

Ames Public Library Board of Trustees

Meeting Minutes October 23, 2008

The Ames Public Library Board of Trustees met in regular session on Thursday, October 23, 2008, in the Library's Board Room with Budd, Campbell, Lockett, Meier, Ross, Seagrave, Warnick and Director Weeks in attendance. Anderson and LeGates were absent. Staff in attendance: Carey, Malinowski and Petra.

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

Adoption of Agenda: Ross proposed that the agenda be changed to move the library security camera policy and collections policy action items to immediately follow the gift policy action item. Seagrave moved and Lockett seconded a motion to approve the changed agenda. Motion passed unanimously.

Approval of Minutes: Seagrave moved and Lockett seconded a motion to approve the September 18, 2008, minutes. Meier asked that her remarks beginning, "Meier asked" in the first paragraph in the gift policy section be clarified. The minutes were corrected to read, "Meier asked that there be clarification on the issue of undesignated gifts; if gifts are not designated, are they public funds or are they automatically Foundation funds?" Motion to approve the corrected minutes passed unanimously.

Public Forum: None

Policy Review:

Gift Policy – Action Item: Warnick moved and Campbell seconded the motion to approve the Gift Policy as presented/amended. City Attorney Doug Marek commended the Board for taking on the policy revision and reviewed the conclusions of his letter to Weeks dated August 23, 2008. Marek said it is appropriate to cite policy to encourage donations to go directly to the Ames Public Library Foundation.

In the case of bequests, Marek said clarification of intent may be sought through the courts during probate. Ross asked how best to tell lawyers of preferred wording for library bequests so wills could be specifically worded during estate planning. Marek said there is an annual update in the Story County Bar Association continuing education program. Weeks said the Ames Public Library Foundation president has asked him to speak to the Association at a future meeting.

Ross asked if, for example, the library received property that required maintenance but received no accompanying money to maintain it, could the board decline the gift? Marek said the library can always decline to accept a bequest before the estate is closed. Marek said the library might not want to honor the stipulations of a gift if it is not in the best interest of the public. The exact language of the bequest must be examined.

Carey asked if a note or phone call was adequate to verify the intent of the donor. Marek said to have donors note their intent on the face of the document. Ross asked if the recipient should receipt everything. Marek said that donations, especially monetary donations, need a receipt, but that it is less important to give a detailed receipt for real property such as books. Weeks and Carey cited cases where a check made out to Ames Public Library was enclosed with a Foundation response card and returned in a Foundation envelope. Marek said in that case the intent of the donor is clear and the check could be receipted by the Foundation.

Marek offered future assistance as needed and thanked the Board. Motion passed unanimously.

Library Security Camera Policy – Action Item: Warnick moved and Seagrave seconded the motion to approve the Security Camera Policy as presented/amended. Weeks introduced Librarian Ross Petra. Petra said the purpose of the cameras was to improve the safety of staff and public and that security cameras were in response to problems with behavior issues, theft, and vandalism.

Weeks said that images would be viewed only by the library director and designees, and only taped images open for public disclosure would be shared. Ross asked about the maximum time images would be stored. Weeks said images would be stored for no less than 21 days, and that Marek recommended no maximum be stated. Marek said that if a maximum limit was stated in the policy, tapes would need to be available to fill any public records requests for the time period stated. Ross asked who would be responsible for monitoring storage of the tapes. Weeks said the library IT systems administrator would be responsible and that the system could be set to automatically erase tapes. Marek suggested the policy say that tapes will be deleted on a regular basis on a schedule set by the library's information technology office.

Marek said a DVD recording would not be the desired form for evidence in police matters; the police would need an image of the hard drive. Police would need a court order to view tapes if a person and the materials he/she were borrowing were both identifiable.

Seagrave asked where the 21-day minimum originated. Weeks said it was from police recommendations. Luckett asked if the tapes show time and date. Weeks said they do. Campbell asked if, by having cameras, the library is assuming liability for monitoring them. Marek said the library would not be liable unless signs said we were doing live monitoring. Budd asked how many monitors are in use. Weeks said there are 29 cameras, and 16 may be viewed at once on a computer monitor. Meier asked what the signs say. Carey responded that signs say surveillance cameras are in use. Ross asked if there are dummy cameras. Weeks said no.

Ross asked about the degree of resolution. Petra said that image quality is surprisingly good, but that there is a slight delay between real time and the image on the computer monitor. Petra said one could not see titles (of materials) or library card numbers. Meier asked about restroom coverage. Carey said the entry area is covered, but cameras do not show patrons entering the restrooms or toilet areas.

Campbell asked if images fall under the auspices of the Patriot Act. Marek said images are public record unless they show identifiable materials being accessed for borrowing. The library cannot withhold information unless disclosure would cause irreparable harm to the person/people shown.

Weeks said the procedures for handling requests for images are covered in the document included in the board packet. Warnick asked if people must give a reason for requesting to view a tape. Marek said they do not. Marek said requesters must give enough specificity to allow library personnel to identify the record. Marek said the library could ask for payment in advance up to the actual cost of time and materials. Weeks said the labor costs would be for viewing by the library director, the network services specialist, or a librarian. All viewing requests go to Weeks.

Warnick asked for clarification on the actions of "designated staff" in the policy section **Privacy and Confidentiality**. Discussion followed to clarify policy wording.

Weeks said the policy was patterned after policies in other states because no Iowa policies were available.

Meier asked if the public desk monitors are protected. Carey said the monitors are not on all the time and are password protected. Petra said images are only visible in close proximity. Warnick asked about the first incident in which taped images were used. Weeks, Petra, and Carey told about the incident. Weeks said cameras operate when they detect motion or light changes. Ross asked if the cameras are powered by batteries. Carey said they run on electricity with a battery back up. Ross asked about a service contract for the cameras. Carey said there is a one-year warranty.

Campbell said he believes in the First Amendment and people’s ability to assemble and expressed concerns about reconciling the use of cameras with the unintended consequences concerning confidentiality of library records. Ross said he shared those reservations and assumes that the people who are responsible for monitoring the cameras are absolutely in support of the Library Bill of Rights and will do their utmost to make certain no violations occur.

Luckett moved and Meier seconded the motion to amend the policy as follows:

- The second sentence of the section **Privacy and Confidentiality** was changed to read, “Only designated library staff may view real time images or screen recorded images for potential breach of confidentiality.”
- The last sentence of the section **Data Storage** was changed to read, “Recorded images stored digitally shall be held for a period not less than 21 days and will be deleted on a regular schedule as determined by the library director.”
- The word “library” was inserted before “director” in the second sentence of the section **Law Enforcement** and the last sentence of the section **Public Disclosure**.

The motion to amend passed unanimously. The motion to approve the policy as amended passed unanimously.

Collections Policy – Action Item: Ross distributed a clean draft of the Collections policy and introduced Collection Development Coordinator Marianne Malinowski. Malinowski thanked Ross for his input on the policy and said the **Gifts** section has been deleted because it is in the Gift Policy. Malinowski said the goals of the revisions were 1) to tie the goals of the collection policy to the strategic plan; 2) to make the Expression of Concern section match the Programs Policy; 3) to include information on how to handle new and old formats.

Seagrave asked for the meaning of “realia” in the section **Iowa Room**. Malinowski said it is an object. Budd asked for a clarification of the use of the terms materials, collections, and books. Ross said the materials budget is the same as the collections budget. Seagrave, in reference to the language in **Formats**, said that some books are only available in paperback. Weeks said that paragraph is in the policy as back up (for collection buying decisions). Ross called for a vote, which indicated unanimous approval. *

Consent Agenda: Meier moved and Budd seconded the motion to approve the consent agenda. Motion passed unanimously.

- 1) Motion approving claims reports: 9/1/08 – 9/30/08
- 2) Motion approving gifts:

In memory of David Maxwell from

Terry and Helene Adams	\$10.00
Kenneth and Lucille Agard	\$10.00
Don and Janice Anderson	\$15.00
Anonymous	\$20.00
Curtis Benson.....	\$50.00
Guy and Elizabeth Buchwald	\$25.00
John and Gladys DeMerit.....	\$25.00
George and Mary Engstrom	\$10.00
Rebecca Fritzsche.....	\$25.00
Robert and Kay Hamann.....	\$25.00
Roma Lee Johnson	\$25.00
Robert and Constance Kelly.....	\$25.00
Mark and Linda Lunde.....	\$25.00
Marilyn Nervig	\$25.00
Richard and Carol Nissen	\$15.00
Ames Postal Employee Welfare Committee.....	\$35.00
Leonard and Marla Reedholm.....	\$20.00
Louis and Cosette Scallon.....	\$25.00

Julie Schoenrock.....	\$10.00
Steven and Kathy Sheldahl.....	\$20.00
Jacquelyn and Ronald Smith.....	\$25.00
James and Diane Smith.....	\$50.00
Nancy Tamashunas.....	\$10.00
Frances Theile.....	\$25.00

3) Motion approving staff changes:

a) New Hires

- i) Hiring of Emiann (Amy) Boldman as a circulation assistant at \$7.47/hour, effective September 22, 2008.
- ii) Hiring of Cynthia Lambert as a circulation assistant at \$7.47/hour, effective September 22, 2008.
- iii) Hiring of Rebekah Casciato as a circulation assistant at \$7.47/hour, effective September 23, 2008.
- iv) Hiring of Laura Byrd as a circulation assistant at \$7.47/hour, effective September 24, 2008.

b) Raises

- i) Six-month raise for Library Assistant Joan Anderson, from \$18,343.00 to \$19,259.55, effective July 31, 2008.
- ii) Six-month raise for Library Assistant Anastasia Tuckness, from \$18,608.10 to \$19,712.58, effective August 4, 2008.
- iii) Six-month raise for Library Assistant Julianne Bacon, from \$18,343.00 to \$19,447.58, effective September 5, 2008.

Financial Reports: Weeks said claims are over budget due to one-time payments made at the beginning of the fiscal year. Warnick asked about the training expense for The Training Consortium. Carey said that the expense is for a year of online courses for Mark Harris and was in lieu of attending a conference. Ross said the financial reports were accepted as submitted.

Administrative Staff Reports: Weeks introduced Principal Clerk Jill Anderson, who was taking minutes, and said Administrative Assistant Patti Woo resigned effective October 24.

Weeks reported that circulation went up. Weeks said 43 people attended the first session of the Smart Investing program and more participated online. Weeks said the American Library Association conducted a site visit on October 6th to monitor the FINRA grant.

Weeks reported that Weeks, Carey, Ross, and Budd attended the Iowa Library Association (ILA) Conference in Dubuque.

Seagrave wondered if August 2007 circulation figures were unusually high. Weeks said Malinowski would look into it. Seagrave suggested analyzing three months' data rather than one month.

Carey said that because of the new security system on the north door, it no longer serves as an exit.

Library Building Expansion Committee Report: Weeks deferred the building committee report to the discussion on the architectural firm for the building feasibility study under New Business.

Friends of the Ames Public Library Report: Budd reported the fall book sale proceeds were \$11,167. He attended the Friends' meeting on October 6, 2008, where they discussed 1) the book sale, 2) replacement directors, and 3) memberships. Budd said the Friends' have had 193 renewals. Weeks said that following the October 22, 2008, member reception, the Friends now have 234 memberships toward a goal of 300. The next Friends meeting will be held on November 3, 2008. LeGates will attend.

Foundation Report: Due to lack of quorum, the October 21, 2008, meeting was rescheduled for November 11, 2008. Carey said the Foundation campaign had received just over \$20,000.

New Business:

Building Feasibility Study: Weeks said the four architectural firm finalists gave presentations on October 7th. Weeks announced that the committee selected Meyer Scherer & Rockcastle of Minneapolis to do the building study. Weeks cited many reasons for the selection, including:

- Experience in library buildings of similar size
- Experience with historic renovations
- Creative solutions to unique situations
- Experience in the public process, especially in college towns
- Very strong community involvement
- Responsive to changes during process
- Enthusiasm of references

The firm has Iowa experience and will use TSP of Marshalltown for the mechanical aspects of the project. The evaluation committee's vote was 3-1; one member chose the selected firm as a second choice.

The Board discussed the timetable for Phase 1, including contract signing, focus group meetings, and bonding. Seagrave moved and Meier seconded the motion, "Be it resolved that the Board of Trustees, Ames Public Library, select the architectural firm of Meyer Scherer & Rockcastle for the library expansion feasibility study and direct Art Weeks, in consultation with Anders Dahlgren, to enter into contract negotiations." Motion passed unanimously. Weeks will immediately begin contract negotiations with input from Anders Dahlgren and legal assistance from Marek.

Capital Improvement Program for FY10-FY14: Warnick moved and Seagrave seconded the motion to approve the CIP as presented. Weeks explained that the projects are the same as last year with the addition of the chiller in year 2012. Weeks said that these projects might not happen if the building expansion project proceeds as expected, and the project dates are placeholders to ensure the funds are available if needed. Budd pointed out the typo on the Skylight page—"48,0000" will be changed to "48,000." Motion passed unanimously.

Transfer of Vernon Brown Estate Funds: Campbell moved and Budd seconded the motion to transfer the Vernon Brown Estate Funds from the bequest account to the Project Smyles account. Weeks said that both are City of Ames accounts. Carey spoke about the success and public relations impact of this early literacy program. Campbell asked about long-term sustainability. Carey said the program has received funds from grants and the past two Foundation campaigns, and the current year cost is \$62,000. Motion passed unanimously.

* Ross noted the Board needed a motion on the Collections Policy. Warnick moved and Seagrave seconded the motion to approve the policy as presented. Ross said the previous vote on this item would be applied.

Friends of APL Coffee Shop Lease: Ross led discussion about the background and usefulness of the document. Ross said that Literary Grounds is the function of the library and the Friends volunteer in it. Weeks said he would ask Marek for input.

Trustee Comments:

Warnick said she appreciates the work of the building committee.

Seagrave said the same.

Luckett had no comment.

Meier had no comment.

Budd said the ILA Conference was interesting. He said he learned that there is a very fine line between governance and management, and that the Board's main jobs are 1) representing the community, 2) hiring the director, and 3) seeking funding.

Campbell said he would like an index of policies and their dates of revision.

Ross said he did not hear Weeks' ILA presentation on censorship. Weeks said it was entitled "Shades of Gray." Carey said staff members gave a presentation on Project Smyles and were invited to present it at the Kids First Conference next April. Ross said over 600 people registered for ILA, but exhibitors reported lower traffic. Ross said he saw an exhibit featuring a fascinating security system for guarding DVDs.

Adjournment

Seagrave moved and Warnick seconded the motion to adjourn. Meeting adjourned at 9:52 p.m.