

Ames Public Library

Board of Trustees

Meeting Minutes

July 15, 2004

The Ames Public Library Board of Trustees met in regular session on Thursday, July 15, 2004, at 7:00 p.m. in the Library boardroom with Cameron, Ross, Botine, Gloggnier, Kavanagh, and Library Director Gina Millsap in attendance. Jennings, Ferree, and Munson were absent.

Call to Order: The meeting was called to order by President Cameron at 7:05 p.m.

Adoption of Agenda: Botine moved and Gloggnier seconded the motion to adopt the agenda. The agenda was approved with the correction that Judy Kavanagh and Karlene Jennings are the Friends liaisons and Margaret Munson and Dale Ross are the Foundation liaisons.

Approval of Minutes: The minutes were approved as presented.

Public Forum: Sandy Hoenig, 1216 25th Street, Ames, IA, voiced her objections to the Reel Connections film program, "Counting on Democracy."

Financial Reports:

Claims: Ross moved and Kavanagh seconded a motion to approve the claims. The claims were unanimously approved.

Donations: The following donations were presented for acceptance:

- From Lois A. Pietz in memory of Betty Crawford \$20.00
- From M. Burton Drexler for the purchase of a subscription to Variety magazine \$248.00
- From Book and Basket Club in memory of Lone Thompson..... \$26.00
- From Harold and Marguerite McNabb in memory of Nancy Picht Simmons \$125.00
- The Chicago and Northwestern Historical society 3 books on the subject of the Chicago and Northwestern Railroad
- Literacy Grant from Wal-Mart Foundation to Friends for Books for Babies \$1500.00

Gloggnier moved and Kavanagh seconded a motion to accept the donations. The motion was unanimously approved.

Budget and Finance Committee Report: Botine had nothing to report. Millsap reported that FY 2003/2004 will be under spent due to salary savings from several vacancies. She will bring the FY 2004/2005 operational budget to the Board in September. Ross questioned the amount of outstanding fines. Millsap said that staff would be developing a report with that information as soon as the new Horizon software can produce it.

Director's Report: Millsap had nothing to add to her report. Botine commented that in Millsap's report he noticed that Northcrest Community selected the APL Foundation as its recipient of their 2004 fund raising efforts. He recommended that the Board send a letter of thanks.

Assistant Director's Report: Hayslett reported that she attended the Information Literacy Forum at Des Moines Area Community College in Boone.

Department Coordinators:

Youth Services: Elbert reported that the "Discovering New Trails" summer activities have kept the department busy. They've introduced a "Game Night" on Thursday, which has also been a

success. She is on a committee that is applying for a grant from the Department of Education in hopes of receiving some funding to enhance the BabyTalk Program. She is also working with Parks Library Digitizing Services in recording the 1939 book, *Hello Beautiful*, which was written by Charlotte Petersen and illustrated by Christian Petersen.

Computer Specialist: Harris reported that he is attending an online class for Horizon systems administration class next week. A Horizon update is scheduled for this fall. Ross questioned how long it would take to get on top of it. Harris stated that it is an ongoing learning process; however, it hasn't stopped us from doing business. Millsap said that a Horizon Advisory Team has been created to work on problems.

Circulation/Outreach Services: Carey reported that with a number of hourly staff members leaving, she is in the process of hiring new staff. She is also hiring a half-time replacement for Emily Magnuson. Bookends at the Bandshell concerts are continuing. In addition, she is working on programs and fall planning. The bookmobile will be at the skate park on Saturday from 1-3.

Collections: no report

Friends' Report: Hayslett reported that the Friends audit and tax return were completed, and the Friends had \$61,000 in revenues last year and allocated \$42,000 of that to the Library for programs, collections, and publications. She encouraged all to join the Friends.

Foundation Report: Millsap reported that the annual campaign letter is ready to go to the printer and will be mailed the first week of August.

Policy Review: Kavanagh moved and Gloggner seconded the motion to approve the Materials Selection Policy. Millsap said the changes were highlighted in gray—Under "Selection Principles," the second paragraph, "What a person chooses to read, view, or listen to is a purely individual matter. While citizens are free to reject for themselves materials of which they do not approve, they cannot exercise this right of censorship to restrict the freedom of access to others. The Director and the Trustees are aware that one or more persons may take issue with the selection of any specific item and welcome any expression of opinion by patrons." was moved from "Citizen Concerns." The Citizen Concerns section was changed to reflect the text from the newly approved Statement of Concern form. The motion was unanimously approved.

Unfinished Business:

Strategic Planning Report: Millsap deferred the report to the discussion of the 2004-05 organizational priorities discussion.

Legislative Report: Hayslett reported that the Governmental Affairs Committee is meeting the first week of August. It will be chaired by Pat Coffie, director of the Waverly Public Library. Next week Dawn will be meeting with the Executive Council of the library service areas where budget issues will be the main topic.

New Business:

Review of Library Contracts and Revenue for FY04/05 Discussion: Millsap reported that, with assistance from city attorney John Klaus and in consultation with the Gilbert clerk administrator, she is in the process of drafting a new contract for library services for FY04-05. Possible changes include removing the location of the bookmobile stop from the contract and making the contract annual rather than every three years. Botine recommended changing the payment schedule to twice per year.

Enrich Iowa Service Contracts for FY04/05-Action Item: Botine moved and Kavanagh seconded the motion to approve the Enrich Iowa Service Contracts for FY04/05. Millsap said the rate of reimbursement should be but is not .50 per circulation transaction because the budget to fund

this program has not increased in several years, while public library circulation statewide has increased significantly. Ross stated that in difficult budget times that it will be hard to keep the program alive, and it will be important to persuade the Iowa legislature to spend more money. The motion was unanimously approved.

President's Goals for 2004/2005 Discussion: In reference to her first goal of Strategic Planning, Cameron recommended inviting city attorney John Klaus to next month's Board meeting for a space needs discussion. Cameron stated that she changed her second goal from advocacy to director evaluation in order to improve the evaluation process.

Annual Board Retreat Discussion: Cameron recommended September 15th or 17th from 8 a.m. to 1 p.m. as potential Board retreat dates. Woo will follow up and e-mail all the Board members to select the date.

City Council Contact Discussion: Botine stated that in the past they have met with the council before a city council meeting. Millsap recommended inviting city manager Steve Schainker to attend the September Board meeting and discussing the best way to communicate with council with him.

APL FY04/05 Organizational Goals-Action Item: Ross moved and Gloggner seconded the motion to approve the APL FY04/05 Organizational Goals. Ross questioned where we were in the process. Hayslett said the management team is developing a work plan outlining specific actions, timeframes, resources needed, and who will be responsible. The management team will work on this at its July 26th retreat. The motion was unanimously approved.

Trustee Comments:

Botine was pleased to see the bookmobile and Smyles at the July 4th parade.

Kavanagh stated that the Board of Supervisor's meeting will be held in November before Thanksgiving and encouraged trustees to attend. The re-framed Crawford School picture will be ready on the 24th. Ross questioned whether the picture was appraised. Kavanagh stated that she attempted to get an appraisal but was unable to; she also noted that the picture is not the original painting, but a print.

Gloggner had no comment.

Ross reported that he attended the American Library Association annual conference in Orlando, where he went to an interesting session on RFIDs (radio frequency identification systems.) He stated that the tags with chips that are attached to all items improve the circulation and inventory processes. Harris said that there are technical issues with the tags, resulting from a lack of standardization. Ross also reported that he has been reappointed to the Public Library Association Board.

Adjournment

Kavanagh moved and Gloggner seconded the motion to adjourn. The motion was approved unanimously. The meeting adjourned at 8:45 p.m.