

Ames Public Library

Board of Trustees

Meeting Minutes September 27, 2004

The Ames Public Library Board of Trustees met in a special session on Monday, September 27, 2004, at 6:00 p.m. in the Library boardroom with Cameron, Ross, Botine, Kavanagh, Munson, Ferree, Gloggner and Library Director Gina Millsap in attendance. Jennings was absent.

Call to Order: The meeting was called to order by President Cameron at 6:02 p.m.

Adoption of Agenda: Ross moved and Gloggner seconded the motion to adopt the agenda.

Public Forum: none

Unfinished Business:

FY04-05 Personnel Request (Tabled from September 16, 2004 meeting)-Action Item: Cameron asked for a motion to take the FY04-05 Personnel Request (tabled from September 16, 2004, meeting) off the table. Ross moved and Gloggner seconded a motion to take the FY04-05 Personnel Request off the table. The motion was unanimously approved. Millsap explained that this proposal reorganizes around the work as it is a priority to allocate staff to direct public service, and with a staff member retiring, it is a unique opportunity to allocate staff where needed. Since the proposal isn't budget neutral, she asked the Board of Trustees for their permission for her to present a proposal to City management to discuss the possibility of adding one FTE (full-time equivalent) to the library staff. Hayslett presented an outline to show that by adding this position, customer service would improve and would add professional staff to the public service desk in Youth Services. This proposal would merge the Youth Services staff with the Public Services staff, which would fall under Hayslett's management; therefore, eliminating the need to hire a department coordinator. The two options presented were hiring either a grade 58 and a grade 59 or a grade 57 and a grade 58 to replace the person retiring, who is a grade 62. Cameron stated that the original proposal was to hire two grade 59 positions. Millsap replied that increased revenue this year will make the new proposal budget neutral. Ross pointed out that if a grade 59 was hired at midpoint, the remaining money would meet all the priority number one needs for collections; whereupon, Millsap stated that re-allocating funds from personnel to capital expenditures isn't generally allowed by the City Finance Dept. Discussion involved cutting other areas of the budget, and Millsap acknowledged that the budget had been scrutinized and the Library is squeaking by operationally. Botine asked if it was more important to get accreditation as compared to providing service. Hayslett explained that if the Library isn't accredited, that it would affect state funding. Cameron called for a vote on the original motion. The motion failed on a six to one vote.

Ross moved and Munson seconded a motion to hire an entry-level Youth Services specialist (grade 59) and the monies remaining from salary savings be applied to FY04/05 priority one alternative funding request for collections. The motion passed unanimously.

Millsap stated that as soon as Elbert's resignation is official, the new position will be advertised nationally; however, the allocation of salary savings to collections will not take place until January. Millsap will inform City Manager Schainker immediately of the Board's decision.

New Business:

FY04-05 Non-Tax Alternative Funding Requests-Review/Discussion: Gloggner questioned web development. Millsap replied that the web site was in need of an upgrade and an outside consultant would need to be hired to complete the work. Cameron stated that the teen space should be a higher priority. Hayslett said that the teen space will be in the landing area at the top of the stairs. Millsap said the goal is to draw teens into the Library, as they are underserved at this point.

Trustee Comments:

Munson announced that she, Gloggner, and Jennings will meet on Tuesday, September 28, 2004, to discuss the Director evaluation process. Millsap reminded the Board that there is no need to post the meeting as long as the committee does not represent a quorum of the Board.

Gloggner stated that difficult issues were discussed, but hopefully the decision made will increase the collection.

Ross said, "Being a trustee ain't easy."

Adjournment

Ross moved and Gloggner seconded the motion to adjourn. The motion was approved unanimously. The meeting adjourned at 7:10 p.m.