

Ames Public Library

Board of Trustees

**Meeting Minutes
November 15, 2007**

The Ames Public Library Board of Trustees met in regular session on Thursday, November 15, 2007, in the Library's Board Room with Anderson, Luckett, Meier, Ross, Seagrave, Warnick, and Director Weeks in attendance. Krauth, LeGates and Sondall Saetveit were absent.

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

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

Approval of Minutes: Ross asked if there were any changes to the October 18, 2007, minutes. Hearing no changes, Warnick moved and Meier seconded the motion to approve the minutes. Motion passed unanimously.

Public Forum: none

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

1. Claims Reports 10/1/2007-10/31/2007
2. Gifts
 - From Anonymous \$25.00 Hollywood video gift card
 - From Constance A. Dunham \$200.00
 - In memory of Mr. and Mrs. Galen Stratton from Ruth Dowell Myers..... \$100.00
3. New Hire
 - Sarah Boogerd, ½-time Library Assistant, Youth Services, grade 57, \$17,722.00 annually, effective November 8, 2007

Financial Reports: Weeks said the budget was 33.3% into the year, with 33.3% of the budget spent. Warnick said the footnotes were helpful.

Administration Report: Weeks said the staff reports were consolidated into an administrative report. He invited trustees to the reception for John and Marcia Imsande, who had donated money for the new local history reading area, on December 2, 2007, from 2-4 p.m.

Carey passed around a sympathy card for Beth Marie Quanbeck's family. She said Beth Marie had worked for the Central Iowa Library Service Area and had helped the library with the strategic plan. Quanbeck died unexpectedly.

Ross asked for information about the assault at the library that was listed in the newspaper's police report. Weeks said staff did not place the call to the police. He said the police may have been called to the library grounds by a patron.

Friends of the Ames Public Library Report: Warnick said the fall book sale brought in \$13,000. She wanted to officially acknowledge Nancy Schroeder, who runs the book sale for the Friends. Warnick said she was grateful for all the hard work Nancy put into the book sale. Weeks said he would send a thank-you letter.

Warnick handed out the Friends' statements of assets and liabilities and statements of revenues and expenses. She said the bulk of their assets were held in a money market account and CDs.

Foundation Report: Carey reported the annual campaign had brought in over \$26,000 with 50% of the staff, 38% of the Foundation Board and 66% of the Board of Trustees contributing. Weeks said he does not have an official ruling from the city attorney on whether the Vernon Brown bequest could be turned over to the Foundation. Weeks said he had discussed the matter with the Iowa Urban Public Library directors and some attorneys who have said the law was unclear or there was no law relating to the matter. He said the Nevada library recently received a large bequest that was deposited with the Story County Community Foundation and any gift given to the Des Moines Public Library goes to their foundation. Weeks suggested revising the library's gift policy and changing the articles of the Foundation to read that their monies are used to support the library.

Policy Review:

Revised Policy Review Schedule – Action Item: Anderson moved and Warnick seconded the motion to approve the Revised Policy Review Schedule as presented/amended. Weeks said the policy review process would be a more deliberative process. Staff would identify issues, review best practices, and recommend policy changes. The Board's Executive Committee would review Director's General Job Duties Policy and the Director's Performance Evaluation Policy. The Arts Advisory Committee Policy would be reviewed by the Board's Arts Advisory Committee. Motion passed unanimously.

Conduct in the Library Policy – Action Item: Anderson moved and Warnick seconded the motion to approve the Conduct in the Library Policy as presented/amended. Carey said proposed changes included adding the use of cell phones at a volume that is disruptive to others and smoking on library grounds to the misconduct section. Warnick amended the motion to change "Smoking on library grounds" to "Smoking on library premises" and to change footnote #2 to #3 and footnote #3 to #2. Ross asked who was in charge of enforcing the policy. Carey said the senior person on duty was in charge. Ross asked if records were kept of violations of the policy. Carey said a notebook tracking disruptive incidents was kept at the reference desk. Motion as amended passed unanimously.

Luckett asked for a progress report on the security cameras. Weeks said cameras were part of the Capital Improvement Plan for 2007/2008. He said cameras could be monitored from a staff workstation. Ross asked if there were any concerns about patrons' privacy. Weeks said the city attorney said the images were disclosable. Luckett asked if the cameras were needed. Weeks said there had been incidents that point out the need for the cameras.

Unfinished Business:

Library Space Needs (Dahlgren Report) - Discussion: Weeks said Dahlgren was working on the final space needs report. Weeks handed out a report comparing Ames Public Library to other libraries that circulate 1.2-1.5 million items and a comparison of libraries in Big 12 communities. Weeks suggested forming a "building" committee comprised of Board and staff members, along with members of the community. The committee would write a request for proposal to hire an architect/engineer to conduct a feasibility study and hold meetings for community input. Weeks said he hoped to have the study completed by January 2009. Luckett asked how the feasibility study would be financed. Weeks said the trustees had set aside money from the bequest fund. Anderson recommended the same community people be involved from the beginning to the end of the project.

Discussion followed on libraries that share space with performing arts centers and recreation centers, the library as a downtown anchor, downtown revitalization, changing streets into plazas, and collaboration with the Octagon and the Historical Society. Ross said the library project would have more support if it was seen as part of a larger undertaking. Ross said the next step would be to form the committee of Board, staff and community members. Ross said he would put together a list of potential committee members and asked trustees to forward suggestions to him.

New Business:

Operating Budget – Action Item: Warnick moved and Anderson seconded the motion to approve the operating budget (FY 2007-08 Expense Amendment, FY 2008-09 Expense Request, FY 2007-08 Revenue Amendment, and FY 2008-09 Revenue Request) as presented/amended. Weeks said the budget committee met and reviewed the budget and suggested an increase in the collections budget for 2008/2009. He said the overall budget increase was 2.59%. Weeks said the budget would be presented to the City Council in February 2008.

Ross asked if the air conditioner problem had been solved. Weeks said replacement of the chiller was included in the Capital Improvement Plan for 2008-2009. Motion passed unanimously.

Public Health Award – Weeks: Weeks presented the Public Health Award from the Story County Tobacco Task Force; Mid-Iowa Community Health Committee; Iowa Department of Public Health, Division of Tobacco Use, Prevention and Control; and the Story County Board of Health, to the Board of Trustees for creating a tobacco-free environment.

Trustee Comments:

Seagrave had no comment.

Luckett had no comment.

Warnick said she would not be able to attend the December meeting.

Meier had no comment.

Ross reminded trustees of the upcoming Public Library Association conference. The conference would be held in Minneapolis, March 27 and 28, 2008. Carey said the Central Iowa Library Service Area would be arranging bus service to the conference.

Anderson said he and Luckett attended the employee appreciation lunch and was impressed by Weeks' stewardship of the event.

Adjournment

The meeting adjourned at 8:50 p.m.