

Ames Public Library

Board of Trustees

Meeting Minutes

August 19, 2004

The Ames Public Library Board of Trustees met in regular session on Thursday, August 19, 2004, at 7:00 p.m. in the Library boardroom with Cameron, Ross, Botine, Kavanagh, Munson, Ferree, Jennings and Library Director Gina Millsap in attendance. Gloggnier was absent.

Call to Order: The meeting was called to order by President Cameron at 7:00 p.m.

Adoption of Agenda: Ross moved and Botine seconded the motion to adopt the agenda.

Approval of Minutes: The minutes were approved as presented.

Public Forum: none

Staff Presentation: Students in Action Coordinator Emilyn Larsen-Ferree gave a report on the Students in Action program where she supervised 49 children volunteers over the summer, which translates into 816 hours of volunteer time. Carey stated that Larsen-Ferree did a wonderful job with the program.

Financial Reports:

Claims: Ferree moved and Jennings seconded a motion to approve the claims. The claims were unanimously approved. Millsap explained that any charges in parentheses were amounts moved back to FY 2003/2004. Ross questioned the apparel charge. Millsap explained the charge was for t-shirts for the custodians. Munson questioned the \$6800 bill to 3M. Millsap explained it charge covers software and hardware maintenance for the self-check machines.

Donations: The following donations were presented for acceptance:

- Correction from July 15, 2004 Board meeting From Harold and Marguerite McNabb and Genevieve McNabb and Reid Gagle in memory of Nancy Picht Simmons \$125.00
- From Jeannette R. Olson and Jeffrey D Kushkows for Elaine Kushkowski's 2004 Book Donation \$125.00
- From Jeannette R. Olson and Jeffrey D Kushkowski for Elaine Kushkowski's 2004 Book Donation (children's book in celebration of Elaine's birthday) \$9.49
- From Ames Woman's Club in memory of Pauline Medford and Dorothy Vandecar... \$16.76
- From the Story County Master Gardner Association..... 4 gardening books
- In memory of Mary E. Clark
 - J. Bradshaw & Karen E. Strehlow \$20.00
 - Carol Sue Houge & Curtis Jean Houge \$30.00
 - Mary Jane Pearson \$20.00
 - Kenneth W. & Lucille A. Agard \$10.00
 - Suzanne Clark \$10.00
 - Thomas & Zora Zimmerman \$100.00
 - Gary W. & Julie D. Honeick \$25.00
 - Joseph W. & Marianne Klinsky \$10.00
 - John F. & Donna Zaiger \$25.00
 - David M. Olson & Leslie Ann Olson \$25.00
 - Andrew J. Zalasky & Emily E. Zalasky \$20.00
 - Joan Heather Will \$25.00
 - M. P. Jensen & Robert M. Jensen \$10.00

- Moheb M. Bashandi \$50.00
- Gerald Osterloo & Barbara Osterloo \$15.00
- Anonymous \$75.00
- D. R. Newbrough & Donna L. Newbrough \$25.00
- Edward Robert Baumann & Mary M. Baumann \$100.00

Gloggner moved and Kavanagh seconded a motion to accept the donations. The motion was unanimously approved. Munson pointed out that the word gardener was misspelled in the donation from the Story County Master Gardener Association.

Budget and Finance Committee Report: Botine and Ferree had nothing to report. Millsap reported that the Management Team has appointed a Collection Management Team to look at adjusting the collection to reflect budget cuts, changing customer needs/requests and to look at other sources of funding. Millsap explained the budget process.

Director’s Report: Millsap stated that City Manager Steve Schinker will attend the September Board meeting to discuss the following: the eminent domain process for the property at 213 Fifth Street, Ames, Iowa; the Creating the Culture Leadership training that is offered to management level employees employed by the City of Ames; and alternative public funding for public libraries in Iowa, the special library levy. Ross asked what percentage of property taxes support the Library. Millsap stated that she will get the information for the Board.

Assistant Director’s Report: Hayslett distributed the draft plan of service for the Public Services Workgroup. Discussion followed. Cameron stated that the plan of service concept originated in last year’s Board retreat. Hayslett explained the main points which include: information and referral, reader’s advisory, marketing collections, information literacy, outreach, public access computing, space and physical layout, and collections. Hayslett also reported that the Staff Orientation Handbook has been updated.

Department Coordinators:

Circulation/Outreach Services: Carey reported that the Bookmobile will be participating in the Ada Hayden Heritage Park dedication on Saturday, August 28th. In addition, the North Grand movie theatre requested the Bookmobile be present at the showing of the movie, *Shrek II*. The musical group, Four Shillings Short will be performing in the Library auditorium on Sunday, August 22nd, at 2 p.m. The John Birch Society and the Library are sponsoring a Reel Connections film series, “Confronting the New World Order,” which starts September 2nd. Some upcoming programs for teens on September 18th are the Altered Book Workshop at 10:30 a.m. and Rock the Library from 9-11:30 p.m. Carey explained that she had recently been to an intellectual freedom challenge at the Earlham Public Library Board meeting. She thanked the Board of Trustees for their example in handling the complaints from the Palestine Unabridged series.

Youth Services: Elbert reported that she recently worked with Parks Library Digitizing Services in recording the 1939 book, *Hello Beautiful*, which was written by Charlotte Petersen and illustrated by Christian Petersen. She served on a committee that applied for a grant from the Department of Education in hopes of receiving some funding to enhance the BabyTalk Program. She is serving as secretary for the Story County Childhood Collaboration.

Friends’ Report: Hayslett reported that the next Friends meeting will be held on August 30th.

Foundation Report: Millsap reported that the Foundation’s annual campaign has brought in \$25,000 so far. The focus this year is on establishing the database and starting work on a planned giving program.

Unfinished Business:

Strategic Planning Report: Millsap reported that the 1st quarterly management team retreat for FY 2004/2005 was held July 26th where team members worked on refining the process for plans of service and discussed how to continue improve leadership practices coming out of the Creating the Culture workshops. Ross questioned when Sadja's replacement would be in place. Millsap stated they hope to have someone hired by September 15th.

Legislative Report: Millsap reported that she attended the Iowa Library Association Governmental Affairs Committee meeting where they discussed the following: establishing a legislative agenda to focus on funding; support for the Enrich Iowa programs; support the budget for the State Library of Iowa; and supporting efforts to strengthen school library programs, as required by the No Child Left Behind legislation.

Annual Board Retreat Update-Discussion: Millsap stated that the tentative agenda for the retreat includes Roy Kenagy speaking about creating library policies for results; City of Ames Director of Human Resources Julie Huisman will speak about the city's performance appraisal process, with Margaret Munson leading the ensuing discussion; Library Assistant Director Dawn Hayslett will discuss new public library standards; Board of Trustee member Dale Ross will discuss the trustee workshop; additional topics may include the customer satisfaction survey and covering the sequence of events for a building program. Woo will send an e-mail reminder to the Board members about the retreat.

New Business:

Request to Ames City Council to Institute Eminent Domain Proceedings with respect to the property at 213 Fifth Street, Ames, Iowa-Action Item: City Attorney John Klaus outlined the steps for the condemnation procedure for the property at 213 Fifth Street, Ames, Iowa. He stated that numerous attempts have been made to contact the owners. He also stated the acquisition must be approved by the Library Board of Trustees and the Ames City Council; whereupon, the City would make a good faith effort to negotiate with the owners. He said that it could take anywhere from six months to three years for the process.

Ross moved and Botine seconded the motion to approve a request to the Ames City Council to institute eminent domain proceedings with respect to the property at 213 Fifth Street, Ames, Iowa. Ferree moved and Ross seconded a motion to amend the motion to read, "Be it resolved that the Board of Trustees, Ames Public Library requests the Ames City Council to institute the acquisition, including the use of eminent domain authority, if necessary, of the property at 213 Fifth Street, Ames, Iowa." The motion to amend the motion was unanimously approved and then the amended motion was unanimously approved.

Klaus stated that it would be important to assure the City Council that the land purchase would be made with private funding. Millsap stated that there will be an action item in the September Board meeting to address using the Verna Jane Thompson bequest for the purchase. She will also work with the city's Director of Fleet Services Paul Hinderaker on cost estimates for demolition. Klaus cautioned the Board that if the purchase is contested that the appraisal amount can vary widely.

Contract for Library Services with the City of Gilbert-Action Item: Jennings moved and Ferree seconded the motion to approve the contract for Library services with the City of Gilbert. Millsap pointed out that the Gilbert City Council approved the contract on August 16th. Some of the changes to the contract include the following: the contract is now yearly rather than three years, location is no longer included in the contract, and the payment schedule was changed to two installments for their convenience. The motion was unanimously approved.

Library Closing Request (9/29, 9 a.m. – 1 p.m.) for Horizon Software Upgrade-Action Item: Ross moved and Jennings seconded the motion to close the Library on September 29th from 9 a.m. to 1 p.m. for a Horizon software upgrade. Millsap stated that the recommendation was necessary

since the Library only has one computer specialist to cover any problems. The motion was unanimously approved.

FY 04-05 Capital Improvement Plan Review-Discussion: Millsap stated that she was presenting the capital improvement plan material in preparation for approval at the September Board meeting. She stated that the 2004/2005 capital improvement will be to replace the defective concrete slab around the front entry.

Iowa Public Library Standards Report-Dawn Hayslett: Hayslett reported that she attended an ICN session where the 4th edition of "In Service to Iowa: Public Measures of Quality" was presented. She stated that the Ames Public Library needs to submit its report for accreditation in 2005 in order to receive Enrich Iowa Direct State Aid funding. To receive accreditation, the Library must meet all 40 required measures of Tiers 1-3 at "C" level or better, along with 16 of the remaining 35 measures. After reviewing the new standards she noted that the Library will not fall in the "A" category since the amount of money budgeted for collections falls below the set criteria. Ross stated that he would like to see some statistics, along with the accreditation standards for the upcoming Board retreat.

Trustee Comments:

Botine stated that he read two books on vacation, including *Old Man and the Sea*.

Kavanagh reported that she enjoyed working with Margaret Munson on reframing the Crawford school print.

Jennings pointed out that the Parks Library refers to the library building at Iowa State University. The term University Library refers to the library itself.

Ferree reported that his daughter has moved to Chapel Hill, NC, and called him to say that she missed using the Ames Public Library.

Adjournment

Botine moved and Ross seconded the motion to adjourn. The motion was approved unanimously. The meeting adjourned at 9:00 p.m.