

Ames Public Library

Board of Trustees

Meeting Minutes September 15, 2005

The Ames Public Library Board of Trustees met in regular session on Thursday, September 15, 2005, at 7:00 p.m. in the Library board room with Anderson, Munson, Jennings, Mungons, Ross, Sondall, Warnick and Interim Co-Directors Carey and Hayslett in attendance. Botine and Ferree were absent.

Call to Order: President Munson called the meeting to order at 7:05 p.m.

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

Approval of Minutes: The minutes from the August 18, 2005, meeting were approved as presented.

Public Forum: none

Financial Reports: City Accountant Nancy Masteller explained the financial and donation reports included in each month's Board packet. City Finance Director Duane Pitcher reported the library's investments are pooled with the city's investments with a 3-4% return this year. He will have the city's investment reports included quarterly in the Board packet. Discussion involved the city's investment policy and whether to set aside a percentage of donations for an endowment.

Claims: Jennings moved and Anderson seconded a motion to approve the claims. The claims were unanimously approved.

Donations: The following donations were presented for acceptance:

- From Gerald W., Phyllis S. and Brian W. Smith in memory of Richard Squires\$25.00
- From Lynda Orton for the purchase of a book in memory of Linda Dolph.....\$10.80
- From Marjorie A Jones.....\$2.00
- From Up with Down-Down Syndrome Family Support Group of Des Moines 12 books

Ross moved and Jennings seconded a motion to accept the donations. The motion passed unanimously.

Budget and Finance Committee Report: Mungons had nothing to report. Hayslett summarized the 04/05 fiscal year's budget. Ross questioned the amount of sick leave that is paid out upon retirement. Carey explained that a retiree is paid 25% of 720 hours or less at their hourly wage. The retiree receives a payment for the full amount of remaining vacation.

Interim Co-Director's Report - Carey: Carey asked a Board member to volunteer to give a five-minute presentation on why to be a Board or Commission member at the Ames Citizen Academy. Ross volunteered.

Carey pointed out that circulation is bucking national trends. It was up 11% in August, as compared to last August, and 6.8% so far for this year. Mungons pointed out this is a newsworthy event. Carey stated that Unique Management Service would be implemented soon. Valerie Donnell is making courtesy phone calls and sending letters, which has prompted patrons to return materials and pay

finer. Carey reported the new Project Smyles mascot shipped today. She demonstrated the prototype for the bins that will be given to each daycare.

Ross asked about the unemployment appeal concerning the Foundation's former development director. Carey explained the Foundation lost the appeal, but is filing another appeal. She said the claim would increase the rate paid for unemployment insurance in the future. Carey said the options for hiring a new development director would be discussed at Monday's Foundation meeting.

Interim Co-Director's Report - Hayslett: Hayslett reported the Library received its public library accreditation certificate from the State Library of Iowa. She stated the Library's request for alternative funding will be presented at next month's meeting. She gave an update on the building acquisition. The City Attorney is still trying to locate an owner to negotiate the purchase.

Department Coordinators:

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

Youth Services Specialist: Heid reported that the new fall programming is going well. Seventy-four adults and children attended the home school open house. Warnick asked if the home schoolers were requesting programming or collections. Heid said they asked for resources. Carey said that some home schoolers asked for a bookmobile stop at Crawford school, which the Library is evaluating.

Friends of the Ames Public Library Report: Warnick stated that the next Friends' book sale is October 21-23. Hayslett said the Friends discussed scholarship guidelines and acquiring a credit card for Friends' purchases.

Foundation Report: Carey reported that the next Foundation meeting would be on Monday September 19, 2005. She stated that Foundation Director Larry Jahn resigned and one of the agenda items is to recruit new directors. In addition, they are proposing a limited campaign to known donors before the end of the calendar year.

Policy Review:

Programs Policy – Action Item: Ross moved and Warnick seconded a motion to remove the Programs Policy from the table. The vote to remove the Programs Policy from the table failed with Ross, Anderson and Warnick voting aye; and Mungons, Sondall, Jennings, and Munson voting nay.

Conduct in the Library Policy – Action Item: Sondall moved and Jennings seconded a motion to approve the Conduct in the Library Policy as presented/amended. After discussion regarding smoking and procedures for documenting infractions, the amended motion passed unanimously. Under **Consequences**, the last bullet, to read as follows: Customers who engage in misconduct in more than one instance will receive a written notice from the Director and may be barred from the Library for a period of one week to one year, depending on the nature of the misconduct, the extent of damage or disruption cause by infractions of Library policies and other relevant circumstances.

Unfinished Business:

Director Search Update: Munson reported that it looks like there are seven eligible candidates for consideration. Munson asked the Board if they would like to review the application materials. Anderson stated that the search committee should go forward. Administrative Assistant Woo will have the application materials available for Board members in the Library's business office.

Building Acquisition Update: Hayslett said the details of the acquisition process are in her co-director's report.

Board Retreat: Munson stated the Board retreat would be held on September 28, 2005, from 8:30 a.m. to 1 p.m. The agenda was included in the Board packet.

October Board Meeting Date – Action Item Item: Jennings moved and Mungons seconded the motion to change the October Board meeting date as presented/amended. After discussion, Jennings moved to set the meeting at 7 p.m. on October 10, 2005. The motion to amend the motion passed unanimously. The motion passed unanimously.

New Business:

City of Ames Capital Improvements Plan (CIP) – Library Projects – Action Item: Sondall moved and Anderson seconded the motion to approve the City of Ames Capital Improvements Plan (CIP) – Library Projects as presented/amended. Hayslett said there is no change in the building improvement plan from last year; however, the city Budget Officer said the property acquisition page is not needed. Ross moved and Jennings seconded the motion to delete the property acquisition page. The motion to amend the motion passed unanimously. The motion passed unanimously.

Trustee Comments:

Ross stated he attended the Iowa Library Association Executive Board meeting. In addition he will be attending the Iowa Library Association Conference in Dubuque in October. He is addressing the New Jersey Library Association regarding library advocacy.

Anderson stated he attended the Free Public Library workshop presented by Central Iowa Library Service Area Administrator, Roy Kenagy, on September 10, 2005. He said the program was outstanding and recommended other trustees attend the session on November 12, 2005, in Pella, Iowa.

Jennings stated that there will be a joint meeting of both Board and Foundation members and Library staff to discuss the Gifts Policy on October 4, 2005. She reported a dozen libraries in Mississippi were devastated by hurricane Katrina. She has resigned from the Board of Trustees, as she has accepted a position as Director of Library Development at William and Mary College. She suggested filling her term with an Iowa State University student.

Munson invited Board members to attend her Women's Accounting Group on September 21, 2005, to hear City Treasurer Roger Wisecup. She thanked Jennings for all her hard work on the Board of Trustees and for all her committee work during her time on the Board of Trustees. She congratulated her on her new position.

Adjournment

The meeting adjourned at 9:27 p.m.