

## Ames Public Library

### Board of Trustees

#### Meeting Minutes August 21, 2008

The Ames Public Library Board of Trustees met in regular session on Thursday, August 21, 2008, in the Library's Board Room with Anderson, Budd, Campbell, LeGates, Lockett, Meier, Ross, Seagrave, Warnick and Director Weeks in attendance.

**Call to Order:** President Ross called the meeting to order at 7:02 p.m.

**Adoption of Agenda:** Ross asked for any changes to the agenda; hearing none, Anderson moved and LeGates seconded a motion to approve the agenda. Motion passed unanimously.

**Approval of Minutes:** Anderson moved and Budd seconded a motion to approve the July 17, 2008, minutes. Budd amended the minutes under **Financial Reports:** third sentence, replace, "Budd asked what happened to unspent monies." with "Bud asked if monies could be obligated prior to July 1, paid after July 1, and still be credited to that fiscal year." Motion to approve the amended minutes passed unanimously.

**Public Forum:** None

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

- 1) Motion approving accrued claims reports: 6/1/2008-6/30/2008
- 2) Motion approving claims reports: 7/1/2008-7/31/2008
- 3) Motion approving gifts:
  - a) From Alan Maximuk .....\$30.00
  - b) From University Book Store, ISU .....\$50.00
  - c) In memory of Patricia Francis from Colleen Francis and  
B. Bendet Saturen.....\$25.00
- 4) Motion approving staff changes:
  - a) New Hires
    - i) Hiring of Michael Belding III as a circulation assistant at \$7.47/hour, effective July 21, 2008.
    - ii) Hiring of Jessica Redmond as a circulation assistant at \$7.47/hour, effective July 21, 2008.
    - iii) Hiring of Breanne Hunter as a circulation assistant at \$7.47/hour, effective August 6, 2008.
    - iv) Hiring of Amber Fitzsimmons as a circulation assistant at \$7.47/hour, effective August 16, 2008.
  - b) Raises
    - i) Six-month raise for Processing Clerk Sue Besco, from \$27,733.06 to \$29,191.14, effective July 22, 2008.

**Financial Reports:** Weeks said the packet included last fiscal year's final report, which showed the budget was under spent in personnel and benefits. He commended staff, especially Collections Manager Marianne Malinowski for her budget management. Warnick asked if the collections spending reflected 12% of the budget. Weeks said according to the state accreditation category, last year's spending fell in the "B" level. He said level "A" would be 14% of the budget; however, if

spending on the collection was 14% of the budget, there would not be enough room on the shelves for all the additional materials.

Ross asked which standards for weeding the library followed. Weeks said staff members ran a report that told how long the book(s) sat on the shelf. Librarian Ross Petra explained there was no set target for weeding. Carey replied they were generally weeding out the same number of books that were being added. Seagrave asked if there were other metrics for the collection rather than dollar amounts. Ross said the standards were carefully reviewed by State Library staff.

Ross said the financial reports were accepted as submitted.

**Administrative Staff Reports:** Weeks said the article about the library expansion in *The Tribune* on August 21, 2008, should put any rumors to rest that the library would be moving from downtown. He said the intent would be to consider the historic integrity of the Carnegie building.

Weeks reported that Librarian Scott Dermont had resigned to accept a position at the State Library.

Weeks said he would be serving on a task force that would review the Contract for Library Service for Story County.

Weeks said the Gifts Policy was ready to come back to the trustees, and City Attorney Doug Marek would be willing to attend a Library Board meeting to answer questions about the policy; however, he wouldn't be able to attend a meeting until October. Ross asked that the policy be put on the September agenda as an item for discussion and then scheduled as an action item in October.

Weeks suggested the October meeting date be changed since staff would be attending the Iowa Library Association Conference. He suggested the meeting be scheduled for October 23, 2008.

Ross asked Weeks to comment on the pre-proposal meeting for the Library Expansion Feasibility Study. Weeks said there were 24 attendees from 18 architectural firms. He said August 20, 2008, was the last day for the firms to submit questions about the request for proposal. Weeks said several firms expressed interest in partnering with local firms. Discussion followed on the importance of having a decision maker at the architectural firm at the local level.

Seagrave asked for a report about RAGBRAI. Weeks said the event was anti-climactic. Carey said there were about 52 RAGBRAI related visitors on July 22.

**Friends of the Ames Public Library Report:** Budd reported the next meeting would be held on Monday, August 25, 2008; at 7 p.m. LeGates said the Friends were still looking for a book sale coordinator. She said the book sale would be held October 10-12, 2008.

**Foundation Report:** Ross said the Foundation met on August 19, 2008. He said they were exploring ways to generate income in order to hire an executive director. Ross said Carey and Eslinger were working with the accountant to clarify the financial statements. Ross said the Foundation had received a \$10,000.00 bequest to create an endowment fund for the collection. Carey said the bequest was from the Robert Fellingner estate. Carey informed the board that a \$25,000 bequest is forthcoming from the Mary Whiting estate. Ross announced that Monica Porter and Dan Devine had agreed to join the Foundation Board. Carey said the campaign had received the following donations: \$1615 for the endowment and \$3986 for Project Smyles. Ross said he would work with Carey on a list of past donors to be used for another mailing.

#### **Policy Review:**

Confidentiality of Library Records – Action Item: Anderson moved and LeGates seconded the motion

to approve the Confidentiality of Library Policy as presented/amended. Luckett amended the motion to read, "to approve the Confidentiality of Library Records Policy as presented/amended." Weeks introduced Librarian Ross Petra who served on the committee that revised the policy. Petra said the other committee members were Sarah Bohlke, Nancy Voltmer, Mark Harris and Art Weeks. Petra explained the changes in the policy, which included having staff members, volunteers and third parties signing a confidentiality agreement. Seagrave asked how often staff members and volunteers would be required to sign the agreement. He said many non-profit agencies require a yearly update. Weeks said library staff and volunteers would be required to sign the confidentiality agreement when they were hired or at the start of their volunteer service. Warnick asked to what volunteers would have access. Weeks said they might have access to letters sent to patrons. Campbell suggested adding a "need to know" statement. Luckett asked what sanctions would be used when the policy was violated. Carey said it would be a performance issue for employees. Luckett asked if the library was legally liable. Carey said the library could possibly face legal liability.

Petra read the confidentiality agreement, which states the following: "I, (fill in your name) agree to keep confidential any information pertaining to library patrons that I encounter as a result of my service to the Ames Public Library. This includes, but is not limited to information I may view on customer account records or customer inquiries handled by staff or volunteers. I attest that I have read and understand Ames Public Library's Policy on Confidentiality."

Motion passed unanimously as amended.

#### **Unfinished Business:**

Building Committee Report - Weeks: Weeks said August 20, 2008, was the last day to submit questions for the Request for Proposal for the Expansion Feasibility Study for the library. He said the proposals would be due on August 27, 2008. The evaluation committee would meet on September 10, 2008, to determine the finalists by using a matrix with a weighted point system. The results would be presented to the full building committee on September 23, 2008, and then to the trustees at a Board meeting.

#### **New Business:**

Future Association with Library Planning Associates - Discussion: Weeks said Anders Dahlgren of Library Planning Associates had offered his services to the library for the next phase of the building project. Weeks said the library could retain Dahlgren of Library Planning Associates or the architect could retain him for the feasibility study. Weeks said if the library retains Library Planning Associates, then Dahlgren would represent the interests of the library. Weeks said if Dahlgren was retained by an architecture firm, then the library may pay a higher fee. Meier asked who approached the library. Weeks said the issue was raised by the architects at the pre-proposal meeting. Warnick asked if Dahlgren's services would need to be contracted with the library. Weeks said a contract would be needed and he would have the city attorney review it. Discussion followed on whether or not to get a second opinion regarding the space needs study and if the recommended building size was an appropriate recommendation. Warnick said the library should consider what the architectural firms would recommend. Meier said when the Board packets went out on August 15, 2008, that this was not an action item. Weeks said the issue came to head on Monday, August 18, 2008. Meier asked what to expect from Dahlgren. Week said Dahlgren's input was essential for the design component. Budd recommended a "not to exceed" amount in the contract.

Luckett moved to offer a contract for consulting services to Library Planning Associates on a pay-as-you-go basis for Phase I of the building project, not to exceed \$5000.00. Campbell seconded the motion.

Seagrave asked if Dahlgren would continue to represent the library during the construction phase. Weeks said a project manager or another consultant would be needed during that phase.

Motion carried. Voting aye: Seagrave, Lockett, Anderson, LeGates, Campbell, Budd and Ross.  
Voting nay: Meier and Warnick.

Video Security Project – Action Item: Weeks said the City Council approved the video security project at their meeting on August 12, 2008. Seagrave moved and Meier seconded a motion to endorse the City Council action approving the expenditure of \$52,736.15 from the Capital Improvement Program for the library video security system. Ross said a community member expressed concerns about privacy to a City Council member. Discussion followed on development of a surveillance policy. Weeks said once the policy was developed, City Attorney Marek would review it. Ross said a major concern was how patrons would be informed of the surveillance. Weeks said it would be accomplished with signage. Anderson asked if there was a proposal that spelled out the number of cameras that would be installed. Weeks said in addition to access control, 27 cameras would be installed. Budd amended the motion to read, “to endorse the City Council action approving a contract with Communication Innovators in the amount of \$52,736.15 from the Capital Improvement Program for the library video security system.” Seagrave seconded the motion. Motion as amended passed unanimously.

Elevator Repair - Action Item: Weeks said the elevator has had problems. It was originally installed in 1985 and the software is outdated. Weeks asked the trustees to approve the expenditure. Budd suggested the expenditure not to exceed \$40,000.00. Seagrave moved and LeGates seconded the motion to approve the Library Elevator Repair expenditure, not to exceed \$40,000.00 as quoted. Motion passed unanimously.

#### **Trustee Comments:**

Warnick had no comment.

Seagrave had no comment.

Lockett had no comment.

Anderson said he would be out of town for the September meeting.

LeGates said she was still having problems downloading audio books. Carey said she would assist LeGates.

Campbell had no comment.

Meier asked if the self-check units were satisfactory. Carey said the machines that had been paid for were working but not all the components were in place.

Budd had no comment.

Ross announced the Iowa Library Association Conference would be held in Dubuque, October 15-17, 2008. He told trustees to contact Administrative Assistant Patti Woo if they were interested in attending the conference.

#### **Adjournment**

Seagrave moved and Meier seconded the motion to adjourn. Meeting adjourned at 9:24 p.m.