

**Ames Public Library**

**Board of Trustees**

**Meeting Minutes  
November 16, 2006**

The Ames Public Library Board of Trustees met in regular session on Thursday, November 16, 2006, in the Library boardroom with Anderson, LeGates, Mathews, Munson, Ross, Sondall Saetveit, Warnick, and Director Weeks in attendance. Botine and Mungons were absent.

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

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

**Approval of Minutes:** Ross moved and Anderson seconded a motion to approve the October 19, 2006, minutes. The minutes as presented passed unanimously.

**Public Forum:** none

**Consent Agenda:** Ross moved and LeGates seconded the motion to approve the following items on the Consent Agenda.

1. Motion approving payment of claims
2. Motion approving acceptance of the following gifts:

In memory of John Nutty from

• Ron and Carol Fuchs.....	\$25.00
• J. Ben and Sarah Buck.....	\$25.00
• Dr. Robert and Mrs. Donna Doran.....	\$25.00
• Martha Anderson.....	\$10.00
• Charles and Elaine DeKovic.....	\$25.00
• Maxine Hildebrand.....	\$50.00
• Robert and Anne Buck.....	\$25.00
• John and Elaine Bath.....	\$25.00
• Mary Jane Clithero.....	\$25.00
• Dr. Paul and Dorothy Vance.....	\$25.00
• Steven and Mary Herrstadt.....	\$25.00
• J. P. and J. D. Kluge.....	\$25.00
• Frank and Barbara Miller.....	\$25.00
• D. and Patti Spatcher.....	\$25.00
• Frank and Judith Haggard.....	\$25.00
• Jean Austin Peterson.....	\$50.00
• Ellen and Stevan Holm.....	\$30.00
• A. Lynn Fawcett.....	\$50.00
• John and JoAnn Northup.....	\$25.00
• Mary Schlick.....	\$25.00
• M. Burton Drexler.....	\$50.00
• Anne Hall on behalf of Hewlett-Packard Company.....	\$75.00
• Steven and Melissa Schmidt.....	\$30.00
• Allen and Mary Johnson.....	\$100.00
• J.W. (Bill) and Betty Waters.....	\$20.00
• Pat and Louis Banitt.....	\$20.00
• James and Marlys Potter.....	\$50.00
• Roy and Carol Zingg.....	\$25.00

• Arthur and Dolores Ketelsen.....	\$25.00
• Helen Coe.....	\$20.00
• Robert and Rosemary Taylor.....	\$50.00
• George and Nancy Clark .....	\$50.00
• Dale and Elsie Williams .....	\$25.00
• William Underhill .....	\$25.00
• Genevieve Pyle.....	\$20.00
• Mary Jane Pearson.....	\$25.00
• Roland and Wilma Struss .....	\$15.00
• Joy Munn .....	\$50.00
• Susan Krivit Schmidt and Daniel Krivit.....	\$30.00
• Gary and Janet Thompson .....	\$25.00
• Einar and Lois Larsen.....	\$25.00
• Donald and Carol Schulze .....	\$20.00
• J.A. and D.A. Landuyt.....	\$25.00
• Mary Watkins.....	\$25.00
• Gretchen Triplett.....	\$15.00
• John Thurston.....	\$100.00
• Phyllis and Michael Heffron .....	\$20.00
• John and Georganna Hinrichsen .....	\$30.00
• Marilou Ukena .....	\$30.00
• Robert and Janette Hildebrand.....	\$40.00
• G. Harold Newell.....	\$25.00
• R.E. and D.B. Rust .....	\$20.00
• R. Friedrich and Sons, Inc. ....	\$100.00
• First National Bank .....	\$50.00
• David and Hanna Gradwohl.....	\$25.00
In memory of Betty Licht for Youth Services from	
• David and Roberta Countryman .....	\$25.00
• Shirley Wood .....	\$25.00
• Gail White .....	\$20.00
• Craig Beer .....	\$25.00
• Clifford and Judith Lamotte.....	\$25.00
In memory of Arline Montgomery from	
• J. W. (Bill) and Betty Waters.....	\$20.00
• Madlyn Houg .....	\$10.00
• Mr. and Mrs. William Kunerth .....	\$20.00
• Arthur and Dolores Ketelsen.....	\$25.00
• Marilou Ukena .....	\$25.00
From Susan Sulzbacher in memory of Eric Allen Rudman .....	\$50.00
From Altrusa International of Ames for the youth reading program.....	\$50.00
From the Story County Master Gardener Association three books:	
• <i>Yard &amp; Garden Owners Manual</i> by Better Homes and Gardens	
• <i>Decks, Dream It, Plan It, Build It</i> by Better Homes and Gardens	
• <i>Busy in the Garden</i> by George Shannon	

Motion passed unanimously. Munson thanked those who gave gifts to the Library

**Financial Reports:** Weeks reported that 33% of the budget year has passed, and he didn't see any problems. He noted that the structural repair line was over budget, due to vandalism repair charges. Weeks said he was working with the police to alleviate the vandalism problems.

**Director's Report:** Weeks noted a correction in his report that the games in the APL Zone were not working yet. He said that game controllers need to be purchased. Weeks said Community Relations Specialist Ocken would attend the December meeting to take photos of Board members. Other staff would occasionally attend Board meetings to give reports. In addition, he said the WiFi was not available yet. Warnick said it would draw younger people to the Library. Weeks congratulated Hayslett and Carey for getting the Big Read Grant for the Ames Public Library, one of 73 libraries that received the grant.

#### **Staff Reports:**

Deputy Director: Hayslett said she and Carey had recently attended administration training for the Big Read Grant in Minneapolis.

Assistant Director: Anderson questioned the percentage of staff who had contributed to the Foundation campaign. Carey reported that 91% of Foundation Directors, 70% salaried staff, 63% of the Library Board of Trustees, and 50% of the Friends' Board had contributed. Ross questioned if Project Smyles had received any grants. Carey said they were waiting to hear from United Way. Staff members Rae Haws and Linda Olson were pursuing other grant possibilities. In addition, Literacy Coordinator Melinda Thatch would be working on grants for the project.

**Friends of the Ames Public Library Report:** Sondall Saetveit said the Friends' meeting was a short meeting where they discussed the book sale.

**Foundation Report:** Anderson reported no Foundation meetings were held since the last Board of Trustees' meeting.

#### **Policy Review:**

Internet Use Policy and Guidelines – Action Item: Sondall Saetveit moved and Warnick seconded a motion to approve the Internet Use Policy and Guidelines as presented/amended. Ross questioned if there were serious problems related to use of the internet. Hayslett said there had been sporadic complaints. Hayslett explained that two discussions were held with staff for input. The customer concern section was added and guidelines were included in the policy. Discussion followed regarding filtering. Hayslett said an Iowa State University group would offer two training sessions in the Library on chats, safety, and social internet sites. Anderson complimented staff on the policy. It was recommended to remove the parentheses (under Sec. 728.7, Code of Iowa), third sentence, under Responsibilities of the Library. The motion as amended passed unanimously.

#### **Unfinished Business:**

Board Retreat – Overview: Sondall Saetveit reported she had received some feedback about the retreat from Trustees. She said, in general, it was well received. Ross said he would like to see more opportunities for discussion and long-range planning. LeGates suggested starting the Board meeting one hour earlier for a work session. Weeks suggested discussing Library certification; whereupon, Ross recommended having the certification administrator from the State Library speak to the Board. Munson suggested holding a work session January.

## **New Business:**

Foundation Memorandum of Agreement– Action Item: Anderson moved and LeGates seconded a motion to approve the Foundation Memorandum of Agreement as presented/amended. Chuck Jons, president of the Ames Public Library Foundation, said the Foundation would support any recommendation from the Trustees. He stated would like to see the monies the Foundation raised go towards Library projects. Discussion followed regarding adding a surcharge to Foundation gifts to cover overhead costs, the problem of dedicating Library staff for Foundation activities, the liability of Library staff handling Foundation monies, the Foundation hiring an outside company to handle the donations, and the possibility of moving the Library's endowment to the Foundation and have the interest cover the Foundation's operating costs. Anderson urged the staff to approach the city attorney to transfer the endowments held by the city to the Library Foundation. Ross moved to table the motion with the understanding that the Foundation would explore creative options and have staff approach the city to have the city-held endowments moved to the Foundation. Discussion followed about looking at how other Foundations for similar libraries are managed. Anderson called the question. Mathews seconded the motion. Motion to call the question passed unanimously. Motion to table the Foundation Memorandum of Agreement passed unanimously.

Operating Budget - Discussion: Anderson said the Library ordinance states that the Library Board has exclusive control of the Library expenditures so he didn't know how the city could pre-set the salaries. Discussion followed regarding yearly salary increases. Anderson expressed concerns about increasing personnel costs. Weeks explained the Library is dependent on the city for funding, human resources, insurance, etc. Anderson recommended preparation of a presentation to the city council. Weeks explained the upcoming budget schedule. Munson asked for volunteers to explore budget issues with the city manager. Anderson, LeGates and Ross volunteered. Weeks said a five-percent increase the collections budget was requested.

Director Evaluation Process – Discussion: Munson said the director's evaluation and salary would be set at the March Board meeting. She recommended the Director Evaluation committee consist of her, Ross and a volunteer. Munson said since no volunteers stepped forward, she would survey the Trustees and would hope to have another committee member by the December meeting.

Munson announced that LeGates would fill the vacancy on the Arts Advisory Committee.

Citizen Satisfaction Survey - Discussion: Weeks stated the Library was almost the highest rated department in the City of Ames. Lighting and parking were mentioned as problems in the survey. Discussion followed regarding Iowa State students' use of the Library.

## **Trustee Comments:**

Mathews asked for a copy of the Ames Satisfaction Survey. Weeks replied that it was available on the city's web site.

LeGates invited Trustees to her open house on December 3, 2006.

Warnick had no comment.

Sondall Saetveit had no comment.

Anderson noted the city's ordinance on libraries states that the trustees select books and journals; however, it doesn't address Library programs. Munson said any changes to the ordinance might require a referendum.

Ross said he was serving on the 2009 nominating committee for the American Library Association. He said to forward any names of candidates to him.

Munson had no comment.

### **Adjournment**

Warnick moved and Anderson seconded a motion to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 9:10 p.m.