

# Ames Public Library

## Board of Trustees

### Meeting Minutes

August 16, 2007

The Ames Public Library Board of Trustees met in regular session on Thursday, August 16, 2007, in the Library boardroom with Anderson, Krauth, LeGates, Lockett, Meier, Ross, Seagrave, Sondall Saetveit, Warnick, and Director Weeks in attendance.

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

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

**Approval of Minutes:** Ross asked if there were any changes to the July 19, 2007, minutes. After discussion regarding capital improvement expenses, Ross called for those present at the July meeting to approve the minutes. Voting aye: Anderson, Krauth, Lockett, Meier, Ross, Seagrave, Sondall Saetveit and Warnick. LeGates abstained.

**Public Forum:** none

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

1. Motion approving Claims Reports 6/1/2007-6/30/2007 accruals and 7/1/2007-7/31/2007
2. Gifts
  - From Wilma Lesan  
on behalf of the Story County Master Gardener's Association ..... \$173.42
  - From Alan Maximuk..... \$35.00
  - From Murti Salapaka and Durga Kocherlakota ..... \$50.00
  - In memory of Rosemary Beaty
    - i. From Caroletta and Edward Beaty ..... \$50.00
    - ii. Harold and Shirley Button..... \$25.00
    - iii. From Glenn and Diana Crosswait..... \$25.00
    - iv. From Stanley & H.P. Davidson ..... \$100.00
    - v. From Dennis and Diane Flynn ..... \$100.00
    - vi. From R.J. and Donna Flynn..... \$100.00
    - vii. From Donald and Connie Heim ..... \$25.00
    - viii. From Harriet Manion..... \$20.00
    - ix. From Steven and Susan Ovel..... \$10.00
  - In memory of Bill Merrill and Phyllis Miller from Thomas Scott ..... \$50.00
  - In memory of Gladys Wheelock from Cheryl Binzen..... \$200.00
3. New Hires and Change in Status
  - Julianne Bacon, circulation assistant (temporary) – effective 7/20/07 at \$7.00/hour
  - Katherine Gilmore, circulation assistant (temporary) – effective 7/30/07 at \$7.00/hour
  - Kelly Grogg, circulation assistant (temporary) – effective 8/7/07 at \$7.00/hour
  - Mary Logsdon, Librarian – change in status from ½ time to full time effective 9/4/07
  - Kay Marner, library assistant – change in status from ¾ time to ½ time effective 8/1/07
  - Teresa Rosenberg, library assistant – change in status from ½ time to ¾ time effective 8/1/07

**Financial Reports:** Weeks said last year's financial reports were included and the library budget for 2006/2007 was 97.9% expended. Ross asked why the vacation line was 183.1% expended. Carey said it was for vacation payouts to retirees last year. Ross asked why special project supplies were overspent. Carey replied that line contained line items from every program and they overspent knowing they were underspent in other lines. Krauth asked what was included in the \$28,182.45 spent from the state funding line. Recording Secretary Woo said it was for items approved by the Board such as: multiple items for youth services; a projector; and a ceiling fan, plus installation. LeGates commented that it was laudable for the final budget to come in at 98%.

**Director's Report:** Weeks said he attended a meeting to discuss the human services campus. He explained that an architectural firm was working on a feasibility study for a site that would house numerous social service agencies. He said there may be the possibility of a partnership with the Library. Weeks said that the City may apply for a Community Development Block Grant. Seagrave said this project would be in line with the library's goal of providing information to those in need.

Ross congratulated Weeks on being accepted into the Leadership Ames class. Ross asked for an explanation of the Welcome Back event. Weeks said the City sets up booths in campustown to have staff explain City services to the students. Library employees sign students up for library cards.

Anderson asked when the bookmobile would be wireless. Carey said testing would begin next week.

#### **Staff Report:**

Assistant Director: Carey said circulation was up 4.4% over July last year, rather than 4.9%, as stated in her report. Meier asked when the Vernon Brown estate would be settled. Carey said if the action item was approved, she would send in the paperwork and the estate would be settled soon.

Carey said key-chain cards would be used as a promotion for the new self-check machines. She said the purchase order would be done in the next couple of weeks. She said it would take two to four weeks for delivery, but they were still working on the details for the coin and debit-card acceptor. Meier asked where the machines would be located. Carey said two would replace the existing machines, one would be located in youth services, and the other one may be located near the reference desk.

Ross asked who Carey was working with on the Book of Life program. Carey said she was working with Brenda Daly from the Center for Excellence in the Arts and Humanities.

**Friends of the Ames Public Library Report:** Warnick said their next meeting would be held in couple of weeks. Weeks said Sarah Bohlke would be serving as the staff liaison.

**Foundation Report:** Carey said the stuffing party for the mailing would be held after everything came back from the printer, which would be sometime before the end of August. Ross said he, Carey, and Weeks had been working on a letter that would be sent to donors from The Community Foundation of Greater Story County and the Greater Des Moines Community Foundation.

**Policy Review:** Ross said the Internet Use Policy would be reviewed at next month's meeting.

#### **Unfinished Business:**

Vernon Brown Estate – Action Item: Sondall Saetveit moved and LeGates seconded the motion to approve the receipt and waiver of notice for the estate of Vernon H. Brown as presented/amended. Carey said the Library would receive \$41,470.88 from the estate unless the judge adjusts the attorney fees in the final probate. Motion as presented passed unanimously.

Strategic Plan – Action Item: LeGates moved and Seagrave seconded the motion to approve the Strategic Plan as presented/amended. Weeks introduced Roy Kenagy from the Central Iowa Library Service Area who facilitated the staff meetings and community sessions. Weeks stated an acknowledgement of volunteers was added on page three. Meier asked if the job titles for those responsible for completion of the activities would change with the resignation of the deputy director. Weeks said the activities assigned to the deputy director would be reassigned. Seagrave requested a one-page summary of the plan that states the overall mission and goals. Warnick suggested sending the plan out in the city's utility bills. Motion as presented passed unanimously.

**New Business:**

Organization Chart – Action Item: Anderson moved and Seagrave seconded the motion to approve the organization chart as presented/amended. Weeks explained the new chart was precipitated by the resignation of the deputy director. The deputy director position would be replaced by a library information services coordinator. Dermont would be supervised by this position, rather than by the director. Carey would supervise the community relations specialist. In addition, Carey would supervise the new outreach supervisor who, in turn, would supervise the employees in outreach. Seagrave asked if the teen services position was the new position. Weeks said two positions were combined to create that position. Weeks commented that he felt it was a better balanced organizational chart than the previous one. Meier asked if there was a budget impact. Weeks said the spreadsheet titled, Wage and Benefit Impact to Budget, showed there would be savings from the deputy director position and from a position opened by a retirement. However, savings were dependent on where the positions would be paid in the pay range and the type of health insurance chosen. Meier stated that she was not comfortable with enough time to review the materials before the meeting. Weeks said he had been working on the reorganization since the end of July but had been waiting for feedback from the city's human resources department. Weeks explained that some positions pay grades would need to be reviewed. Anderson recommended approving the chart without pay grades. Motion as presented passed unanimously.

Ross noted that in order to look for more money for collection development, position grades may need to be audited. Anderson said that all positions may need to be reviewed. Ross said it was the Board's responsibility to make sure jobs were properly classified. Discussion ensued regarding: job classifications, staff savings by using a single reference desk, savings through use of technology, and how to perform an internal audit. Ross asked that Weeks investigate hiring an organizational consultant to review positions.

New Position – Action Item: Luckett moved and Anderson seconded the motion to approve the new position as presented/amended. Motion as presented passed unanimously.

**Trustee Comments:**

Warnick said she was pleased to see how the Strategic Plan turned out. She asked how progress reports would be given. Weeks said it would be covered in staff reports.

Krauth had no comment.

Sondall Saetveit had no comment.

Luckett had no comment.

Seagrave had no comment.

Anderson had no comment.

Meier had no comment.

LeGates said she would miss the September Board meeting.

Ross invited Trustees to attend the banned book event on September 24, 2007, at Iowa State University. Carey said Ames Public Library was a co-sponsor.

**Adjournment**

The meeting adjourned at 8:54 p.m.