

Ames Public Library

Board of Trustees

Meeting Minutes July 17, 2008

The Ames Public Library Board of Trustees met in regular session on Thursday, July 17, 2008, in the Library's Board Room with Anderson, Budd, Campbell, LeGates, Meier, Ross, Seagrave, Warnick and Director Weeks in attendance. Lockett was absent.

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

Adoption of Agenda: Anderson moved and Seagrave seconded a motion to approve the agenda. Motion passed unanimously.

Approval of Minutes: Anderson moved and Seagrave seconded a motion to approve the June 19, 2008, minutes. Motion passed unanimously.

Public Forum: None

City Manager Meeting with Board of Trustees: Ross introduced City Manager Steve Schainker. Schainker said there was a strong relationship between the city and the library, even though the library was managed by an independent board of trustees. Ross asked Schainker to comment on the forecast for the economy and city finances. Schainker said assessed valuations had increased nominally and housing values were holding firm; therefore, he was not expecting any large increases in the city budget. He said the City of Ames was better positioned economically in comparison to many Iowa cities.

Anderson asked Schainker to comment on a library bond issue and compare it to the city's other capital improvement projects. Schainker said that in addition to the library project, there was the possibility of a bond for an indoor pool and gymnasiums and for relocation of fire station number two. Other possible projects would be street projects, utility bonds, a sewer plant upgrade and water plant renovation, but they would not be voter-approved bonds. Schainker encouraged the trustees to keep the library downtown, but to keep in mind the parking issues. He offered use of the City's Resident Satisfaction Survey to ask citizens about library issues. He thanked the board for volunteering their time to serve as trustees.

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

1) Motion approving claims reports: 6/1/2008-6/30/2008

Financial Reports: Weeks said the financial reports in the packet were not final for fiscal year 2007-08, because there were still some outstanding invoices and salaries that would need to be billed back to last year. He commended staff for their management of the budget. Budd asked what happened to unspent monies. Weeks said any items purchased for last fiscal year needed to be in the library by June 30, 2008, but the bill could be paid in July. Seagrave asked out of what budget the air conditioner repair would be paid. Weeks said it was being paid out of the City's capital improvement fund. Ross said the financial reports were accepted as submitted.

Administrative Staff Reports: Weeks said the library staff would be well prepared for the influx of RAGBRAI riders on Tuesday, July 22, 2008. The library will offer cell phone charging and stay open until 10 p.m. or later, if needed. Ross asked how the riders would know about the library services. Weeks said the riders would receive a tabloid in Jefferson, Iowa, the night before that listed the activities happening in Ames.

Weeks said the security camera bid would close on July 22, 2008.

Anderson asked for an update about the joint meetings of the Friends and Foundation Boards that were held to discuss combining the groups. Weeks said the meetings were cordial; however, no decisions were made.

Weeks explained the computer lab stations were rearranged so the upright screens were at the end of the room. In addition, staff members were limiting two people to a station to keep the noise level down and were not tolerating unacceptable behavior.

Weeks said City Manager Steve Schainker would attend the July 30, 2008, Great Places meeting. A coach has been assigned to the Great Places Team to work with them to formulate their proposal.

Friends of the Ames Public Library Report: LeGates handed out the job description for the book sale coordinator. She explained the Friends were looking for a volunteer to coordinate the book sales. LeGates said Volunteer Coordinator Sarah Bohlke would train and guide the book sale coordinator. She asked the trustees to refer any possible volunteers to Sarah Bohlke. LeGates said the next Friends meeting would be held the last Monday in August.

Foundation Report: Carey reported that the Foundation hadn't met since June. She said they were looking for additional directors. Carey said the directors had chosen Project Smyles for the 2008 campaign. The campaign mailing will go out in August.

Policy Review:

Arts Advisory Committee Policy – Action Item: Ross explained the Arts Advisory Committee was defined by the Arts Advisory Committee policy, which was unnecessary. He said it was an activity that would be handled on an *ad hoc* basis. Budd moved and LeGates seconded the motion to remove the Arts Advisory Committee Policy as presented. Seagrave moved to amend the motion to read, "To dissolve the committee and remove the Arts Advisory Committee Policy as presented." LeGates seconded the motion. Motion passed unanimously.

Gifts Policy – Action Item: Weeks explained the Gifts Policy was a complete rewrite. He said the policy presented did not include transferring existing funds to the Foundation. The policy states that the library would coordinate the receipt of gifts with the Ames Public Library Foundation. Weeks said the policy addressed the issue of public purpose that was brought up by City Attorney Doug Marek. Weeks said library staff would work with the donor to determine his or her intent for the gift. Meier asked for a copy of the memo from the city attorney approving the wording in the policy. Weeks said he did not have a memo from the city attorney that approved the wording in the policy presented, but he had a memo from Marek approving a previous draft. Weeks said he took out the language with which Marek was concerned. Meier said she was uncomfortable approving this policy without a memo from the city attorney that approved the wording. Weeks said he discussed the issues with Marek, but he thought Marek felt some of the issues were not clear cut, and he might not be willing to state his opinion in writing. Seagrave stated that he had a problem with the paragraph under "Works of Art." He said the language might be contradictory.

LeGates moved and Warnick seconded a motion to approve the Gifts Policy as presented/amended. Ross said the trustees had the option of approving the motion as presented, amending the motion, or tabling it with instructions for the staff.

Meier moved to table the motion, present the policy to the city attorney for review, and invite the city attorney to the next board meeting. Motion to table the policy passed unanimously. Ross said the motion was tabled, the city attorney would be contacted and asked to respond to the policy, and the city attorney would be invited to a board meeting.

Unfinished Business:

Building Committee Report - Weeks: Weeks said the Request for Proposal for the library expansion feasibility study was sent to thirty architecture firms. He told trustees to refer names of any architecture firms to library staff. Anderson asked if the process was a design build or design, bid build. Weeks said it would be a design, bid, build process. Ross said the building committee would meet on August 4, 2008, to discuss the story board session and the reports from trustees about their meetings with community leaders. Ross said they were looking to identify a community leader who would be willing to take charge of the expansion process. Ross said, in the meantime, he and Anderson would work together to organize the meetings.

New Business:

Compressor Repair - Weeks: Weeks said the Library's Executive Board approved expenditure of \$35,000 for the compressor repair. Two compressors failed; one that was installed in 1985 and one that was seven or eight years old. He said that with the replacement of the other two compressors last summer, four new units were operating.

Foundation Endowment for Library Collection – Action Item: Weeks said the action item was in response to an anticipated bequest. Carey said the monies were coming from a trust, where the donor stipulated depositing the monies into an endowment account for the purpose of acquiring materials for the library collection. Carey said the Story County Community Foundation had an option to create the endowment.

Anderson moved and Seagrave seconded the following motion, "Be it resolved that the Board of Trustees, under the terms of the agreement between the Ames Public Library Board of Trustees and the Ames Public Library Foundation, acknowledges and approves the Foundation's receipt of \$10,000 from a bequest, which stipulates the deposit of said bequest into an endowment account for the purpose of acquisitions for the library collection. This bequest can be built upon by future donors. This endowment will be a separate fund from the general library endowment fund, as expressed by the wishes of the donor. The Story County Community Foundation will act on behalf of the Ames Public Library Foundation in establishing this endowment account." Motion passed unanimously.

Trustee Comments:

Warnick had no comment.

Seagrave had no comment.

Anderson asked trustees to submit a brief report about their meetings with community contacts to him by August 1, 2008. He said his meetings were productive. He reported he had a positive conversation with Scott Bauer regarding the Chamber of Commerce's support of the library expansion project. The Ames Main Street District would be in favor of the project. The Superintendent of Gilbert Community School District would be willing to put information in school communications. Anderson said he asked the two Rotary Clubs of Ames to join together to make a \$50,000.00 commitment for the library expansion.

LeGates said she was waiting for her contacts to return her calls. She said she would be out of town on August 21, 2008.

Campbell had no comment.

Meier said she was scheduling meetings with her contacts.

Budd had no comment.

Ross stressed the importance of getting the word out on the library expansion. He said it would be important to generate good will toward the project and to avoid competing with other entities for taxpayer dollars.

Adjournment

Meeting adjourned at 9:00 p.m.