

# Ames Public Library

## Board of Trustees

### Meeting Minutes

July 19, 2007

The Ames Public Library Board of Trustees met in regular session on Thursday, July 19, 2007, in the Library boardroom with Anderson, Krauth, Luckett, Meier, Ross, Seagrave, Sondall Saetveit, Warnick, and Director Weeks in attendance. LeGates was absent.

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

**Introductions to New Board Member:** Board and staff members introduced themselves to new trustee Richard Seagrave.

**Adoption of Agenda:** Weeks requested that "Volunteer Program – Bohlke/Qiu under **New Business**" be moved so Bohlke and Qiu could leave after their presentation. Anderson moved and Warnick seconded the motion to approve the amended agenda. Motion passed unanimously.

**Installation of New Board Member:** Ross administered the trustee oath to new Board member Richard Seagrave.

**Approval of Minutes:** Ross asked if there were any changes to the May 17, 2007, minutes. Hearing no discussion, Ross called for a vote of those present at the May meeting to approve the minutes. Voting aye: Anderson, Luckett, Meier, Ross, and Sondall Saetveit. Krauth and Warnick abstained.

Krauth moved and Warnick seconded the motion to approve the June 28, 2007, minutes as presented. Voting aye: Krauth, Luckett, Meier, Ross, and Warnick. Anderson and Sondall Saetveit abstained.

**Public Forum:** none

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

1. Motion approving Claims Report 6/1/2007-6/30/2007
2. Gifts
  - From anonymous..... \$4.00
  - From M. Burton Drexler ..... \$249.00
  - From Connie Underwood..... *Eyewitness Travel Guides: Japan*
  - In honor of Judy Jones from Aaron Jones and Marc and Allison Stitzlein ..... \$50.00
  - In memory of Erma D. Erickson and Blanche Glasson  
from Ames Woman's Club ..... \$40.65
  - In memory of Patricia Francis from Colleen Francis and Ben Saturen ..... \$25.00
  - In memory of Rozella Harder from Mary J. Hage..... \$15.00

**Financial Reports:** Weeks said the final report for fiscal year 2006/07 would be in the August Board packet. He said the Library stayed within the budget, and he was pleased that collections spending was on target. He said the lighting and part of the painting monies would be carried over to fiscal year 2007/08. Discussion followed on end-of-the-year spending; Weeks said that the city's finance department discouraged last minute spending just to use up the budget monies. Luckett asked why

there were no capital expenditures out of the operating budget. Weeks said the capital improvement costs were normally paid out of local option tax monies.

### **New Business:**

Volunteer Program: Bohlke/Qiu Weeks introduced Sarah Bohlke, volunteer coordinator and Michael Qiu, youth volunteer coordinator. Bohlke explained her duties as volunteer coordinator: working part-time in circulation; recruiting volunteers, which includes screening, orientation, and training; organizing and coordinating special projects; and handling the community service program and fine alternative program. Ross asked how many volunteer hours were donated per year. Bohlke said approximately 800-1200 hours per month.

Michael Qiu, youth volunteer coordinator, said he was managing 82 youth volunteers this summer between the ages of 11-18. He said the volunteers have already put in 1300 hours in five weeks of the eight week program. They were helping with the moving project, shelving DVDs, re-labeling 11,000 Easy books, working with the ISU intensive English program, and assisting with Library programs. He said the Library was having an overnight party for the volunteers at the end of the program.

**Director's Report:** Weeks said it was a banner year with higher circulation than ever.

Weeks presented his goals for next year, which were developed with the Board's executive committee:

- Establish and implement five-year strategic plan
- Evaluate staffing for Library operations
- Develop strategy for increasing materials acquisition budget
- Develop strategy for Library facilities plan
- Strengthen the Library Foundation as a Library support group
- Develop a collaborative working relationship with the Parks Library at ISU
- Fulfill general job duties as specified in the Director's job description

Weeks said the Library would participate with other agencies in the planning of a human services center. He said, in the future, he would be working with community leaders on a grant from the Iowa Department of Cultural Affairs for a Great Places proposal.

### **Staff Reports:**

Deputy Director: Hayslett commended Collections Manager Malinowski on her management of the collections budget for fiscal year 2006/07. Anderson asked Hayslett to explain the Borders promotion. Hayslett said patrons could purchase books for the Library at Borders book store through August. They could purchase a book from the Library's wish list or a book of their choosing for the collection.

Assistant Director: To answer a question posed at last month's Board meeting, Carey said the Vernon Brown property was not part of the 13<sup>th</sup> Street widening project.

Ross asked why the express check machines went through the City's bid process when the funds were coming from the Foundation. Carey said the city's purchasing department was very helpful in handling the bid process.

**Friends of the Ames Public Library Report:** Sondall Saetveit said the Friends resume meeting in August, so there would be a report at the September meeting.

**Foundation Report:** Weeks said the Foundation was organizing its annual campaign. The Board would be holding a retreat to develop a strategic plan. Ross said the Board sought a pro bono facilitator for the retreat.

**Policy Review:** Suspended during strategic planning

**Unfinished Business:**

Strategic Planning– Update: Weeks said the strategic plan would be a three-year plan, rather than five-year plan. The plan would be presented to community participants on July 31, 2007, at 7 p.m. in the Library auditorium. On August 8, 2007, the Library Leadership team would review the plan and then it would be presented at the August 16, 2007, Board meeting. Weeks said he did not participate in the planning sessions; the plan was prepared by Library staff.

**New Business:**

Budget and C.I.P. Development: Weeks said the Capital Improvement Plan (C.I.P.) was due in October. The plan submitted last year would be reviewed, including the plan for security cameras. Weeks said there was a recent bomb threat and staff was reviewing security procedures.

Discussion followed on strategies to increase the percentage of the budget spent on collections, in order to meet state library accreditation standards. This may necessitate revisiting the percentage of the budget now being spent on personnel costs. Weeks said one of his goals was to develop a strategy for increasing the materials acquisition budget.

**Trustee Comments:**

Krauth said she was impressed by the volunteer program presentation.

Sondall Saetveit had no comment.

Luckett had no comment.

Seagrave had no comment.

Anderson had no comment.

Meier had no comment.

Ross urged Trustees to attend the community meeting to review the strategic plan. The meeting would be held on July 31, 2007, at 7 p.m. in the Library auditorium. He reminded Trustees to set aside October 10-12, 2007, to attend the Iowa Library Association meeting in Coralville.

**Adjournment**

Luckett moved and Anderson seconded the motion to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 8:44 p.m.