

Ames Public Library

Board of Trustees

Meeting Minutes

August 18, 2006

The Ames Public Library Board of Trustees met in regular session on Thursday, August 18, 2006, in the Library boardroom with Anderson, Botine, Mathews, Mungons, Munson, Ross, Sondall Saetveit, Warnick and Director Weeks in attendance.

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

Adoption of Agenda: Botine moved and Sondall Saetveit seconded the motion to adopt the agenda. The agenda was adopted as presented.

Welcome and Introduction of New Library Director – Art Weeks: The trustees introduced themselves to Director Art Weeks. Weeks said he was interviewing his direct reports this week. He said the staff was enthusiastic about moving forward to the future.

Approval of Minutes Anderson moved and Mathews seconded a motion to approve the amended May 23, 2006, minutes. Motion passed unanimously.

Anderson moved and Mathews seconded a motion to approve the amended June 15, 2006, minutes. Motion passed unanimously.

Anderson moved and Sondall Saetveit seconded a motion to approve the July 20, 2006, minutes as presented. Motion passed unanimously.

Public Forum: none

Financial Reports:

Claims: Botine moved and Anderson seconded a motion to approve the claims. Warnick questioned the payment of \$27,500.00. Hayslett said it was the annual deposit for the cataloging service. The claims were unanimously approved.

Donations: The following donations were presented for acceptance:

In memory of Geraldine Bowen from

- Anonymous \$2500.00
- Polly and Richard Grimm..... \$100.00
- \$2600.00

From Jeanette Olson in honor Elaine Kuskowski's 10th Birthday \$10.00

Sondall Saetveit moved and Mathews seconded a motion to accept the donations. Warnick expressed appreciation for the gift from "anonymous." Munson thanked all who gave donations. Motion passed unanimously.

Anderson questioned whether the budget was under spent for the fiscal year. Hayslett explained that \$19,200.00 for chairs and \$8,000.00 for recruiting costs would be moved to this fiscal year.

Munson questioned the progress of the recent bequest. Carey reported it was still in process, as the property needs to be liquidated. She said the estimated value is \$50,000.00.

Interim Co-Director's Report - Carey: Carey had nothing to add to her report. Warnick asked for a clarification of the second unemployment claim filed by Kassandra Petersen. Carey stated that if there is any change in status, Petersen has one and a half years to re-file for unemployment. Carey said all the documents from the previous ruling had been sent to the administrative judge for a ruling.

Carey invited the Board of Trustees to participate in stuffing the Foundation campaign envelopes on Monday and Tuesday, August 21 and 22; at 7 p.m. Anderson said they are looking for 100% participation in the campaign from the Board of Trustees.

Ross arrived at 7:17 p.m.

Interim Co-Director's Report - Hayslett: Hayslett had nothing to add to her report. Ross asked how many questions they anticipated getting from CILSA each month. Hayslett said they received ten questions in July, which was more than anticipated; however, the questions were not too difficult or time consuming to answer.

Hayslett reported the pre-bid meeting for the demolition was attended by a half-dozen firms. Weeks explained the contractors seemed to view it as a simple project. Hayslett said the asbestos removal was completed, along with the monitoring.

Department Coordinators:

Collections: Malinowski had nothing to add to her written report. Ross questioned the percentage of the materials weeded from the collection. Malinowski estimated the percentage at eight or nine percent. Discussion followed on the future of downloadable audio.

Youth Services Coordinator: Carey said that Heid was unable to attend the meeting, as she was at the pet parade in the park. Carey announced that Heid has been asked to serve on the Story County Empowerment Board. Hayslett announced that Tracy Briseño and Lora Van Marel were hired to fill the vacant library assistant positions.

Community Relations Specialist: Ocken said to check the upcoming *Page One* for the many events scheduled in September.

Computer Specialist: Harris had nothing to add to his written report. Ross commended Harris for coming up with a way to remove social security numbers from the Library's database. Carey said the numbers would be removed soon and would not be requested on library card applications.

Friends of the Ames Public Library Report: Hayslett had nothing to report. She said the next Friends meeting would be held on August 28, 2006.

Foundation Report: Anderson announced the upcoming campaign. Weeks said participation from Boards and staff members is important. Anderson said they are looking for participation from the Board of Trustees, Friends Board members, Foundation directors, and staff. Ross said participation is more important than the contribution amount.

Policy Review: None

Unfinished Business:

Building Update: Hayslett reported the demolition specifications were completed on time and have gone out for bid. The asbestos abatement and monitoring was completed and the bills have been paid. The City's purchasing department estimates the demolition at approximately \$50,000.00, which makes it a public improvement project. The bids are due on August 31 and the earliest start date would be September 27, 2006.

Board Retreat Planning: Warnick proposed several dates for the retreat. After discussion, the date was set for October 5, 2006; from 6 p.m. to 9 p.m. Warnick said the retreat will give the Board a chance to discuss advocacy and the building project.

New Business:

New Hires – Action Item: Ross moved and Sondall Saetveit seconded a motion to approve the new hires as presented/amended. The motion as presented passed unanimously.

Direct State Aid Letter of Agreement – Action Item: Ross moved and Botine seconded a motion to approve the Letter of Agreement, FY 2007 Enrich Iowa Program as presented/amended. Hayslett explained the program and previous funding received. The motion as presented passed unanimously.

Trustee Comments:

Ross announced that the Iowa Library Association conference is in Council Bluffs in October. He stated he hopes to see other trustees there. He voiced concerns regarding the reorganization at a library school in New York state, which may result in the elimination of the library school.

Mathews had no comment.

Mungons had no comment.

Sondall Saetveit commented that she attended the great teen space grand opening.

Warnick said after visiting another library, it was apparent to her that the Ames Public Library lacks public seating space.

Anderson said he would be out of town for the September meeting. He presented materials from three libraries he visited in the Twin Cities.

Botine complimented the Foundation on their campaign materials.

Munson echoed Sondall Saetveit's comments on the teen space grand opening. She invited the trustees to the director's welcome reception on Saturday, August 19th from 2 p.m. – 4 p.m.

Adjournment

Anderson moved and Ross seconded a motion to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 7:59 p.m.