

Ames Public Library

Board of Trustees

Meeting Minutes October 18, 2007

The Ames Public Library Board of Trustees met in regular session on Thursday, October 18, 2007, in the Library's Community Room with Krauth, LeGates, Lockett, Meier, Ross, Seagrave, Sondall Saetveit, Warnick, and Director Weeks in attendance. Anderson was absent.

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

Adoption of Agenda: Ross moved the presentation by Building Consultant Anders Dahlgren to the first item on the agenda. He said after the consultant made his presentation, a fifteen-minute break would be held, and then the Board would resume its regular meeting.

Unfinished Business:

Presentation by Building Consultant Anders Dahlgren: Dahlgren handed out a summary of key findings and issues. He said to meet the library service needs of the community; the library should plan to provide a book collection of 275,000 volumes, a magazine collection of 435 titles, 48,600 media items, 50 computer stations for public use, 182 reader seats, 86 staff work stations, and various meeting rooms. To meet those needs, a 94,000 square foot building would be required. He proposed four options: an addition to the current building, which appears to be limited to a maximum build out of between 71,400 and 75,300 square feet. This option would need library branches to meet 94,000 square feet, and it does not address parking issues and may complicate bookmobile access to the building. He said the reasons to normally add branches would be: improve access to services and the collections; avoid a geographic constraint that hampers access; recognize political considerations or constraints; off-load collections from a constrained site. He suggested conducting a drive-time survey and peer-library analysis.

The second option would be new construction at the current site; however, the option would not address parking needs and presents minimal options for future expansion.

Another option would be new construction at a new site. This option would allow convenient bookmobile access and allow for future expansion.

Lastly, there is the option of converting an existing vacant structure for library use.

He said new construction would offer the best chance to meet the library's service goals. Discussion followed on reconfiguring the current building, dividing collection materials between branches, and planning for changing technology. Krauth asked Dahlgren if the least attractive option would be to add branches. Dahlgren said he didn't see a strong rationale for branches, as operating costs would be substantial. Dahlgren recommended holding a dialog with the community and hiring an architect to examine alternatives. Sondall Saetveit asked how long the 94,000 square foot building would serve the community. Dahlgren replied, "2030."

Ross called for a short break at 8:04 p.m. The meeting resumed at 8:25 p.m.

Approval of Minutes: Ross asked if there were any changes to the September 20, 2007, minutes. Sondall Saetveit said under **Director's Report**, last paragraph, second sentence, should read Sondall Saetveit rather than Sondall. Lockett moved and Meier seconded the motion to approve the minutes as amended. Motion passed unanimously.

Public Forum: none

Consent Agenda: Sondall Saetveit moved and Warnick seconded a motion to approve the consent agenda. Meier asked Weeks to elaborate on the promotions presented. Weeks said each position was evaluated by human resources and their recommendations were as presented. He said the collections manager position was changed from a grade 62 to grade 61, and Carey was already working as assistant director. Meier asked if the collections manager's salary was lowered or frozen. Weeks said the salary was frozen until the salary range at grade 61 caught up to her current pay level. Motion as presented passed unanimously.

1. Claims Reports 9/1/2007-9/30/2007
2. Gifts
 - From Ruth and Willard Anderson..... \$50.00
 - From Timothy J. Clark \$90.00
 - From Andy and Elizabeth Hochstetler \$6.99
 - In honor of Mary Herrnstadt from Kevin and Rosanne Healy \$300.00
 - In memory of Betty Mae Morey from Ruth Anderson..... \$9.25
 - In memory of Bill Merrill and Phyllis Miller from the Ames Camera Club \$50.00
3. New Hires, Raises, Promotions, Reclassification
 - Hire Nick Biber, circulation assistant (temporary) at \$7.00/hour, effective October 8, 2007
 - Six-month raises for hourly circulation assistants (temporary) Halyna Mudryk and Rob Tebben, to \$7.30/hour, effective October 16, 2007
 - Hire Elizabeth Van Roekel, ½-time Library Assistant, Circulation, grade 57, \$17,722.00 annually, effective September 24, 2007
 - Reclassification of Marianne Malinowski from grade 62 Library Division Coordinator to grade 61 Library Collections Coordinator, no salary change, effective October 10, 2007
 - Promotion of Mary Logsdon from grade 58 Librarian to grade 61 Library Information Services Coordinator, increase to \$53,309.00 annually, effective October 1, 2007
 - Promotion of Lynne Carey from grade 62 Library Division Coordinator to grade 63 Assistant Director, Library; increase to \$83,946.45 annually, effective October 15, 2007
4. Close the library on Monday, January 21, 2008, for staff training day. The library would be open on Presidents' Day, February 18, 2008.
5. Accept final settlement of Vernon H. Brown estate \$20.10

Financial Reports: LeGates asked for footnotes on the budget lines where there were variances. Weeks said the budget was on track overall. He said staff was working on budget amendments and the budget for FY2008/2009. Lueckett asked why Friends had a negative number. Weeks these were items approved by the Friends that were purchased by library staff. He said the Friends were billed for the purchases.

Director's Report: Weeks said there would be a reception for the Imsandes on December 2, 2007, from 2-4 p.m. He said they were major donors to the Iowa reading area. Weeks invited trustees to attend a staff appreciation lunch for the completed project on October 25 at noon. The Friends contributed toward payment of the luncheon.

Staff Report:

Assistant Director: Carey said, in response to Warnick's question last month, of the accounts that were sent to Unique Management Service, fifty percent were credit reported. Ross asked when the self-check machines would be installed. Carey said due to complications, the new machines would not have money-taking capabilities upon initial shipment. She was still awaiting an installation date.

Friends of the Ames Public Library Report: Warnick said Sarah Bohlke took over as the staff liaison to the Friends. Weeks said they discussed the upcoming book sale, which would be held October 26, 27, and 28.

Foundation Report: Ross said the Foundation held a retreat on September 22 that was facilitated by Jim Black. A draft of the strategic plan was included in the Board packet. Ross stated Weeks was working with the City Attorney for a decision on whether the Vernon Brown bequest could be transferred to the Foundation endowment fund. Carey said the campaign total so far was \$22,000.00. Ross asked trustees to forward names to him of anyone who would make good Foundation Board members. Weeks said they were seeking members who would be willing to ask for donations.

Policy Review: Ross said policy review was suspended due to the consultant's report. Weeks said the Conduct in the Library Policy would be reviewed at next month's board meeting. Weeks said he was working on a new process for policy review.

New Business:

FY2008-2013 Capital Improvement Plan – Action Item: Sondall Saetveit moved and LeGates seconded the motion to approve the FY2008-2013 Capital Improvement Plan as presented/amended. Weeks said an engineering consultant reviewed the building and made the following recommendations: air conditioning replacement FY2008/09; exterior building repair FY2009/10, including repairs to the roof and windows; skylight replacement FY2010/11; floor covering replacement, FY2011/12; and Americans with Disabilities Act Compliance, FY2012/13. Discussion followed on making improvements to the current building with the possibility of a new building on the horizon. Motion as presented passed unanimously.

Ames Public Library Foundation Strategic Plan – Discussion: Meier asked why the Foundation's Strategic Plan only recommended audits every two to three years. Ross said the Foundation's holdings weren't large enough for a yearly audit. Warnick asked why the financial goal was to build a one million dollar endowment for Project Syles. Carey said the goals had been revised. The Foundation maintains two separate accounts. One is an endowment fund for the long-term financial security of the library. The second is a "project fund." Warnick said it was a great plan to move the Foundation forward.

Trustee Comments:

Seagrave asked when the Board would discuss the consultant's recommendations. Ross asked the trustees to review the consultant's study. He said it may be important to hear another viewpoint on the future of libraries. Ross said a special meeting would be held to discuss the report.

Seagrave said Garrison Keillor gave the keynote address at the National Trust for Historic Preservation that might be of interest to the trustees. He would try to obtain a written transcript.

LeGates said she would not be able to attend the November meeting.

Luckett had no comment.

Sondall Saetveit said she enjoyed the performance by The Rose Ensemble at the library. Carey said the program was sponsored by Ames Town and Gown and the library, with support from Friends of the Ames Public Library, Ames Commission on the Arts, the Iowa Arts Council, and the National Endowment for the Arts.

Warnick said she was thrilled with new use of space in the library, especially the rearrangement of the shelves in youth services area.

Meier said she was looking forward to shorter library shelves in the future.

Krauth said she would not be able to attend the November meeting.

Ross said he attended the Iowa Library Association Conference in Coralville. He said the meeting had 900 attendees and good programs.

Adjournment

Sondall Saetveit moved to adjourn. The meeting adjourned at 9:35 p.m.