

# Ames Public Library

## Board of Trustees

### Meeting Minutes September 20, 2007

The Ames Public Library Board of Trustees met in regular session on Thursday, September 20, 2007, in the Library boardroom with Anderson, Luckett, Meier, Ross, Seagrave, Sondall Saetveit, Warnick, and Director Weeks in attendance. Krauth and LeGates were absent.

**Call to Order:** President Ross called the meeting to order at 7:00 p.m.

**Adoption of Agenda:** Anderson moved and Luckett seconded the motion to approve the agenda. Motion passed unanimously.

**Approval of Minutes:** Ross asked if there were any changes to the August 16, 2007, minutes. Anderson moved and Sondall Saetveit seconded the motion to approve the minutes. Motion passed unanimously.

**Public Forum:** none

**Consent Agenda:** Weeks noted a correction under Gifts. The donation from Gary Tartakov should read, "from The Alliance for Global Justice for films." Anderson moved to accept the consent agenda as amended. Warnick seconded the motion. Motion passed unanimously.

1. Motion approving Claims Reports 8/1/2007-8/31/2007.
2. Gifts
  - From Dan Allen ..... \$10.00
  - From Nancy E. Knight, Director, Diversity and Graduate Student Affairs on behalf of the College of Engineering ..... *Changing Our World* by Sybil E. Hatch
  - From McKenna Meinhard ..... \$16.00
  - From Richard E. Paulson Memorial ..... \$380.00
  - From Gary M. Tartakov ..... \$125.00
  - In celebration of the life of Madeleine L'Engle from Meg Dobson ..... \$100.00
  - In honor of Elaine Kushkowski from Jeffrey Kushkowski and Jeannette Olson ..... \$22.78
  - In memory of Rosemary Beaty from George and Evelyn Beal ..... \$50.00
  - In memory of Rozella Harder
    - From Dawn Slining ..... \$20.00
    - From Carol Greiner ..... \$25.00
    - From Gary and Karen Feakes ..... \$25.00
    - From Steven and Randi Peters ..... \$25.00
  - In memory of Ronald and Joan Jones
    - From their grandchildren Carsen Ronald Jones and Ellian Faye Jones ..... \$22.50
  - In memory of Margaret Paulson
    - From Bonnie Mortensen ..... \$100.00
    - From D.L. and P.A. Holbert ..... \$25.00
    - From Elmer and Virginia Clayton, Mike and Gwen Albright, Denny and Pam Holbert, Betty Jane Kearns, Mary Kearns, Kary Burkholder, Earl Wahl, Janet and Jerry Galloway, Sylvia Holbert, Bernita Hunt, and Merlie Kalsen ..... \$130.00
3. Acceptance of self-check machines donated by the Ames Public Library Foundation

**Financial Reports:** Weeks said the budget was on track with 16.2 percent of the budget spent at the end of August. Anderson asked if there was a plan to get a jump on materials acquisitions spending. Weeks said they plan to mirror last year where the materials were purchased earlier in the fiscal year. Ross asked if the chiller repairs were spent out of last year's budget. Weeks said the repairs were spent out of last year's budget; however, replacement of the chiller was being considered for next year's capital improvement plan. Staff was waiting for a second opinion from a mechanical contractor.

**Director's Report:** Weeks presented a comparison of Ames Public Library and Laramie County Library System in Cheyenne, Wyoming. He said both libraries serve similar populations, but Ames had twice the circulation. He reported a 100,000 square foot building was constructed in Cheyenne. Seagrave suggested the possibility of comparing circulation counts and age distribution of populations of Ames to Laramie County.

Weeks reported Ames Public Library was now lending DVDs and CDS to ISU's library by way of bike courier. Warnick asked how ISU students would be informed of the new service. Weeks said ISU Parks Library would be responsible for the promotion of the service. Weeks said they are also discussing sending the bookmobile to campus. Seagrave suggested a link on ISU library's web page to Ames Public Library's web page. Weeks said they are also discussing the possibility of sharing the cost of electronic databases. Carey said another possibility would be joint programming.

Weeks said the Iowa lounge was near completion. He said there would be a reception held for the Imsandes, who were major donors. Weeks announced that a birthday party would be held for Smyles on November 11, 2007.

Meier asked about the status of the rain garden. Weeks said most of the plantings were in place. Sondall Saetveit suggested signage for the garden. Weeks said he had received a \$250.00 grant from Rotary for a sign and was working with the public works department on signage.

#### **Staff Report:**

Assistant Director: Carey said the half-time circulation assistant position had been filled by Betsy Van Roekel, who started volunteering at the library when she was eleven. Recruitment for both the half-time youth services library assistant and the library services coordinator position closed. She said Tracy Briseño was hired as the teen library assistant, which was a lateral move.

Ross asked if the paperwork was done for the self-check machines. Carey said the credit card problem was solved and the machines were on order. Carey said the installation date had not been set.

Luckett asked about the debt collect service used by the library. Carey explained the library uses Unique Management Service, which is a service that tries to collect from customers with past due accounts over \$25.00. Warnick asked for the number of customers who had been credit reported. Carey said she would get back to the Board with an answer. Carey said the circulation staff had stepped up their efforts to get customers to return their materials before they were referred to Unique.

**Friends of the Ames Public Library Report:** Warnick said the Friends held their first meeting after their summer hiatus. She said the new president was Michale Hansen. The Friends discussed their upcoming book sale, which would be held on October 26, 27, and 28, 2007. Luckett asked for a financial statement from the Friends that showed the ratio of expenses to income.

**Foundation Report:** Ross said the Foundation met Tuesday, September 18, 2007. He said the annual campaign was mailed. He said the Foundation was holding a strategic planning retreat on Saturday, September 22, 2007, which was being facilitated by Jim Black. Anderson said the Foundation was purchasing the self-check machines and donating them to the library. Weeks said he made a presentation to Rotary about the Foundation.

**Policy Review:** Internet Use Policy and Guidelines – Action Item: Anderson moved and Lockett seconded the motion to approve the Internet Use Policy and Guidelines as presented/amended. Weeks recommended deleting the last sentence from Library Use of Social Networking Sites. Anderson and Lockett accepted Weeks' recommendation as a friendly amendment. Weeks said the library had a myspace.com page. Harris said the library had 29 friends. Sondall commended the library for applying the Conduct in the Library Policy to personal behavior as well as electronic behavior. Discussion followed on filtering. Motion passed unanimously.

#### **Unfinished Business:**

Vernon Brown Estate Settlement: Assignment of Funds – Action Item: Ross said the estate was settled for \$41,470.88. Weeks said it would be the Board's decision whether to deposit the money in the library's bequest account or in the Ames Public Library Foundation Endowment account. Weeks recommended depositing the settlement in the Foundation Endowment account for a better return as a hedge against inflation. The will was written as follows: "All the rest, residue and remainder of my estate I give, devise and bequeath to the Ames Public Library to be used by them for such purposes as they decide to benefit the Ames Public Library." Weeks noted the Municipal Code: Section 15.7: Powers, Duties of Trustees states, "The board of library trustees had and exercises the following powers: (8) To have exclusive control of the expenditures of all portions of the municipal enterprise (9) To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title of said property in the name of said library; to execute deeds and bills or sale for the conveyance of said property; and to expend the funds received by them from such gifts for the improvement of said library." Weeks said a City representative said they don't know how the auditors would look at it. Lockett asked if there was greater flexibility in depositing the money in the Foundation. Weeks said there was more flexibility depositing the money in the bequest account held by the City. Ross said the City's returns are not as high as the Foundation could get, because, by state law, they can't invest in stocks. Meier said she would like to have the city attorney give the Board a legal opinion on the matter. Lockett moved and Anderson seconded the motion to assign the Vernon Brown Estate settlement of \$41,470.88 to the Ames Public Library Foundation Endowment Fund as presented/amended. Meier moved and Seagrave seconded to table the motion. Voting aye: Anderson, Lockett, Meier, Seagrave, Sondall Saetveit, and Warnick. Voting nay: Ross. Motion to table carried 6-1.

#### **New Business:**

Smoke Free Library Grounds – Action Item: Lockett moved and Sondall Saetveit seconded a motion to approve the adoption of Smoke Free Library Grounds as presented/amended. Motion as presented passed unanimously.

Conference Attendance – Discussion: Ross said the Iowa Library Association conference would be held October 10-12 in Coralville. The Public Library Association conference would be held in March 2008 in Minneapolis. He said both conferences would have sessions and exhibits that would be of interest to trustees. Trustees should contact Administrative Assistant Woo if they were interested in attending the conferences.

#### **Trustee Comments:**

Warnick had no comment.

Seagrave had no comment.

Luckett said he would like to see a brochure listing sources and uses of funds.

Sondall Saetveit had no comment.

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

Meier had no comment.

Ross had no comment.

### **Adjournment**

Warnick moved to adjourn. The meeting adjourned at 8:40 p.m.