

Ames Public Library

Board of Trustees

Meeting Minutes October 10, 2005

The Ames Public Library Board of Trustees met in regular session on Monday, October 10, 2005, at 7:00 p.m. in the Library board room with Ferree, Jennings, Munson, Ross, Sondall, Warnick and Interim Co-Directors Carey and Hayslett in attendance. Anderson, Botine and Mungons were absent.

Call to Order: President Munson called the meeting to order at 7:02 p.m.

Adoption of Agenda: Ross moved and Jennings seconded the motion to adopt the agenda. The motion passed unanimously.

Approval of Minutes: The minutes from the September 15, 2005, meeting were approved as amended. In the first paragraph, "The Ames Public Library Board of Trustees met in regular session on Thursday, September 15, 2005, at 7:00 p.m. in the Library board room with Anderson, Munson, Jennings, Mungons, Ross, Sondall, Warnick and Interim Co-Director's Carey and Hayslett in attendance. Botine and Ferree were absent." Remove the apostrophe from Co-Director's.

Public Forum: none

Financial Reports:

Claims: Warnick moved and Sondall seconded a motion to approve the claims. Jennings questioned how staff is selected to attending conferences. Hayslett explained it depends if staff members are interested or if they serve on an association committee. The claims were unanimously approved.

Donations: The following donations were presented for acceptance:

- From Warren D. and Libby G. Franke in memory Olivia Chitty donation for a book..... \$20.00
- From Daniel J. and Ann M. Murray in memory of Lisa Carney..... \$25.00
- From Jeannette R. Olson in honor of Elaine Kushkowski's ninth birthday \$8.93
- From the Story County Master Gardener Association
 - *Ortho Complete Guide to Orchids*
 - *Ortho Complete Guide to Landscaping*
 - *All About Lawns*
 - *Big Book of Kids' Crafts*
- From author Ellen O'Grady, *Outside the Ark: An Artist's Journey in Occupied Palestine*
- From Teri Martin for Project Smyles..... \$10.00

Sondall moved and Jennings seconded a motion to accept the donations. The motion passed unanimously. Munson thanked all those who gave gifts to the Library.

Budget and Finance Committee Report: Munson asked for questions regarding the financial reports. There were no questions.

Interim Co-Director's Report - Carey: Carey read a letter from a 15-year-old boy who sent in a donation from his corn pollinating job over the summer. She also spoke about installing electric hand dryers in the public restrooms. Warnick requested keeping paper towels in the children's bathroom.

Interim Co-Director's Report - Hayslett: Hayslett had nothing to add to her report.

Department Coordinators:

Community Relations Specialist: Duggan had nothing to add to her report.

Youth Services Specialist: Heid had nothing to add to her report.

Computer Specialist: Warnick asked for an explanation of Web Reporter. Harris stated it is a reporting engine that can be viewed via a web browser. It pulls circulation or collections data and creates reports from Horizon. Ferree questioned the ATM mentioned in Harris's report. Harris said he is part of the Unique team, and the team feels an on-site ATM would facilitate the payment of fines. Carey stated they are looking for a no-fee ATM that would be cost neutral for the Library.

Friends of the Ames Public Library Report: Warnick stated that Friends approved the funding request for board books for the BabyTalk volunteer readers at McFarland Clinic. Hayslett said Story County Literacy Coordinator, Melinda Thach, presented her preliminary budget for the program, including supplies and materials. In addition, the Friends book sale will be held October 21 through October 23, 2005, and anyone who is willing to volunteer for clean up after the sale should contact Volunteer Coordinator Sarah Bohlke.

Foundation Report: Ross reported on the joint gift policy meeting. The Foundation has to do some work on their by-laws and needs to recruit additional directors. Ross has arranged a meeting with Bob Ravenscroft, director of Mary Greeley Medical Center's Foundation, to discuss how their foundation is set up. Carey asked the trustees for recommendations for new directors.

Policy Review:

Programs Policy – Action Item: Ross moved and Ferree seconded the motion to approve the Programs policy as presented/amended. After discussion involving charges and fees, the motion passed with Ferree, Munson, Ross, Sondall, and Warnick voting aye; and Jennings abstaining; with the following changes: under **Responsibility for Programming**, second sentence, change "They" to "Such programs". In the third paragraph, second sentence, remove the comma after program and replace it with "and". In the fourth paragraph, after determine, change "if" to "whether".

Circulation Policy – Action Item: Warnick moved and Ross seconded the motion to approve the Circulation policy as presented/amended. After discussion regarding municipal infractions, the motion passed unanimously with the following correction: the last sentence of the policy should read, "A list of fines and fees is available upon request."

Unfinished Business:

Director Search Update: Munson reported the director search committee has selected four candidates for phone interviews. After discussion of the interview process, Ross stated the search committee will develop an interview schedule that may include a tour of Ames, interviews with the search committee, Board of Trustees, staff, along with a public presentation.

Building Acquisition Update: Hayslett reported that the City Attorney has begun eminent domain proceedings as of October 7, 2005. Ferree explained the process for eminent domain proceedings. The date set for the condemnation hearing is December 14, 2005.

Gifts Policy Update: Jennings stated that there is a valuable relationship between the Ames Public Library Foundation and the Board of Trustees; however, the subcommittee strongly encourages the

Foundation to review their policies and bylaws relating to gift acceptance. The committee suggests sending a joint letter from the Friends, Foundation and Board of Trustees to several donors who have inquired about naming opportunities, stating they are not in a position to accept a gift relating to a naming opportunity at this time. The committee will be reformed after the Foundation re-evaluates their bylaws; and the relationship between the Board of Trustees, the Friends of the Ames Public Library, and the Ames Public Library Foundation is clarified; and Ross's findings from meeting with the Mary Greeley Medical Center Foundation Director. Ross thanked Jennings for spearheading the committee.

New Business:

Citizen Satisfaction Survey: Hayslett reviewed the City of Ames 2005 Resident Satisfaction Survey where 86% of the respondents said the city should spend the same or more on Library services. Seventy-four percent said they are very satisfied or very satisfied with library services. Munson thanked Hayslett for the information.

Alternative Funding Proposal – Action Item: Ross moved and Jennings seconded the motion to approve the Alternative Funding request as presented/amended. Hayslett requested the following changes to the motion: for adult multiple copies change the Fund from “General Donations” to “Friends” and change “Reference – Contemporary Articles” to “Reference – Contemporary Authors”. Munson asked if the additions to the collections would change the Library's accreditation. Hayslett said the collection is 10.2% of the current year's budget. With these additions, it would increase to 11.5%; however, 12% is required to reach “B” level and 14% to become an “A” level library. Warnick questioned how the request is prepared. Hayslett said the staff is asked for needs that are not covered in the present budget. Jennings called the question. Munson called for a vote and the motion passed unanimously.

Board Retreat debriefing: Munson stated she thought the retreat went well. Ross stated that he liked it a lot but more time would be useful. He said the architect provided good information. Sondall stated it would be nice to have another retreat in the spring. Munson thanked staff for their work in organizing the retreat.

Setting a meeting date with the City Council: Hayslett recommended not meeting with the Ames City Council at this time since we are uncertain when we will acquire the building and we will be bringing a new director on board soon. Board discussion involved the timing of the meeting, the possibility of newly elected officials, and the importance of reminding the Council of the results of the Resident Satisfaction Survey. Warnick said that meetings in both the fall and spring would be good exposure, improve networking, and work towards building relationships. Hayslett stated she would explore a time to meet with the City Council.

Recognition for Trustee Karlene Jennings – Action Item: Ross moved and Warnick seconded the motion to approve the resolution thanking Trustee Karlene Jennings as presented/amended. Munson stated that she was sorry to see her leave but happy for her new job opportunity. Munson presented Jennings with a framed certificate of appreciation. Jennings stated she appreciated the opportunity to serve the City of Ames and to work towards enriching the Library. The motion passed unanimously.

Trustee Comments:

Sondall stated that Carey did a terrific job of handling the incident that took place in the Library on Sunday, October 9, 2005. Carey said that she attended the City Department Heads meeting on Monday, October 10, 2005, where they discussed reviewing security measures with appropriate city employees and police. Munson requested Board representation if new security measures are discussed.

Munson stated the Library staff handled the incident well. She shared a letter from City of Ames Public Relations Officer Susan Gwiasda thanking the Library staff for their assistance with the Ames Downtown Charrette. Carey stated that Library employees Mark Harris and Jill Anderson were of great assistance.

Ferree had no comment.

Warnick questioned the process for replacing Trustee Jennings. Hayslett said the mayor appoints Trustees and encouraged anyone interested to apply. Jennings said her term will expire in April 2007.

Ross reported that he attended two days of presentations at the New Jersey Library Trustee Association meeting. He said New Jersey trustees wrestle with similar problems.

Jennings thanked the Board for the opportunity to serve.

Adjournment

The meeting adjourned at 9:17 p.m.