

Ames Public Library

Board of Trustees

Meeting Minutes September 18, 2008

The Ames Public Library Board of Trustees met in regular session on Thursday, September 18, 2008, in the Library's Board Room with Budd, Campbell, LeGates, Lockett, Meier, Ross, Seagrave, Warnick and Director Weeks in attendance. Anderson was absent. Staff in attendance: Carey, Harris and Logsdon.

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

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

Approval of Minutes: Warnick moved and Seagrave seconded a motion to approve the August 21, 2008, minutes. LeGates amended the July 17, 2008, minutes under **Financial Reports:** third sentence, replace, "Bud with Budd." Motion to approve the amended minutes passed unanimously.

Public Forum: Mr. Jody Fisher read the following statement, "Yes, I would like some clarification concerning the Agreement Between the Ames Public Library Board of Trustees and the Ames Public Library Foundation and related documents.

"One of the stated purposes of the agreement between the Ames Public Library Board of Trustees and the Ames Public Library Foundation in paragraph two is for the Foundation to establish an Endowment Fund. Under paragraph three, one of the goals of this agreement is 'to establish a financially secure investment fund for the receipt of major gifts for the benefit of the Ames Public Library.' It is my understanding that the endowment fund is one of the investment funds within the contemplation of this goal.

"I have a copy of the Permanent Endowed Fund agreement entered into on May 11, 2007, between the Ames Public Library Foundation and the Greater Des Moines Community Foundation.

"Under the terms of this endowment fund agreement the Ames Public Library Foundation 'irrevocably assigns, conveys, transfers and delivers to the Greater Des Moines Community Foundation all of the Ames Public Library Foundation's right, title and interest in the property described in Exhibit `A' attached hereto and made a part hereof. The Ames Public Library Foundation or any other person may add to the Fund at any time, subject to the terms and conditions herein set forth.'

"The next paragraph provides 'The Greater Des Moines Community Foundation accepts the Property transferred and will hold such Property, and any additional property transferred to the Fund, upon on the terms and subject to the conditions set forth in this agreement. The Fund shall become a component part of the Greater Des Moines Community Foundation, and as such, is subject to the prevailing policies and governing instrument established by the Greater Des Moines Community Foundation, including its Articles of Incorporation and Bylaws.'

"Question:

1. Am I correct in understanding that the entire principal of all monies directed into this Permanent Endowed Fund become the property of the Greater Des Moines Community Foundation and no longer the property of the Ames Public Library Foundation?

2. Please explain how the directing of monies to this Fund satisfies the stated goal 'to establish a financially secure investment fund for the receipt of major gifts for the benefit of the Ames Public Library?'
3. Have all the Library Board members and the City Attorney reviewed this agreement establishing the Ames Public Library Foundation Fund?"

Director Weeks said he would provide Mr. Fisher with a written response.

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

- 1) Motion approving claims reports: 8/1/2008-8/31/2008
- 2) Motion approving gifts:
 - a) From M. Burton Drexler\$300.00
 - b) In memory of Jo Broussard from Jo Ann Kovar\$25.00
- 3) Motion approving staff changes:
 - a) New Hires
 - i) Hiring of Jennifer Musgrove as a circulation assistant at \$7.47/hour, effective August 21 2008.
 - ii) Hiring of Kayla Heimbaugh as a circulation assistant at \$7.47/hour, effective August 21 2008.

Financial Reports: Weeks said personal services and benefits were slightly under-spent, and several big payments had been made out of the contractual section. Ross said the financial reports were accepted as submitted.

Staff Presentation: Network Services – Mark Harris: Harris said he handles all technology for the library. Ross asked Harris to assess the general state of the library's system. Harris said he tries to keep on top of hardware and software. He said the database and catalog servers would be replaced this year and terminal servers would be replaced next year. Seagrave asked how the backups were handled. Harris said he uses imaging software and backs up to a portable hard drive that he takes off site. Campbell asked who set the IT standards for the library. Harris said the database and catalog servers were from SirsiDynix. He said when he can, he tries to get equipment with higher than minimum specifications. Ross asked how long computer equipment would last in the computer lab. Harris said a keyboard typically lasts one year and a mouse would last six months. Ross asked if the wireless was working. Harris said it was working, and he has multiple wireless routers in place throughout the library. Campbell asked if there was any other IT support in addition to Harris. Weeks said he recognized having only one IT person was a problem. He said they were looking to find a person to do emergency work and, if needed, Heartland Technology could be called for assistance. Ross asked Harris if he had his druthers what he would change. Harris said in the future virtualization would be used to run multiple virtual servers on one machine.

Administrative Staff Reports: Weeks said the supervisors were being evaluated with a 360 degree evaluation tool. He said he wanted to emphasize that he didn't meet with any resistance from the supervisors when he presented the idea. The evaluation was purposely not done at the same time as performance appraisals in order to identify areas for development. Weeks said besides individual evaluations, he would receive a summary of the overall culture of the library. Warnick asked if the trustees would be presented with the results. Weeks said he had not intended to share the results with the Board. Discussion followed on whether the board should receive the results of the evaluation. The trustees decided they would like to receive the summary.

Weeks reported the elevator was being fixed and the surveillance cameras were being installed. He said the Surveillance Policy had been forwarded to the City Attorney for review.

Warnick said she was pleased to see the outside meetings for the director and assistant director listed in the administrative report. She said she was glad they were getting out in the community.

Library Building Expansion Committee Report: Weeks said sixteen proposals were received for the feasibility study. Four firms had been selected as finalists and would be interviewed on October 7, 2008. After discussion on whether the interviews should be open to the public, the trustees came to a consensus not to open the interviews. Ross said the Building Expansion Committee would meet on September 23, 2008.

Weeks said \$48,000 had originally been set aside to pay for the feasibility study; however, it appeared that the study may cost between \$150,000 and \$200,000. Weeks said there were monies available in the bequest fund to cover the higher price. He said the price was higher due to the deliverables requested in the study. Seagrave asked when it would be likely that the bond issue would be presented to the voters. Weeks said the feasibility study would be done next spring, and then we would need to decide how to promote the project. Discussion followed on the higher cost of the study. LeGates said it was important to exhaust every avenue to make sure the building could be expanded on the present site. Weeks said the feasibility study included investigating other sites; however, the priority was to see if the building could be expanded on the present site.

Friends of the Ames Public Library Report: Budd reported he attended the Friends' meeting on August 25, 2008. He said they discussed retaining and recruiting new members. They are still looking for a volunteer book sale coordinator. The next Friends meeting would be held on October 6, 2008.

Foundation Report: Carey said the Foundation campaign had received \$18,226; with \$10,821 donated to Project Smyles, \$5655 to the Endowment Fund and the remaining amount to other funds. She said someone had donated \$2,000; \$1,000 for Project Smyles and \$1,000 for the Collection Endowment Fund.

Policy Review:

Programs Policy – Action Item: Seagrave moved and Lockett seconded the motion to approve the Programs Policy as presented/amended. Carey introduced Library Information Services Coordinator Mary Logsdon. Logsdon said the committee fine-tuned the policy to conform to the language on the Strategic Plan and to emphasize the library's role as an *agora* in the community. Five areas were identified that could be better articulated in the policy: 1.) the purpose for offering programming, 2.) evaluation and assessment, 3.) expectations of co-sponsor and library, 4.) business solicitation, and 5.) suggestions from the public. She said the new wording clarified issues of non-solicitation by businesses. Ross asked if more staff members were involved in programming. Logsdon said the Library Information Services group - Mike Quinn, Ann Dobbs, and Ross Petra - have had a role in planning, staffing and program policy development. Warnick asked if the policy would be given to co-sponsors. Logsdon said it had not been part of their procedure in the past, because language regarding co-sponsorship was not included in the policy. Carey said if the policy was approved, they would develop procedures to back up the policy. Budd said he was concerned about the need to handle concerns expeditiously. Ross said the Board of Trustees would be informed of any concerns. Motion passed unanimously.

Gift Policy – Discussion: Weeks said the letter from the City Attorney regarding the proposed revisions of the Gift Policy and the Gift Policy was in the packet. He said the Gift Policy encourages donations be made to the Ames Public Library Foundation for possible tax credits under the Endowment Iowa Tax Credit Program. He said under **Real Property**, trustees may require appraisal of the gift by the donor. Under **Acceptance of Gifts**, the library board has the right to refuse or accept any gift. Weeks said City Attorney Doug Marek would attend the October board meeting. Meier asked that there be clarification on the issue of undesignated gifts; if gifts are not designated, are they public funds or are they automatically Foundation funds? Weeks said staff members were working on a form that donors would fill out that would clarify their intention. Meier suggested having the donors sign the form.

Unfinished Business:

Action on the Authority Policy – Action Item: Seagrave moved and LeGates seconded the motion to recommend to the Ames City Council:

1. That Council change items §15.5, Grounds for Removal of Trustees, and §15.14, Method of Use, at the first convenient date.
2. That Council place items that will require a public referendum (§15.1, Composition of the Board of Trustees; §15.2, Appointment, Terms of Trustees; §15.7, Powers, Duties of Trustees) on the ballot at the next possible city-wide election.

Weeks said it was past the deadline for items §15.5, Grounds for Removal of Trustees, and §15.14, to be on the November ballot. Weeks recommended waiting for the next city election, rather than paying for a special election. Motion passed unanimously.

New Business:

Story County Libraries Contract with Story County - Discussion: Weeks said the proposed Story County Libraries Contract with Story County would be reviewed by the library boards of the eleven participating libraries and their county attorneys. Weeks said the only significant change is the deletion of the statement that county funding cannot exceed city funding. Luckett said item #3 was not clear. Weeks said he would take the trustees' suggestions back to the committee of library directors working on the project. Ross suggested comparing the contract with the Polk County contract. Weeks said he discussed the contract with County Supervisors James Strohman and Wayne Clinton and they would have the Story County Attorney review the contract. Weeks said the funding formula would need to be discussed.

October Board Meeting: Change to October 23, 2008 – Action Item: Seagrave moved and Budd seconded the motion to change the date of the October 2008 meeting to Thursday, October 23, 2008, as presented/amended. Ross said the reason for the change of date was so staff and trustees could attend the Iowa Library Association meeting October 15-17, 2008. LeGates said she would be out of town on October 23. Motion as presented passed unanimously.

Trustee Comments:

Seagrave had no comment.

Luckett had no comment.

Warnick had no comment.

LeGates said she was concerned with the overall reduction in circulation. Weeks said he was having the Collections Manager review the statistics and look at trends. Weeks said he was concerned about the drop in print circulation.

Meier had no comment.

Budd said some agencies let a building deteriorate before a building project. He commended staff for keeping up the building.

Campbell had no comment.

Ross told trustees to contact the library administrative office if they would be interested in attending the Iowa Library Association Conference to be held in Dubuque, October 15-17, 2008.

Adjournment

Seagrave moved to adjourn. Meeting adjourned at 9:33 p.m.