

Ames Public Library

Board of Trustees

Meeting Minutes August 18, 2005

The Ames Public Library Board of Trustees met in regular session on Thursday, August 18, 2005, at 7:00 p.m. in the Library board room with Munson, Ferree, Jennings, Mungons, Sondall, Warnick and Interim Co-Director's Carey and Hayslett in attendance. Anderson, Botine, and Ross were absent.

Call to Order: The meeting was called to order by President Munson at 7:03 p.m.

Adoption of Agenda: Ferree moved and Jennings seconded the motion to adopt the agenda. The motion passed unanimously.

Approval of Minutes: The minutes from the July 21, 2005, meeting were approved as amended. Under the section: **Policy Review, Internet Use Policy and Guidelines – Action Item:** Change sentence, "The motion to pass the Internet Use Policy and Guidelines was passed seven to one as amended." to read, "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."

Public Forum: none

Staff Report: Youth Volunteer Coordinator Kate Pickett reported on the summer youth volunteer program. She worked with 68 volunteers from ages 11-17 who contributed over 1400 hours between June and August. Youth volunteers Andrew Jiles and Marcus Hippen presented a movie they made about their volunteer experience. Carey stated that Pickett did a fantastic job with the program.

Claims: Jennings moved and Warnick seconded a motion to approve the claims. Warnick questioned the amounts in brackets. Hayslett explained the bracketed amounts were journaled to last fiscal year. Warnick questioned the \$1805.00 spent at Borders. Carey explained that at the end of the fiscal year we often purchase locally, especially those items that do not normally receive a substantial discount such as media materials. The claims were unanimously approved.

Donations: The following donations were presented for acceptance:

- From Alliance for Global Justice 1 DVD, *Sex and the Holy City*
- From Howard and Ann Garton \$50.00 for Film Programs
- From Ames Camera Club \$50.00

Sondall moved and Jennings seconded a motion to accept the donations. Jennings questioned the movie, *Sex and the Holy City*. Carey explained it was a movie shown for the Other Voices/Other Views film series. The motion passed unanimously.

Budget and Finance Committee Report: Mungons had nothing to report. Hayslett said that last fiscal year's budget will be reviewed at the September meeting. Warnick asked that the donations report include any restrictions. Hayslett explained the encumbrances are listed at the bottom of the report. Jennings questioned changing the amount available for expenditures and requested the Finance Committee look at how this is set.

Interim Co-Director's Report - Hayslett: Hayslett had nothing to add to her report. Warnick questioned Library's relationship with the literacy coordinator. Hayslett stated the literacy

coordinator's salary is paid by Des Moines Area Community College, the Library provides the office space, and the Friends provide materials.

Interim Co-Director's Report - Carey: Carey stated that Unique Management Services, Inc. has agreed to honor the offer of 15% off of the contract, which had expired in June. A team has been formed to determine the procedure for implementing the collections process, looking into having an ATM installed in the Library, and using debit cards for payment of fines.

Department Coordinators:

Community Relations Specialist: Duggan handed out the September calendar of events.

Youth Services Specialist: Heid reported on the new youth programs in September. Warnick stated she was excited about the new programs and the rearrangement of the children's section. Munson questioned the change in location of the teen space. Heid replied that it was made with input from the Teen Advisory Group and due to the trial nature of the project. Carey stated that locating the teen space in the mezzanine would have the least amount of disruption.

Friends of the Ames Public Library Report: Hayslett stated that the next Friends' meeting is August 29, 2005.

Foundation Report: Carey reported the former development director was granted unemployment compensation after her resignation. Carey, Sheila Lundt, Chuck Jons, and Jill Anderson represented the Foundation in the appeal for the compensation. Carey said a response will take two weeks; whereupon, the Foundation will decide on whether to hire a new development director and when the next campaign will take place.

Policy Review:

Exhibit Spaces Policy – Action Item: Jennings moved and Ferree seconded a motion to approve the Exhibit Spaces Policy as presented/amended. After discussion, the motion to pass the Exhibit Spaces Policy was passed unanimously as amended. Under **Content**, the third sentence change the first word, "Use" to "Provision.", Under **Scheduling and Liability**, first bullet, add, "Ames Public" between "of" and "Library." Under the second bullet, add, "Ames Public" between "The" and "Library." Delete **Citizen Concerns**, move **Expressions of Concern** to its place, and use the first bullet under **Citizen Concerns** as the first bullet under **Expressions of Concern**. Delete "Citizen" from the bullet. Add a second bullet to read, "Persons with concerns should contact the Library." In the third bullet under **Expressions of Concern**, "The Library's Community Relations Specialist will first discuss the program(s) with the concerned individual or group." Replace "program(s)" with "exhibit(s)". Under **Formal Complaint Process**, delete the last two bullets.

Meeting Rooms Policy – Action Item: Jennings moved and Ferree seconded a motion to approve the Meeting Rooms Policy as presented/amended. After discussion, the motion to pass the Meeting Rooms Policy was passed as amended. Under **Charges and Fees**, second bullet, first sentence, change "nor" to "or". Under **Scheduling**, first bullet, change it to read, "Ames Public Library is a designated polling place. Elections take priority over the scheduling of meetings for other individuals or groups." Delete **Citizen Concerns**, move **Expressions of Concern** to its place, and use the first bullet under **Citizen Concerns** as the first bullet under **Expressions of Concern**. Delete "Citizen" from the bullet. Add a second bullet to read, "Persons with concerns should contact the Library." In the third bullet under **Expressions of Concern**, "The Library's Community Relations Specialist will first discuss the program(s) with the concerned individual or group." Replace "program(s)" with "meeting rooms". Under **Formal Complaint Process**, delete the last two bullets.

Programs Policy – Action Item: Ferree moved and Warnick seconded a motion to approve the Programs Policy as presented/amended. After discussion regarding charges and fees, Jennings

moved and Sondall seconded a motion to table the Programs Policy. The motion was unanimously approved.

Gifts Policy – Action Item: Warnick moved and Ferree seconded a motion to approve the Gifts Policy as presented/amended. Munson thanked the gifts committee for their work on this policy. Jennings thanked Ross, Ferree, Hayslett, Carey, and other staff. She said they will continue to meet with Ross, the Foundation representative, and Ferree, the Friends representative, to make sure the other groups' policies align. The committee met with the Collections Manager, Malinowski and Periodicals Manager, Petra and everyone agreed to no longer accept gift magazine subscriptions. This will be written into the gifts procedures document which will be discussed by the staff Policy Group. Malinowski will inform customers affected by this decision. The motion passed unanimously.

Unfinished Business:

Strategic Planning Report: Hayslett reviewed the FY05-06 Organizational Work Plan. Munson asked for consistency with date formatting. Per their request, the plan will be brought to the Board for review quarterly.

Director Search Update: Munson reported the job ads were posted. Hayslett said the recruitment letters went out. Discussion followed regarding the procedure for reviewing applications. Munson stated the director search committee will meet and bring a recommendation to the next Board meeting.

Building Acquisition Update: Hayslett said that the offer to purchase the property was sent to the owners. After ten days, the City will attempt to contact the owners to conduct good faith negotiations. Munson stated the money for the purchase of the property and asbestos removal was encumbered.

New Business:

Board Retreat: Munson stated the Board retreat will be held on September 28, 2005, from 8:30 a.m. to 1 p.m. The tentative agenda includes the following: A facilitated discussion of what the Board wants in a new director with Roy Kenagy, a presentation by an architect who designs libraries, and an update of upcoming city projects and future projects from Chamber of Commerce perspective.

Trustee Comments:

Warnick said she was looking forward to the Friends' book sale in October. She questioned how new purchase requests are handled. Hayslett said that forms are available at the information desk. Warnick requested better information on how patrons can donate books or money and how to request materials for the collection.

Jennings thanked Hayslett and Carey for their work on the building acquisition.

Ferree stated he won't be able to attend the September Board meeting.

Munson thanked the Gifts Committee, Director Search Committee, Interim Co-Directors, and staff.

Adjournment

Ross moved and Ferree seconded the motion to adjourn. The motion passed unanimously. The meeting adjourned at 9:20 p.m.