

Ames Public Library

Board of Trustees

Meeting Minutes

June 28, 2007

The Ames Public Library Board of Trustees met in regular session on Thursday, June 28, 2007, in the Library boardroom with Krauth, LeGates, Luckett, Meier, Ross, Warnick, and Director Weeks in attendance. Anderson and Sondall Saetveit were absent.

Call to Order: President Ross called the meeting to order at 7:03 p.m.

Adoption of Agenda: Luckett moved and Krauth seconded the motion to approve the agenda. Motion passed unanimously.

Approval of Minutes: Meier moved and Warnick seconded the motion to approve the April 19, 2007, minutes as presented. Motion passed unanimously.

Ross said approval of the May 17, 2007, minutes was deferred, subject to formal approval at the next meeting.

Public Forum: none

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

1. Motion approving Claims Report 5/1/2007-5/31/2007
2. Gifts
 - In memory of Don Gauger from Barb Gauger.....\$50.00
 - In memory of Don Gauger from Jean Gauger and J. Hiram Roger, Jr.....\$100.00
 - In memory of Leona Sordelet from Matt Besser\$20.00
 - From Anonymous\$10.00
 - From the Story County Genealogical Society\$184.92
 - From the Ames Foundation Painting of Ames Veteran's Memorial by Bill Boon
 - From Leo Lawler..... slat wall displays
 - From Recorded Books..... 57 large print books
3. New Hires
 - Leigh Nelson, circulation assistant (temporary) – effective 6/21/07 at \$7.00/hour
 - Sandra Sells, circulation assistant (temporary) – effective 5/20/07 at \$7.00/hour
 - Ramsey Tesdell, outreach assistant (temporary) – effective 6/16/07 at \$7.00/hour
 - Rehire of Sandra Indvik, circulation assistant (temporary) – effective 6/20/07 at former rate of \$8.05/hour
4. Approve the Interlibrary Loan Contract

Financial Reports: Weeks said the budget spending was on track. The collections budget was expended and the lighting and painting projects would be carried over to next fiscal year. Ross asked if the tuck pointing project was completed. Weeks said the final walkthrough was scheduled with the consultant and a final punch list was being prepared. Luckett asked why the worker's comp line was 138.4% spent. Recording Secretary Woo explained the temp salary benefits were budgeted out of the temp salary benefit budget line but expended out of the appropriate budget line. Luckett also asked for an explanation of the types of services provided in the outside professional services line. Weeks said he would get back to the Board with the answer.

Director's Report: Weeks reported a reception was held with the Ames Public Library leadership staff and the ISU library faculty. He said they are exploring the possibility of collaborating on the following projects: Interlibrary loan, a leisure reading collection, and advocacy.

Weeks explained two air conditioner compressors had to be repaired for a cost of \$25,000.00. The money came from the painting budget. Weeks said he planned to ask for replacement of the money in the painting budget in the new fiscal year.

Weeks reported Ames Police Department would be making a recommendation for the number of security cameras needed. He discussed security in the teen space. Ross said some libraries hire off-duty police officers for security.

Weeks reported the American Library Association meeting was productive. He said it was his last meeting as a member of the Public Library Association board. Weeks said he attended some good programs and visited Congressman Tom Latham to discuss library issues. Ross said there was a record 28,000+ attendees at the meeting.

Ross asked if the staff was working on a grant for the rain garden project. Carey said the Library's site was not selected by the DNR for a grant. Discussion followed on using re-cycled ground glass for the garden pathway. Weeks said the pathway would be firm, stable and non-skid, the standard for ADA (Americans with Disabilities Act) compliance.

Staff Reports:

Deputy Director: Hayslett had nothing to add to her report. LeGates asked if there were any book discussion groups in the evenings. Hayslett said "Great Books" was held one Sunday a month and "Let's Talk About It" was held one Tuesday a month. Carey said the Library was collaborating with the Center for Excellence in the Arts and Humanities for book and film discussions this fall.

Assistant Director: Carey said there was a correction on her report where it says, Project Smyles Receives \$44,000.00." It should say \$45,000.00. Ross questioned if the Story County Empowerment grant was renewable. Carey said it was not renewable, but they would be able to apply again next year. Warnick congratulated Carey on the grant. Carey credited staff members Linda Olson, Rae Haws, Tracie Heidt, and Melinda Thach who worked on the grant application.

Friends of the Ames Public Library Report: Warnick reported the Friends were on hiatus for the summer. Hayslett said they would meet again at the end of August.

Foundation Report: Carey said the project fund drive committee would be sending out the annual campaign letters by the end of July or in early August. Weeks reported the Foundation endowment committee was working on getting the word out about the Foundation. He and Foundation Director Stevin Dahl would be meeting with Stelter Company in Des Moines to discuss promotional ideas. Discussion followed on setting up a web site for the Foundation and sending letters to financial planners.

Policy Review:

Policy Review Schedule – Action Item: Ross explained policy review, a normal monthly activity for the Board, was suspended during strategic planning. Weeks explained with strategic planning nearing completion the 2007/2008 Policy Review Schedule was submitted for Board approval. Weeks said the staff would try to abide by the schedule, but it may need to be changed in case of emergency. Warnick moved and Meier seconded the motion to approve the Policy Review Schedule as presented. Motion passed unanimously.

Unfinished Business:

Strategic Planning– Update: Weeks said the strategic planning process was in the final stages. The leadership team would meet to review the plan and then it would be presented to the Board. A community meeting would be planned for July or August.

New Business:

Quality One Service Agreement – Action Item: Weeks reported that the part-time custodian quit, which prompted a review of the library's cleaning processes. He said outsourcing the custodial work would eliminate the need to worry about scheduling vacations or training. Weeks said Quality One had the best quote for the work involved. Lockett moved and Krauth seconded the motion to approve the Quality One service agreement as presented. Motion passed unanimously.

Recommend for Purchase Self-Check Units – Action Item: LeGates moved and Warnick seconded a motion to approve the recommendation for purchase of self-check units. Weeks said eight companies submitted bids for the self-check units. IT Systems Administrator Harris said one advantage of the company was its use of high quality off-the-shelf hardware. Carey said the company seems to be very aware of the end-user experience and customer service oriented. Ross said the company could also custom design software. Carey said the proposal was to buy four machines: one for youth services, two to replace the current machines and another one in a yet to be determined location. Since it is a wireless product, it could be moved. Harris said the checkout would be faster than with the current machines. Motion passed unanimously.

Copier Lease Agreement – Action Item: Krauth moved and Warnick seconded a motion to approve the copier lease agreement. Woo explained the Library would be leasing four copiers: two for the public and two for the staff. IT Systems Administrator Harris said the new public copiers were very simple to use and more intuitive than the current copiers. He said the new staff copiers would allow scanning and saving the files to the network. In addition, one copier would have fax capabilities. Weeks said the agreement was reviewed by the city attorney. Motion passed unanimously.

Trustee Comments:

Krauth mentioned she would prefer an earlier meeting time.

Lockett had no comment.

Meier said she saw the Vernon Brown property transfer in the paper and wondered when the Library would receive the settlement from the estate. Carey said the Brown attorney needs to settle the estate.

Warnick asked when Building Consultant Anders Dahlgren return to meet with the trustees. Weeks said his visit may be delayed until September. Ross said it would take time to review the draft report provided by Dahlgren. Warnick said it was nice to see progress.

LeGates said she would miss the July Board meeting.

Ross announced that Dick Seagrave had been appointed to the Library Board by the City Council. Ross reported he moderated a session on technology for trustees at the American Library Association meeting. He said he was reappointed to the Pubic Library Association (PLA) Board for 2007/208 and urged trustees to attend the PLA conference in Minneapolis March 2008.

Adjournment

Krauth moved and Meier seconded the motion to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 8:35 p.m.