop the proposal.

Ross asked for an explanation of the Experience Works program. Carey said it was a federal program for individuals age 55 and over who were re-entering the workforce and needed training. She said the library had participated in the program for many years.

Anderson asked if any feedback had been received on the downloadable audio books. LeGates said the program was not intuitive and she was waiting for a callback for technical assistance. She said there were a reasonable number of titles available.

Friends of the Ames Public Library Report: LeGates said the Friends were on a break and would not meet until the last Monday in August.

Foundation Report: Weeks said the Foundation held a meeting but did not have a quorum. He said members participated in an internet poll and voted to devote their campaign to Project Smyles. Those present discussed recruiting new members, donor recognition, and the proposed merger of Friends and Foundation. Weeks said the Executive Boards of the Friends and Foundation would be meeting to discuss the possibility of merging the groups.

Policy Review:

Revised Policy Schedule – Weeks: Weeks presented the revised policy schedule. Ross said he thought the Collections Policy would be presented at the July meeting.

Authority Policy – Action Item: Anderson moved and LeGates seconded the motion to recommend to the City Council, City of Ames, revisions to Chapter 15 of the Ames Municipal Codes as presented/amended. Weeks explained the recommended changes to Municipal Code Chapter 15. Discussion followed on the Board's authority to assign donations to the Foundation, rather than the library's city account. Ross said the solution would come through the Foundation, rather than the City Code.

Weeks said the recommendation would be to change term limits to three years with eligibility for a second consecutive term. Discussion followed on whether to allow three consecutive absences or three absences per year before a trustee would be removed from office.

After discussion regarding the use of “books”, Lockett amended the motion, barring discovery of any other reason, to read the following: Under 15.7, Powers, Duties of Trustees, (5) replace “books” with “collection materials” and strike, “pamphlets, magazines, periodicals, papers, maps, journals.” Under 15.13, Power to Contract: Method of Use, (1) replace “books” with “materials in the collection”; (2) replace “books” with “materials in the collection”; (3) replace “books” with “materials in the collection”; (4) replace “books” with “materials in the collection of Ames Public Library.” Anderson called the question. Motion as amended passed unanimously.

Unfinished Business:

Building Committee Report - Weeks: Anderson said during the Story Board Session on May 29, 2008, the participants concluded that organizational partners should be located who would be supportive of the bond vote. He said the trustees, as advocates for the library, would contact groups to determine their support. He asked each trustee to select three (3) organizations from the list presented and contact them to ascertain their level of support. Each trustee would provide him with the names of the organizations they had contacted by August 1, 2008. Warnick asked for a list of talking points. Weeks thanked Anderson for his support on this project.

New Business:

Board Committee Appointments - Ross: Ross appointed Budd to replace Warnick as the Friends liaison. He said there would be a future Board discussion on whether or not to continue with the Art Committee.

Central Iowa Library Service Area ILL Agreement – Action Item: Lockett moved and Anderson seconded the motion to approve the Interlibrary Loan Contract as presented/amended. Motion as presented passed unanimously.

Central Iowa Library Service Area Contract for Backup Reference – Action Item: Anderson moved and Budd seconded the motion to approve the Contract for Backup Reference as presented/amended. Motion as presented passed unanimously.

Trustee Comments:

Lockett had no comment.

Seagrave had no comment.

Warnick had no comment.

Meier had no comment.

Campbell said he appreciated his acceptance on the Board.

LeGates had no comment.

Budd had no comment.

Ross had no comment.

Adjournment

Lockett moved and Anderson seconded the motion to adjourn. Motion passed unanimously. Meeting adjourned at 9:04 p.m.