

Ames Public Library

Board of Trustees

Meeting Minutes

July 20, 2006

The Ames Public Library Board of Trustees met in regular session on Thursday, July 20, 2006, in the Library boardroom with Anderson, Munson, Ross, Sondall Saetveit, Warnick and Interim Co-Directors Carey and Hayslett in attendance. Botine, Mathews, and Mungons were absent.

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

Adoption of Agenda: Anderson moved and Ross seconded the motion to adopt the agenda. Munson explained the Festival of Trees Action Item had been removed from the agenda. The agenda was adopted as amended.

Approval of Minutes Ross moved and Anderson seconded a motion to approve the June 15, 2006, minutes. The motion passed unanimously. Anderson moved and Sondall Saetveit seconded a motion to approve the minutes from the June 26, 2006, special Board meeting. The motion passed unanimously.

Public Forum: none

Financial Reports:

Claims: Warnick moved and Sondall Saetveit seconded a motion to approve the claims. The claims were unanimously approved.

Donations: The following donations were presented for acceptance:

In memory of Geraldine Bowen from

- Gordon and Pamela Green \$25.00
 - Helen Coe \$30.00
 - John, Diana, Joe, and Ginny Egan..... \$25.00
 - Margaret and George Wilson \$100.00
 - Elizabeth Fleming..... \$25.00
 - Lucy Carey \$5.00
 - Dorothy and Edward Oconnor..... \$20.00
 - Nora Haught..... \$25.00
 - Anna Mae Thiel \$20.00
 - Shirley Ehrig..... \$10.00
 - Genevieve Pyle \$15.00
 - Bill Pyle and Kristine Reed \$50.00
 - Tom McElherne \$10.00
 - Jim Okey \$25.00
 - Scott Rozenboom and Heather Clapp-Rozenboom \$25.00
 - Roger and Christina Schmidt..... \$40.00
 - Bill and Jean Zmolek \$100.00
 - Family of Lebert and Dorothy Shutters..... \$20.00
 - Faye and Arzy Clapp, Fran Stearns \$30.00
 - Effie Anderson..... \$20.00
 - Mr. and Mrs. Homer Sweet..... \$25.00
- \$645.00

From Burton Drexler for periodicals collection \$248.00

From Marlene in honor of Elaine and Jerry Dunn's 50th Anniversary..... \$50.00

Ross moved and Anderson seconded a motion to accept the donations. Carey explained that Geraldine Bowen worked at the Library in the 60s, was a volunteer, and also was a recipient of home delivery service. The motion passed unanimously.

Interim Co-Director's Report - Carey: Carey reported, due to completion of items on the checklist from a previous meeting with the city's insurance provider, the Library's insurance premiums were lowered for next year. She said the insurance company offered to be involved in the planning of the new building.

Warnick questioned Carey about her trip to the American Library Association conference. Carey said she is on two active committees, so she spent most of her time in meetings. Ross said Carey spent time at the meeting looking at self-check machines. Carey reported that up to seven vendors would be demonstrating their self-check machines at the Library over the next few weeks.

Interim Co-Director's Report - Hayslett: Hayslett had nothing to add to her written report. She reported she would be attending the Iowa Library Association's Governmental Affairs Committee meeting in Des Moines, where they will be looking at the upcoming legislative agenda.

Warnick questioned the amount of Benjamin Design's estimate. Hayslett reported it was \$1600.00.

Department Coordinators:

Collections: Malinowski had nothing to add to her written report. Warnick questioned the process for deciding when discs are cleaned. Malinowski explained they rely on reports from patrons. Warnick suggested an attached note inside each case where a patron can write comments. Sondall Saetveit commended the collections staff on processing 40% of all items added to the collection within twenty-four hours of receipt.

Ross questioned if there was a target percentage of the collections that is removed in weeding. Hayslett said there is not a set target; however, the recommended percentage from the State Library is ten percent.

Youth Services Coordinator: Heid had nothing to add to her written report. Ross asked how the program went last night. Heid said the program, Meet the World, was well received with eighty-three attendees. Warnick asked about Good Buddies mentioned in Heid's report. Heid stated they are international students who are participating in a six-week course, which has a community service component.

Warnick questioned how much the teen space was being used. Heid said teens are using the space to play games and read. Carey said the use of the space is growing slowly. Warnick complimented the staff on the great job they're doing with programming this summer.

Community Relations Specialist: Ocken handed out the August *Page One* calendar. Ross questioned who was responsible for the Library's web site. Carey said Ocken was responsible. Discussion followed on connecting the Foundation's future web site to the Library's site. Carey said there currently is Foundation information on the Library's site, but a separate website development is planned.

Sondall Saetveit questioned if Spanish-language information was available. Carey said the registration forms are available in Spanish, the borrower's guide is being translated and they were working on translating the letter that is sent to parents when a child is issued a library card.

Computer Specialist: Harris reported he had installed new scanners and touch screens in Circulation. In addition, he was ordering a dedicated server for the new web site. He said the old web site would be maintained until the new site is up and ready. Content management software would be installed, which would allow the text to flow into the design. Further discussion involved operating systems. Harris said the operating system remains in the background for most customers.

Friends of the Ames Public Library Report: Hayslett reported a new board member might be brought on board at the August 28th meeting. They would also work on the bylaws.

Foundation Report: Ross stated a sub-group met and composed the fund raising letter they hope to send out during the first part of August. They are working on a monetary goal for the self-check machines. Anderson said he was looking forward to a big capital campaign. He said he would like to see 100% participation from trustees, Friend's Board, Foundation Board, and Library staff in 2007 and 2008, so in 2009 there would be a demonstrated record of giving in place.

Policy Review:

Meeting Rooms Policy – Action Item: Anderson moved and Ross seconded the motion to approve the Meeting Rooms Policy as presented/amended. Hayslett said the policy was changed to match the Statement of Concern form. Ross amended the motion to change the bullets, under **Scheduling Priorities**, to numbers 1-4. The amended motion passed unanimously.

Exhibit Spaces Policy – Action Item: Ross moved and Sondall Saetveit seconded the motion to approve the Exhibit Spaces Policy as presented/amended. Hayslett said the recommended change makes the policy match the Statement of Concern Form. The motion as presented passed unanimously.

Personnel Policy, Benefits - Paid Leave Time – Action Item: Warnick moved and Anderson seconded the motion to approve the Personnel Policy, Benefits - Paid Leave Time as presented/amended. Hayslett said the proposed change reflects the changes in the city's personnel policy passed by the Ames City Council for merit employees. Discussion followed regarding retirement payouts and the need to plan for budget implications of future retirements. The motion as presented passed unanimously.

New Business:

Staff Salaries FY06/07 – Action Item: Ross moved and Anderson seconded a motion to approve the Staff Salaries FY06/07 as presented/amended. Carey reported the average raise for merit employees was 4.72%, after taking out the employee who was reclassified. She explained the Library participates in the City of Ames performance appraisal process, where the raises are calculated on the employee's performance evaluation, plus a range adjustment. The percentage increase ranged from 2.64% to 7.68%. The motion as presented passed unanimously.

Unfinished Business:

Building Update: Hayslett said she received the demolition specifications from Benjamin Design, and a modification will be recommended for traffic flow. She said the specifications would be sent to Mike Adair, City of Ames purchasing agent. She said requests for bids should be available at the end of next week. Hayslett said she hoped the demolition would be completed by the end of September. The demolition bid includes seeding and sodding the area to turn it into a temporary green space. Munson questioned the asbestos abatement start date. Hayslett responded, July 28.

Board Retreat: Sondall Saetveit reported she and Warnick asked for input from Board members regarding time, date and topic for a Board retreat. Some topics recommended include the following: trustee training and advocacy; building planning; and future changes for libraries. Ross recommended a half-day session. Warnick said they would come up with some potential times and dates for a September or October retreat.

New Business:

Staff Salaries FY06/07: Munson stated the need to have the hourly staff salaries included in the motion for Staff Salaries FY06/07. Ross moved and Anderson seconded a motion to approve FY2006-2007 compensation for hourly Library employees. Carey explained the difference between hourly and merit employees. The motion passed unanimously.

Youth Services Staffing Request – Action Item: Anderson moved and Sondall Saetveit seconded a motion to approve the Youth Services Staffing request as presented/amended. Heid explained there were three areas of need for youth services: desk staffing, collection development, and programming. Hayslett explained the difference between the health plan costs. Carey said the proposal was to lower the position to a grade 57, from a grade 58. Ross amended the motion to read, to approve the staff request for two, half-time staff members for public services at a grade 57. The amended motion passed unanimously.

Recording Board Meetings – Action Item: Anderson moved and Ross seconded the motion to approve that the Board of Trustees, Ames Public Library will record the regular and special Board meetings as presented/amended. Hayslett explained the Board passed a resolution in 1999 to tape record the meetings and archive them for five years. Discussion followed on technological changes in recording devices. Anderson amended the motion to read, the Board of Trustees, Ames Public Library will record the regular and special Board meetings and will archive the recordings for three years. Ross seconded the motion. The amended motion passed unanimously.

Director Orientation/Reception – Discussion/Action Item: Anderson moved and Sondall Saetveit seconded the motion to approve the funding for the Weeks reception from the operational budget, not to exceed \$250.00, as presented/amended. Hayslett said the reception is being held on August 19, 2006, from 2 p.m. – 4 p.m. The motion as presented passed unanimously.

Recognition for Trustee David Ferree – Action Item: Ross moved and Anderson seconded a motion that the Ames Public Library Board of Trustees expresses its deepest thanks and sincere appreciation to David Ferree for his service on the Library Board. The Board recognizes his dedication and devotion particularly his service on the development of the Gifts Policy and his liaison work with the Friends of the Ames Public Library on the Board's behalf. Dave's expertise as well as his commitment to library service and intellectual freedom will be sorely missed. The Board wishes him the best in his new position and regrets that it takes him away from the community. The motion as presented passed unanimously.

Trustee Comments:

Ross said he recently attended the ALA meeting in New Orleans. Some issues discussed at the meeting: school library funding, government legislation relating to Internet and net neutrality issues, cuts in government document services, cuts for the Library of Congress, and privacy issues. He said conference attendance was low. Discussion is being held on the possibility of holding the midwinter meeting electronically.

Anderson had no comment.

Sondall Saetveit announced she has accepted a new position teaching high school English in Ankeny, grades 10-12.

Warnick announced she is expecting a baby at the end of January.

Munson had no comment.

Adjournment

Anderson moved and Ross seconded a motion to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 8:59 p.m.