

Ames Public Library

Board of Trustees

**Meeting Minutes
October 19, 2006**

The Ames Public Library Board of Trustees met in regular session on Thursday, October 19, 2006, in the Library boardroom with Anderson, LeGates, Mungons, Munson, Ross, Sondall Saetveit, Warnick, and Director Weeks in attendance. Botine and Mathews were absent.

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

Adoption of Agenda: LeGates moved and Anderson seconded the motion to adopt the agenda. Motion to adopt the agenda passed unanimously.

Introduction and Welcome to New Board Member: Munson welcomed and introduced new trustee, Jennie LeGates. Trustees and staff introduced themselves to LeGates.

Installation of New Board Member: LeGates took the Ames Public Library Board of Trustees oath.

Approval of Minutes: Warnick moved and Sondall Saetveit seconded a motion to approve the September 21, 2006, minutes. The minutes as presented passed unanimously.

Public Forum: none

Financial Reports:

Claims: Ross moved and Anderson seconded a motion to approve the claims. The claims were unanimously approved.

Donations: The following donations were presented for acceptance:

- In memory of Arline Montgomery from
 - Helen F. McRoberts\$50.00
 - Louis and Ruth Thompson.....\$200.00
 - A. Lynn Fawcett\$75.00
 - Mary T. Watkins\$25.00
 - Jane Lohnes\$35.00
 - Pat and Louis Banitt.....\$20.00
 - Robert and Lois Vohs\$20.00
 - McFarland Clinic\$250.00
 - Robert Fisher\$20.00
 - Virginia Slater\$35.00
 - Ellen and Keith Landon.....\$25.00
 - Shelley and Bill Goecke\$25.00
 - Gordon Sweitzer\$50.00
 - John Northup\$25.00
 - John and Linda Doyle\$25.00
 - Northcrest\$100.00
 - M. Louise Math\$25.00
 - Olive Harrison\$25.00
 - Richard and Katherine Munsen\$20.00
 - Randall and Mary Ketelsen.....\$30.00
 - R. Dana and Rebecca Warg.....\$50.00

Stephen Van Houten.....	\$100.00
Gary and Janet Thompson	\$50.00
Marilou Ukena.....	\$25.00
Steven and Randi Peters	\$25.00
Barbara and Angela Baker.....	\$50.00
William and Susan Bokhoven	\$20.00
G. Harold Newell.....	\$15.00
Beverly McMahon	\$15.00
Anonymous.....	\$50.00
Elaine and John Bath and Family	\$20.00
Dennis and Shirley Tice.....	\$10.00
• In appreciation of reference service from John Wright.....	\$6.00
• From Thelma Miller in memory of Marvin Miller	\$30.00
• From her longtime friends of Ames Camera Club in memory of Janet Jepeway	\$50.00
• From Iowa State Genealogy Group	\$50.00
• From Jessie Reynolds in memory of Richard Snyder	\$25.00
• In memory of Betty Licht from	
Jane Lohnes	\$25.00
R. E. and D. B. Rust.....	\$20.00
Pat and Louis Banitt.....	\$20.00
M. Burton Drexler.....	\$50.00
Clayton and Ruth Swenson	\$50.00
Kathryn Madera Miller.....	\$35.00
Stephen and Susan Simpson	\$20.00
Dr. George and Ms. Janice Beran	\$10.00
Gary and Jerie Schwartz.....	\$35.00
Palmer and Sheryl Holden.....	\$10.00
Charles and Joanne Frederiksen.....	\$25.00
Meg Dobson	\$10.00
Anne Wuhs Stebbins	\$10.00

Anderson moved and LeGates seconded a motion to accept the donations. Warnick commented that it was great to see so many gifts. Motion passed unanimously.

Director's Report: Weeks said he recently attended the Iowa Library Association meeting in Council Bluffs, Iowa. He said the keynote speaker gave an excellent speech about serving younger generations. He announced that Heid won the Iowa Library Association's Quality Time Award for her outstanding contribution to library services for young people.

Weeks reported that his objectives, which he set with President Munson, were listed in his report. He said work on the building would start after completion of the strategic plan. Weeks said Roy Kenagy from the Central Iowa Library Service area had agreed to work with the Library on the strategic plan.

Weeks said he planned to aggregate the staff reports for the Board packet by department for future Board meetings. Anderson said he would like to see actions taken, results, future issues and decisions made. Anderson noted he would like more substance in the budget discussions. Ross questioned the \$52,000.00 for the capital improvement plan for safety and security. Weeks said it included a new fire panel, smoke detectors, security cameras, and window breakage. Weeks said city employees Steve Salvo and John Forth assisted in the development of the Library's capital improvement plan.

Staff Reports:

Deputy Director: Hayslett gave a report on her attendance at the Iowa Library Association conference. She announced that *Splendid Solution* by Jeffrey Kluger was selected as the All Iowa Reads book for 2007. Ross said he and Christie Vilsack would host a discussion of the book on the ICN (Iowa Communications Network).

Hayslett said she was working with the project manager for the building demolition. She said the projected demolition date was November 6, 2006. It might take a week to ten days to take down the building and haul away the debris.

Assistant Director: Carey said staff appreciated their meetings with Director Weeks. Mungons questioned the unemployment claim filed by Kasandra Petersen. Carey said, although the unemployment claim was granted, the Foundation would not be charged for any benefits paid.

Collections: There were no questions on Malinowski's report. Discussion was held on whether the Library would provide devices on which to download books.

Youth Services Coordinator: Heid said after she attended the Iowa Library Association she was encouraged to start a blog or start a myspace.com account to communicate with the public.

Computer Specialist: Harris reported on his attendance at the CODI (Customer's of Dynix Inc.) meeting in Salt Lake City.

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

Friends of the Ames Public Library Report: Warnick announced the Friends' book sale would be Friday, Saturday, and Sunday. Warnick reminded trustees to donate to the Foundation's campaign. Anderson reminded staff and boards of the expectation of 100% participation in the campaign.

Foundation Report: Ross said the Foundation's meeting on the 16th had been cancelled. Carey said they would meet in November. Carey reported that the Foundation's annual campaign had raised \$29,708.00, with 63% of salaried staff, 63% of the Library Board of Trustees, 64% of Foundation Directors, and 25% of the Friends' Board participating. She said the goal was to raise \$60,000.00.

Policy Review:

Programs Policy – Action Item: Anderson moved and Sondall Saetveit seconded a motion to approve the Programs policy as presented/amended. Hayslett explained the corrections and additions to the policy. Warnick pointed out that under **Expressions of Concern**, third bullet, change "meeting rooms" to "programs." The motion as amended passed unanimously.

Unfinished Business:

Board Retreat - Discussion: Warnick announced that the Board retreat was scheduled for October 26 from 6:00 p.m. to 9:00 p.m., with dinner at 6:00 p.m. She said Bonnie McKewon from Northwest Iowa Library Services would give a 90-minute presentation and then Weeks would facilitate a discussion on the building project. Sondall Saetveit said McKewon would also provide some building information.

New Business:

New Hires – Action Item: Mungons moved and Anderson seconded a motion to approve the new hires as presented/amended. Ross questioned how long the Project Smyles appointment would be. Carey said the program would run out of money at the end of January. She said they were looking for grants to fund the project, as there has been a tremendous response from daycares and preschools. Some suggestions for grant possibilities: Rotary Literary Initiative, Iowa Arts Grant, and the Asset Board. Carey said the Foundation had applied for grants on behalf of Project Smyles. The motion as presented passed unanimously.

Five-Year Budget Projection - Discussion: Weeks presented his five-year budget projection and ten-year analysis. Discussion followed on the type of information to present to city council.

Organization Chart - Discussion: Weeks said the objective of changing the organization chart was that no one would have more than seven direct reports. Week said Virtual Services Specialist Dermont would report to him, so Dermont could work with Harris on technology. Heid reports to Carey. He said the intent was not to change functionality, but to create direct lines of supervision. Weeks said the management team meeting had changed to a supervisors' meeting, consisting of all supervisors except Sills.

Gladys Myers Computer Replacement Reserve - Action Item: Ross moved and Warnick seconded a motion to approve the expenditure for the following computer equipment and software from the Gladys Myers Computer Replacement Reserve.

1. Envionware lab management software - \$12,000.00 includes software, 1 year maintenance, installation/setup, and training fees.
2. Sonicpro 3060 firewall with maintenance and support - \$4000.00
3. Cisco 1841 router with maintenance and support - \$2400.00

Weeks explained the total request was to spend \$18,400.00 out of the \$30,411.00 that was in the Myers computer replacement reserve. Harris explained the need for the new equipment and software. Ross called the question. Munson asked for a vote of those in favor of calling the question. Motion to call the question passed unanimously. Motion to approve the expenditure for the computer equipment and software from the Gladys Myers Computer Replacement Reserve passed unanimously.

Consent Agenda - Action Item: LeGates moved and Sondall Saetveit seconded a motion to approve the consent agenda as presented/amended. Weeks explained the routine items like the claims, gifts, new hires, etc. would be included in a consent agenda. Ross called the question. Munson asked for a vote for those in favor of calling the question. Motion to call the question passed unanimously. Motion as presented passed unanimously.

Trustee Comments:

Ross said he attended the Iowa Library Association conference. He said the Iowa Library Association Foundation raised \$11,000.00 for scholarships and to support the Iowa Library Association.

Warnick had no comment.

Sondall Saetveit had no comment.

Anderson had no comment.

Mungons had no comment.

LeGates commented that she was glad to be at the meeting.

Munson said the State Library would offer an ICN session for trustees on November 2, 2006. She would e-mail the details to the trustees.

Adjournment

LeGates moved and Warnick seconded a motion to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 9:04 p.m.