

**Ames Public Library**

**Board of Trustees**

**Meeting Minutes**

**July 21, 2005**

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The Ames Public Library Board of Trustees met in regular session on Monday, July 21, 2005, at 6:00 p.m. in the Library board room with Munson, Anderson, Ross, Ferree, Jennings, Mungons, Sondall, Warnick, and Library Director Gina Millsap in attendance. Botine was absent.

**Call to Order:** The meeting was called to order by President Munson at 6:00 p.m.

**Adoption of Agenda:** Ferree moved and Anderson seconded the motion to adopt the agenda. Millsap requested to amend the agenda to allow her to purchase the Mary Engelbreit art print from her office. The motion passed unanimously.

**Approval of Minutes:** The minutes from the June 20, 2005, meeting were approved as amended. Under the section: **Introduction to Kasandra Petersen, APL Foundation Director**, the fifth sentence, add an "of" between confidentiality and the patron database. Under the section, **Director's Report**, the first sentence, add "assistant" between with and city attorney.

**Public Forum:** none

**Claims:** Ferree moved and Jennings seconded a motion to approve the claims. Ferree questioned the \$27,000 payment to Dynix. Millsap stated this annual payment is for maintenance of the Dynix server, software, and peripherals. The Library receives a five percent discount when the yearly fee is paid in a lump sum. The claims were unanimously approved.

**Donations:** The following donations were presented for acceptance:

- From Ames Woman's Club in memory of Glendora Dueland, Barbara Rogers, Mary Adams, and Margaret Smith ..... \$66.31
- Ben and Chloe Harriman ..... \$150.00
- From Book and Basket Club in memory of Harry Burrell ..... \$25.46
- From M. Burton Drexler  
for the purchase of a subscription to *Variety* magazine ..... \$248.00

Ferree moved and Sondall seconded a motion to accept the donations. Jennings questioned if the *Variety* magazine donation was only for one year. Millsap stated that this patron had been donating the subscription for many years. Jennings stated that accepting a one-year periodical subscription violates the gift policy. Discussion ensued regarding the gifts policy. Jennings suggested a discussion should to be held between the gifts policy committee and the periodicals collection manager. Jennings will invite the periodicals collection manager to the next committee meeting. The motion passed unanimously.

**Budget and Finance Committee Report:** Jennings requested an explanation of the term trustee endowment. Millsap stated when this term is used; it refers to the Myers/Marsden endowments. The Verna Jane Thompson endowment is reserved for the property acquisition. The Howell endowment is unrestricted.

**Director's Report:** Millsap had nothing to add to her report.

**Assistant Director's Report:** Hayslett had nothing to add to her report.

**Department Coordinators:**

Circulation/Outreach Services: Carey had nothing to add to her report.

Youth Services Specialist: Heid reported there will be new youth programs in September. The Harry Potter program on July 15<sup>th</sup> had over 250 attendees over the course of the evening.

Community Relations Specialist: Duggan handed out the August issue of *Page One*.

Computer Specialist: Jennings questioned when wireless internet connections will be available in the Library. Millsap stated it may be some time due to other projects and security issues.

**Friends of the Ames Public Library Report:** No report, as it doesn't meet during the summer.

**Foundation Report:** Millsap stated the Foundation meeting on Monday, July 25, 2005, has been cancelled. She said the sale of 20 shares of WalMart stock will need the directors' signatures. Lynne Carey will oversee the Development Director recruitment and the annual campaign.

**Policy Review:**

Internet Use Policy and Guidelines – Action Item: Jennings moved and Anderson seconded a motion to approve the Internet Use Policy and Guidelines as presented/amended. After discussion involving the Library's experience with privacy screens, obscene content, and illegal activity, Jennings called the question. Ferree seconded the motion to call the question. The motion to call the question passed unanimously. The amended motion to pass the Internet Use Policy and Guidelines was passed seven to one. Voting aye: Anderson, Ferree, Jennings, Munson, Ross, Sondall, and Warnick. Voting nay: Mungons. Under **Access**, at the end of the second sentence after (Sec. 728.6, Code of Iowa); add "not with the staff of the Ames Public Library." In the first sentence of the second paragraph, "As stated in the American Library Association's Statement on Library Use of Filtering Software (adopted by Ames Public Library Board of Trustees 11/97.)" Delete 11/97 and add "as a guidance document, 06/05."

Under **Confidentiality** in the last sentence of the first paragraph, "In order to protect the privacy of the user and the interests of other library patrons, the Library will manage access to the Internet by the use of privacy screens, judicious placement of the monitors, and other appropriate means." Replace "the" before monitors with "computer." In the second sentence of the second paragraph, "There exists a possibility of inadvertent viewing by other patrons, either by watching the user's screen or because a user may leave the screen unattended." Replace "other patrons, either by watching the user's screen or because a user may leave the screen unattended." with "others."

**New Business:**

Unique Management Services, Inc. – Presentation by Jonathan Hayes: Carey introduced Jonathan Hayes, who gave an overview of Unique Management Services, Inc. Unique works exclusively with libraries to retrieve overdue materials and collect fines and fees. The company's goal is to get materials back quickly while maintaining the customer's goodwill. He explained the steps the company uses to contact library customers.

**Unfinished Business:**

Strategic Planning Report: Millsap reviewed the FY04-05 Organizational Work Plan. She explained the management team is working on the FY05/06 request for alternative funding.

Legislative Report: Millsap reported the Iowa Library Association Government Affairs Committee has developed the agenda for the coming legislative session. It asks for reinstatement of funding for both the State Library and the Library Service Areas in 2006.

Gift Policy Update: Jennings reported the gifts policy committee has met and will have a draft policy for the August Board meeting.

Director Search Update: Munson reported she met with Julie Huisman, the City of Ames Human Resources Director, who offered her department's support for the director search. The Director Search Committee has met and prepared a draft job ad, supplemental questionnaire, draft letter to library professionals, and is revising the job description. The goal is to have the job ads out by August 15, 2005.

**New Business:**

Compensation for Hayslett and Carey as Interim Co-Directors – Action Item: Sondall moved and Jennings seconded the motion to approve the compensation for Hayslett and Carey as interim co-directors as presented/amended. Munson stated the City's Human Resources Director recommended a 2.5% increase per person. Munson recommended a percentage amount that would net between \$3,500.00 and \$3,700.00. Jennings recommended the motion be changed to \$300.00 per month for each interim co-director rather than a percentage. Anderson called the question. Jennings seconded the motion to call the question. The motion to call the question passed unanimously. The motion to compensate Hayslett and Carey at \$300.00 per month each as interim co-directors passed unanimously.

Funding Request for Summer Teen Reading Program – Action Item: Ferree moved and Jennings seconded the motion to approve the funding request for Summer Teen Reading Program as presented/amended. Millsap explained the need for additional funding for prizes for the Teen Reading Program. Jennings called the question. Ross seconded the motion to call the question. The motion to call the question passed unanimously. The motion to approve the request for \$500.00 for reading incentive awards for the Teen Summer Program from the Trustee endowment passed unanimously.

Trustee Volunteer Hours – Presentation by Sarah Bohlke, Volunteer Coordinator: Bohlke explained that she needs to capture the hours contributed by Board members. She will use minutes from meetings for attendance and time. Anderson reminded her to add one to one and a half hours preparation time of for each meeting. Jennings recommended adding travel time.

Contract with Unique Management Services, Inc. – Action Item: Anderson moved and Jennings seconded the motion to approve the contract with Unique Management Services, Inc. as presented/amended. Discussion ensued regarding when fines will be written off. Millsap stated the staff will make a recommendation at a future Board meeting. Ross asked for monthly progress reports in each Board packet. The motion to pass a 90-day contract with Unique Management Services, Inc. was unanimously approved.

Request for Funding for Project Smyles – Action Item: Warnick moved and Ferree seconded the motion to approve the Project Smyles Funding as presented/amended. Millsap explained that Phase I funding source is \$22,000.00 from Enrich Iowa Funds and \$8,000.00 from Myers or Marsden endowments. Phase 3 Trustee Endowment is from the Myers or Marsden endowments. The motion passed unanimously.

Funding Request for Millsap Reception – Action Item: Ross moved and Sondall seconded the motion to approve the funding request for the Millsap Reception as presented/amended. Munson stated that the cost was not to exceed \$500.00. The motion to approve funding for the Millsap reception from the operational budget, not to exceed \$500.00, was passed unanimously.

Resolution Thanking Gina Millsap – Action Items: Ferree moved and Anderson seconded the motion to approve the resolution thanking Gina Millsap as presented/amended. The motion passed unanimously. Munson presented Millsap a framed certificate of appreciation and a gift from the Board of Trustees. Millsap thanked the Board of Trustees for their support.

Purchase Request for Purchase of Mary Engelbreit Art Print – Action Item: Anderson moved and Sondall seconded the motion for Millsap to purchase the Mary Engelbreit art print, which had been hanging in her office, for \$30.00. The motion passed unanimously.

#### **Trustee Comments:**

Ross gave an update on The Library Services and Technology Act funding. He stated he would be out of town for the August Board meeting.

Sondall stated she attended a tour of the Iowa State University Library and a story time by Jacque Zabracki that was exceptional.

Warnick stated she attended a tour of the Iowa State University Library and a story time by Jacque Zabracki. For future Board meetings, she suggested moving visitor presentations to the top of the agenda.

Anderson stated that he will not be able to attend the August Board meeting.

Hayslett read the following comments from Jennings:

“Thank you to everyone who has participated in the tours of the University Library. Please e-mail Karlene if you would like a tour.

It has been an honor and a pleasure to work with such a committed, vibrant and enthusiastic director and library advocate. Gina, you will be missed by all and personally I will miss your counsel, your friendship and your support. Topeka will be a better, stronger library with you in charge.”

#### **Adjournment**

Ross moved and Ferree seconded the motion to adjourn. The motion passed unanimously. The meeting adjourned at 8:53 p.m.