

# Ames Public Library

## Board of Trustees

### Meeting Minutes September 21, 2006

The Ames Public Library Board of Trustees met in regular session on Thursday, September 21, 2006, in the Library boardroom with Mathews, Mungons, Munson, Ross, Warnick, and Director Weeks in attendance. Anderson, Botine, and Sondall Saetveit were absent.

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

**Adoption of Agenda:** Mathews moved and Ross seconded the motion to adopt the agenda. Munson recommended removing the **Consent Agenda – Action Item** from the agenda until a full Board was present for discussion. Mathews moved and Ross seconded a motion to amend the agenda to remove the **Consent Agenda – Action Item**. Motion to amend the agenda passed unanimously. Motion to adopt the agenda passed unanimously.

**Approval of Minutes:** Munson asked for any corrections to the August 18, 2006, minutes. There were no corrections to the minutes. The minutes as presented passed unanimously.

**Public Forum:** none

#### Financial Reports:

**Claims:** Ross moved and Mungons seconded a motion to approve the claims. Warnick questioned the \$575.00 bill to Reflections Glass. Weeks explained it was one bill for the repair of the broken windows. He said there would be other charges to follow. Munson questioned the \$25.00 charge to the Division of Labor. Woo stated it was for the boiler inspection. The claims were unanimously approved.

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

- In memory of Geraldine Bowen from
  - Jerold and Valrae Bowen ..... \$500.00
  - Patricia Hopkins ..... \$50.00
  - Thomas and Beverly Anderson ..... \$100.00
- From Helen Bloomfield  
in memory of Esther Munsen, mother of Mr. & Mrs. Gus Anderson ..... \$20.00
- From Jean Gauger and J. Hiram Rogers, Jr.  
in memory of Dorothy Clark Gauger ..... \$100.00
- From A Louisiana Friend  
in honor of Jerry and Elaine Dunn's 50<sup>th</sup> wedding anniversary ..... \$25.00
- From Alan Maximuk for the collection ..... \$25.00
- From William Thompson..... \$100.00
- From Elaine Dunn ..... \$50.00
- From Paul and Colleen Gryte for vandalism costs ..... \$200.00
- From Shirley, Powell, Finneseth, PLC  
in memory of Katherine Finn Milleman and John Milleman ..... \$25.00
- From Wayne and Kathryn Tyler in honor of Flora Tyler's birthday ..... \$50.00
- Matching gift from SBC Foundation (gift from John and Patricia Ball 2-2006)  
in memory of Margaret Lucille Kennedy Smith for the youth department ..... \$500.00

Warnick moved and Mathews seconded a motion to accept the donations. Mungons pointed out the \$200.00 gift to cover the cost of repairs due to vandalism. Weeks said the Altrusa organization was also willing to donate toward repair costs due to vandalism. Motion passed unanimously.

**Director's Report:** Weeks announced that Kay Runge, director the Des Moines Public Library, was retiring effective January 2007. He reported he was working on the Library's organization chart and was excited about working with an enthusiastic staff. He discussed the recent vandalism and said the police have taken some measures, and he was working with the security company about future security needs.

### **Department Coordinators:**

Assistant Director: Hayslett had nothing to add to her written report. Warnick questioned how the community partners were solicited for the Big Read Grant application. Hayslett said Carey contacted them and they were all willing to participate. Warnick commented that it was a nice example of partnering with community groups.

Circulation/Outreach Services: Carey reported that the Foundation's annual campaign has raised \$24,643.00, with 53% of salaried staff and 35% of the three boards participating (63% of the Library Board of Trustees, 36% of Foundation Directors, and 17% of the Friends' Board).

Warnick questioned if Ames Public Library would survey other libraries similar to Carey's participation in Ypsilanti Public Library's survey, as mentioned in her report. Carey said the Ames Public Library would do similar surveys for strategic planning. Weeks said he would be presenting analyses of other libraries at next month's Board meeting.

Collections: Malinowski invited the trustees to attend a demo on downloadable audio and video on Thursday, September 28, at 9:30 a.m. in the boardroom.

Youth Services Coordinator: Heid commended the staff for their work on summer programs. Warnick complemented Heid for the increased circulation in youth materials. Discussion followed on updating the non-fiction collection in the youth department. Munson complimented Heid on her quote in the Iowa Library Association conference materials.

Computer Specialist: Harris had nothing to add to his written report. Weeks reported that he and Harris have been meeting on wireless Internet issues. Discussion followed regarding waiting for the City to provide wireless service downtown.

Community Relations Specialist: Ocken handed out bookmarks for the upcoming book sale in October. She said to be sure to present your library card to participating downtown merchants this week for special offers.

**Friends of the Ames Public Library Report:** Warnick said the Friends held their first meeting after the summer hiatus. She said they were revising their bylaws. In addition, they gave approval for the circulation department to choose books from the donations to be added to the collection. Hayslett said Heid gave a presentation on Baby Talk.

**Foundation Report:** Ross said a Foundation meeting was scheduled soon. The Foundation plans to discuss their focus with the Library Director after the building is demolished. Carey said they are still waiting for memorandum of understanding that was being reviewed by the City Attorney. Ross thanked all those who helped with the envelope stuffing.

### **Policy Review:**

Conduct in the Library Policy – Action Item: Mathews moved and Warnick seconded a motion to approve the Conduct in the Library Policy as presented/amended. Discussion followed regarding staff's ability to apply the policy to problems, whether this policy presented a problem with staff posting materials, how this policy related to the Programs policy and if this policy related to library programs or co-sponsored programs. Ross asked for a side-by-side comparison of the Conduct in the Library policy,

Programs policy, and Meeting Rooms policy. Weeks said the Programs policy would be reviewed at next month's Board meeting. The motion as presented passed unanimously.

### **Unfinished Business:**

Building Demolition Contract – Action Item: Ross moved and Mathews seconded a motion to approve the award of the contract for the demolition of the building at 215 Fifth Street, Ames, Iowa, as specified in bid #2007-012 to Keith Cooper and Sons, Inc., as presented/amended. Weeks said it would take two days to demolish the building, plus additional time in advance to secure the area and to haul away the debris after the demolition. The motion as presented passed unanimously.

Board Retreat - Discussion: Warnick announced that the Board retreat is scheduled on October 26 from 6:00 p.m. to 9:00 p.m. She said Bonnie McKewon from Northwest Iowa Library Services would give a 90-minute presentation on the roles of trustees. She said dinner would be provided. Warnick asked for input on discussion topics. Suggestions included the following: strategic planning, the building project, asking for public input on the location of the building and/or branches, how to introduce the project to the community and how to gather input.

### **New Business:**

New Hires – Action Item: Mathews moved and Mungons seconded a motion to approve the new hires as presented/amended. The motion as presented passed unanimously.

Consistency of Fines - Discussion: Weeks said the charge of \$1.00 per-day late fee for DVDs and videos, as related to the \$0.25 charge for other materials, was difficult to justify. In addition, the \$1.00 fine might actually inhibit the return. He said they surveyed other libraries that had equalized their fine structure and found it to be revenue neutral. Ross stated that all the materials in the library were equally valuable. Weeks said he would also like to send pre-notification of items due. Harris commented that pre-notification would require a software add-on. Warnick said this was a positive move and good service to the public.

### **Trustee Comments:**

Warnick had no comment.

Ross said he was attending the Iowa Library Association executive board meeting tomorrow. He asked Board of Trustee members to let him know if they had any issues to present to the board. He said the Iowa Library Association Conference would be held from October 11 – 13 in Council Bluffs, Iowa.

Mungons had no comment.

Mathews had no comment.

Munson said she attended the Central Iowa Library Service Area trustee training. She said it was excellent training and encouraged other Trustees to attend.

### **Adjournment**

Mungons moved and Warnick seconded a motion to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 8:59 p.m.