

**Ames Public Library**

**Board of Trustees**

**Meeting Minutes  
September 16, 2004**

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The Ames Public Library Board of Trustees met in regular session on Thursday, September 16, 2004, at 7:00 p.m. in the Library boardroom with Cameron, Ross, Botine, Kavanagh, Munson, Ferree, Jennings, Gloggner and Library Director Gina Millsap in attendance.

**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

**Introduction:** Millsap introduced Sarah Howard, the children and youth services coordinator for the Daniel Boone Regional Library in Columbia, MO. Millsap explained that Howard was here to attend the Youth Services Brainstorming Retreat scheduled for September 17<sup>th</sup>.

**Discussion with City Manager Steve Schainker:** Cameron thanked Schainker for reinstating \$20,000 in last year's book budget. Schainker said that all city departments will continue to face challenges, as the demand for services grow and funding does not. Each city department was asked to take a hard look at the services offered. Ross stated that the Library is now in danger of losing accreditation because of lack of funding for the collection and to offset the loss of funding, the Board may have to explore other opportunities for funding, which may include a Library levy. Millsap added that the levy can be earmarked for collections. Schainker explained that the Library receives \$1.34 of the \$5.23/\$1000 general levy; whereupon Ross stated, "We are under taxed in this city." Millsap explained that donors are reluctant to give to maintain services. Cameron asked if there were any referendums coming up in the future. Botine stated that he is on the task force for the RecPlex and it will be presented again in a scaled back form. Schainker said that at some point Fire Station #2 may need to move out of Campustown. Cameron asked Schainker the best way to communicate with the City Council regarding the property acquisition. Schainker recommended early and frequent communication in addition to meeting yearly with the City Council. He said to have Millsap contact him and he'll set up the meeting with the Council.

Cameron asked Schainker to explain how he is evaluated by the City Council. Schainker handed out the City Manager Evaluation survey used by the City Council. He stated that the Council appoints two people to evaluate him. He also provides them with a self evaluation.

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

**Donations:** The following donations were presented for acceptance:

- From Anne Buck the book *Cuban Elegance*
- From Dakes Ames Questers given in memory of Isabel Pesek the purchase of two books
- From Margaret Munson to help defray the cost of reframing the print from Crawford school ..... \$125.00
- From Diana Marie Gammell in memory of Carroll and Jeanette Rex..... \$25.00
- From St. Mary's Circle, St. Cecilia's Church ..... \$25.00

Botine moved and Gloggner seconded a motion to accept the donations. The motion was unanimously approved. Cameron thanked Munson for her donation to offset the cost of reframing the art print, which had previously hung at Crawford School.

**Budget and Finance Committee Report:** Botine commented that the staff did an excellent job of keeping the FY03/04 expenses below the amended budget. He stated that it would continue to be a challenge to keep costs down, as insurance costs continue to increase.

**Director's Report:** Millsap had nothing to add to her report. She handed out the FY03/04 Annual Report and praised the staff members for all their hard work.

**Assistant Director's Report:** Hayslett had nothing to add to her report.

**Department Coordinators:**

Circulation/Outreach Services: Carey said that there was a busy weekend coming up with the following programs: Rock the Library on Saturday from 9-11:30 p.m.; Prime Time Readers on Sunday at 2 p.m. and the John McCutcheon concert on Sunday at 7:30 p.m. in the Ames City Auditorium. She reported that the Altered Books Workshop had been canceled. The following movies will be shown next week: *In Whose Interest?* at 7 p.m. on Wednesday, September 22<sup>nd</sup> and *House of Fools* on September 23<sup>rd</sup> at 7 p.m. She stated that the first movie sponsored by the John Birch Society had good attendance and discussion following the movie.

Youth Services: Elbert reported that the preschool classes are visiting the Library and she is training new hourly employees.

Computer Specialist: Harris reported that he's anticipating that the Horizon upgrade on September 29<sup>th</sup> will go smoothly.

**Friends' Report:** Hayslett reported that the book sale is scheduled from October 22 through October 24, 2004. The Friends' Board spent a lot of time going over the financial reports and discussed their bill paying procedures. They took in approximately \$8,000 in memberships and \$3,000 from coffee shop sales over the summer. In addition, online book sales have exceeded their expectations. The Friends have about \$47,000 in the bank, along with a \$5,200 certificate of deposit. Millsap said that she and Hayslett explained the Library's needs to the Friends' Board and would be approaching them at a later date with funding requests.

**Foundation Report:** Millsap reported that the Foundation's annual campaign has brought in \$32,000 so far. Cameron reminded the Board of Trustees that it is a tradition for the Board members to participate in the Foundation's annual campaign.

**Policy Review:** Gloggner moved and Jennings seconded the motion to approve the Circulation Policy as presented. Discussion involved the use of "card" versus "account" and aligning practice with the policy. The following changes were made to the policy: Bullet #2 was removed, "Customers must present an Ames Public Library card when checking out materials or conducting other transactions." Under Customer Responsibilities the first bullet was changed to read as follows: Personal account holders and/or the responsible adult on a family account are responsible for any items checked out on their account and any fines or fees accrued on their account. If any library card is lost or stolen the customer must notify the Library. Upon such notification, no materials will be loaned against the card." The motion was unanimously approved.

**Unfinished Business:**

Strategic Planning Report: Millsap presented the agenda for the upcoming Youth Services brainstorming retreat. She explained that the management team decided to hold a brainstorming session with the Library's management team, the Youth Services employees, several visiting librarians, representatives from the Ames Community Schools and a

representative from the Parks and Recreation Department to address current levels of service and Plans of Service.

Legislative Report: Hayslett handed out the Iowa Library Association's legislative goals, which include the following: fund the Enrich Iowa programs; support the budget for the State Library of Iowa; support the Budget for the Library Service areas; support efforts to strengthen school library programs; oppose any state mandate that disregards local control through local library boards and school boards; and oppose any state mandate that interferes with open access to information, education, and ideas. Cameron recommended that Board members voice their support of libraries to their local legislators. Millsap suggested that legislative day in March is an excellent opportunity for Board members to meet one-on-one with legislators.

Correct Address on Property Acquisition Action Item: Botine moved and Kavanagh seconded the motion to amend the following resolution, approved August 19, 2004, "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." to read as follows: "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 215 Fifth Street, Ames, Iowa." Millsap explained that her paperwork from several years ago had indicated the address was 213 Fifth Street; however, after further investigation it was discovered that the correct address is 215 Fifth Street. The motion was unanimously approved.

Trustee Retreat Evaluation: The following recommendations were made for next year's Board retreat: have space on the evaluation form for each speaker, topic, or discussion; invite the City Manager to the Board meeting immediately following the Board retreat; and hold the retreat offsite (e.g. Mary Greeley Medical Center, University Library Foundation, Sauer-Danfoss.) Millsap reminded the Board that the retreat is an open meeting even if it is held outside of the Library.

#### **New Business:**

Appointment of Director Evaluation Committee: Cameron appointed Munson as chair of the Director Evaluation Committee. Jennings and Gloggner volunteered to serve. Cameron stated that there will be time allotted on the October agenda for a preliminary report from the committee.

Allocation of Verna Jane Thompson Bequest for Acquisition of Property at 215 Fifth St. -Action Item: Jennings moved and Gloggner seconded the motion to approve the allocation of the Verna Jane Thompson Bequest for acquisition of the property at 215 Fifth Street, Ames, Iowa, as presented. Millsap said that approval of this action item is a show of good faith to the City Council that the Board is backing up their purchase proposal. Munson moved and Botine seconded the motion to amend the action item to read, "Be it resolved, that the Board of Trustees, Ames Public Library, approve the allocation of funds from the Verna Jane Thompson Bequest for acquisition and associated costs of the property at 215 Fifth Street, Ames, Iowa." The motion to amend the motion was unanimously approved and then the amended motion was unanimously approved.

FY04/05 Capital Improvement Plan-Action Item: Botine moved and Gloggner seconded the motion to approve the Capital Improvement Plan (CIP) as presented. Munson recommended removing the word "only" from 2005/2006 plan that stated, "Replace decaying brick pavers in sidewalk along east side of building: re-grout only the brick pavers under the front entry canopy." The motion was unanimously approved.

FY 04-05 Personnel Request-Action Item: Munson moved and Kavanagh seconded the motion to approve the addition of one FTE (full-time equivalent) Youth Services librarian as presented. Millsap explained that Youth Services has been understaffed for years. Gloggner explained that

he would like to see a reduction in staff rather than an addition. After discussion involving lowering the job classifications; high starting wages; minimum job requirements; consideration of ¾ time positions; adding staff in light of budget problems; cutting staff, rather than adding staff during bad financial times; and the appearance that staff costs are high in relation to materials; Millsap proposed that staff come back with three-year projections for the Board's consideration. Ross moved and Gloggnner seconded the motion to table the motion for consideration at a special meeting on Monday, September 27<sup>th</sup> at 6 p.m. The motion was unanimously approved.

**Trustee Comments:**

No Trustee comments.

Adjournment

Kavanagh moved and Botine seconded the motion to adjourn. The motion was approved unanimously. The meeting adjourned at 10:15 p.m.