

Ames Public Library

Board of Trustees

Meeting Minutes

October 21, 2004

The Ames Public Library Board of Trustees met in regular session on Thursday, October 21, 2004, at 7:00 p.m. in the Library boardroom with Cameron, Ross, Botine, Kavanagh, Munson, Ferree, Jennings, and Library Director Gina Millsap in attendance. Gloggner was absent.

Call to Order: The meeting was called to order by President Cameron at 7:00 p.m.

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

Approval of Minutes: The minutes from the September 16, 2004, and September 27, 2004, meetings were approved as presented.

Public Forum: Dr. Charles Jons asked the Board to consider reducing expenditures on CD and DVD collections due to theft and the status of the collections budget overall. Cameron stated that she would like to see a report on the amount spent for DVDs and CDs and what percentage is spent for popular titles at the November meeting.

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

Donations: The following donations were presented for acceptance:

- From Ken Anderson 2 copies of *Just Give Me the Answer\$: Expert Advisors Address Your Most Pressing Financial Questions* by Sheryl Garret
- From Ames Noon Kiwanis for Parent Packs \$300.00
- From Ames Camera Club \$50.00
- From Just Friends Quilt Group in memory of Mary E. Clark \$61.00
- From E. Marlene Weisshaar in memory of Marvel Skadberg..... \$50.00
- From LaDonna K. and Norman B. Clark in memory of Marvel Skadberg..... \$15.00
- From Ames Woman’s Club in memory of Hazel Cook, Luella Schlotfelt & Elinor Thompson for the purchase of three books \$53.72
- From Judith Kavanagh to help defray the cost of reframing the print from Crawford school..... \$125.00
- From Bill Dodds \$20.00
- Anonymous \$5.00
- A set of Girl Scout handbooks donated by the Ames/Gilbert Girl Scouts through a gift from the Ames Noon Kiwanis Club
- From George Seifert in memory of Bertha Seifert, *Side-by-Side: A Photographic History of American Women in War*

Munson moved and Ferree seconded a motion to accept the donations. The motion was unanimously approved. Cameron thanked Kavanagh for her donation to offset the cost of reframing the art print, which had previously hung at Crawford School.

Budget and Finance Committee Report: Botine commented that the committee is meeting at noon on November 12th to review the FY05/06 budget, which will be presented to the Board at the November meeting. Millsap explained the City’s budgeting process.

Cameron stated that the State Library of Iowa is sponsoring an ICN session entitled, "Funding for Your Library: The Special Library Levy" on November 18th from 6:00 to 7:30 p.m. She suggested the Board attend the ICN session and hold the Board meeting afterwards. Ross will work on an Ames location for the ICN session. Botine will contact City Manager Steve Schainker to see if he would like to attend the session. Jennings moved to hold the November 18th Board of Trustees meeting to 8 p.m. at a location to be determined, based on the ICN site in Ames. Ross seconded the motion. The motion was unanimously approved.

Director's Report: Millsap had nothing to add to her report.

Assistant Director's Report: Hayslett invited all to attend the Friends' fall book sale this weekend. She thanked Susan North for managing the book sale over the years and stated that that volunteers Nancy and Bert Schroeder will be handling the sale upon North's retirement.

Department Coordinators:

Circulation/Outreach Services: Carey reported she met with each staff member to review their professional development plans and 2004-05 Organizational Priorities. She also handed out fliers for upcoming programs.

Susan North thanked Nancy and Bert Schroeder for agreeing to handle the Friends' book sale in the future.

Youth Services: Cameron congratulated Elbert on receiving the Quality Time Award from the Children's and Young People's Forum of the Iowa Library Association. Elbert reported that she was surprised and honored to receive the award.

Elbert reported that she presented booktalks at the middle school for Teen Read week. The Youth Services department is preparing for elementary school class visits in November. Storyteller Maureen Korte will hold a program in the auditorium on November 13th. Elbert will present the best children's books for 2004 on November 16th at 7:30 p.m. in the auditorium.

Computer Specialist: Harris had nothing to add to his report.

Community Relations Specialist: Duggan reported that the Library is taking part in the Main Street Cultural District trick or treat on October 29th. She is working on the December issue of *Page One*, which will include a list of donors to the Foundation's annual campaign, along with some of the donor's stories.

Friends' Report: Hayslett reported that the Friends have instructed Klatt Accounting to purchase three \$10,000 certificates of deposit with tiered expiration dates. She reported on the Friends'-sponsored Anime(ation) Festival II and Comic Book Workshop that was held on October 16th.

Foundation Report: Millsap reported that the next Foundation Board meeting will be held on November 4th at 6 p.m. She said that Paschen is hoping to raise another \$15,000 by the end of December. She and Paschen are developing a FY 2005 budget for the Foundation.

Policy Review: None

Unfinished Business:

Strategic Planning Report: Millsap presented the Work Plan for 2004-2005 Organizational Priorities (Draft), which is a work in progress. She thanked Cameron for facilitating the Youth Services Brainstorming Retreat held on September 17th. Further discussion involved the Library's role in working with the schools and serving school-aged children.

Legislative Report: Hayslett reported that the legislative agenda has been approved by the Iowa Library Association membership at the annual conference in Sioux City in October. The Board

will have two opportunities to meet with the legislators: ILA's *Libraries Lobby from Home* in February 2005 and *Legislative Day* in March 2005.

Director Evaluation Committee: Munson reported that she, Jennings, and Gloggner have met two times to look at policy and procedures. They have decided not to use the City's evaluation form and are looking at a simpler survey instrument for gathering information from the staff. In addition they want a formal salary recommendation from the subcommittee, comparable salary information, and a history of city raises available during the decision making process. She reported that Gloggner is getting some information from the City's Human Resources Department. Munson said the committee will report at the November Board meeting.

New Business:

Iowa Library Association Conference-Report from Attendees: Ross stated that he was gratified to see many of the library staff attending and participating in the conference. Millsap reported that she attended many educational sessions and also had an opportunity to talk to some architects and construction management firms. Elbert reported that she enjoyed the Reading Aloud session presented by Jim Trelease. Carey said that it was very valuable and inspiring to meet with other library professionals. Hayslett added that she attended the pre-conference on pay equity.

Staff Recognition Event-Discussion: Hayslett proposed holding the staff recognition event on the same day as staff day, which is held on Presidents' Day each year. Millsap added that it would be a good opportunity for the Board to interact with staff members. Cameron volunteered to work with the staff on behalf of the Board.

FY04-05 Private Funding Request-Action Item: Jennings moved and Botine seconded the motion to approve the private funding requests as presented. Millsap asked the Board to approve asking either the Friends or Foundation for the collection requests. She stated that even though there will be salary savings for the Youth Services Coordinator, the salary savings cannot be used until approved by the City Council in March, 2005. Discussion followed regarding the budgeting process. Millsap said that she will speak with City Attorney John Klaus regarding the Board's fiscal authority to allocate funds as needed. Cameron called for a vote. Ross and Munson were opposed. Cameron Botine, Ferree, Kavanagh, and Jennings were in favor of the request. The motion passed.

Trustee Comments:

Cameron presented a thank-you letter from the Foundation for the Board's approval of \$1100.00 from the trustee endowment to help offset the costs of the Foundation's Annual Campaign.

Botine stated that Chamber of Commerce is compiling a list of quality of life issues in the Ames community. He would appreciate input from the Library. Millsap stated that she will assemble a list for him by December.

Ross reported that 245 of 500 Iowa libraries met accreditation standards. He also stated that he will be attending the Chariton Public Library 100th birthday on Saturday, October 23, 2004.

Ferree congratulated Elbert on receiving the Quality Time Award from the Children's and Young People's Forum of the Iowa Library Association.

Jennings reported that she attended the Young Professionals of Iowa Conference.

Adjournment

Ferree moved and Munson seconded the motion to adjourn. The motion was approved unanimously. The meeting adjourned at 9:00 p.m.