

**Ames Public Library**

**Board of Trustees**

**Meeting Minutes  
November 17, 2005**

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The Ames Public Library Board of Trustees met in regular session on Monday, November 17, 2005, in the Library board room with Anderson, Botine, Ferree, Mungons, Munson, Ross, Sondall, Warnick and Interim Co-Directors Carey and Hayslett in attendance.

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

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

**Approval of Minutes:** Ross moved and Ferree seconded the motion to approve the minutes from the October 10, 2005, meeting. The motion passed unanimously. Botine moved and Ferree seconded the motion to approve the minutes from the October 18, 2005, meeting. The motion passed unanimously.

**Public Forum:** none

**Financial Reports:**

**Claims:** Anderson moved and Ferree seconded a motion to approve the claims. Munson questioned the number of pluses and minuses. Carey explained the budget is being redone to reflect how the organization works. Hayslett said the budget will be reviewed at the December meeting. The claims were unanimously approved.

Warnick arrived at 7:07 p.m. Mungons arrived at 7:08 p.m.

**Donations:** The following donations were presented for acceptance:

- From Lucille I. and Elwyn J. Taylor .....\$110.00
- From Patrick Jahren.....\$27.00
- In memory of Eric Rudman for Youth Services  
from James and Carolyn Houston..... 25.00  
from Susan Sulzbacher.....\$50.00

Ross moved and Warnick seconded a motion to accept the donations. The motion passed unanimously.

**Budget and Finance Committee Report:** Anderson asked why 48% of the office supply budget had already been spent. Woo explained the Collections department had already purchased most of their supplies for the year. Anderson questioned the P-card clearing line. Carey explained it was a holding place for P-card purchases until they are allocated to the appropriate account number. Warnick questioned the amount expended on food. Hayslett explained that the 05/06 budget is in the process of being amended to add more money to this line. Anderson questioned the implementation of Unique Management Services. Carey explained that 107 accounts were sent to collections and as of November 14, fifteen people had responded and \$880.00 was collected after the first letter was sent. Carey stated that even though it takes more staff time, some of the missing materials are being returned. Anderson asked for an update on fine revenue.

**Interim Co-Director's Report - Carey:** Warnick asked Carey about her meeting with the Police and Parks and Recreation to discuss security. Carey explained they discussed ideas which ranged from signage to cameras to security officers. At this time, the Library will phase in some of the affordable ideas and work with the City Finance Department for capital funding and with the Parks and Recreation Department to secure some grant money. Ross questioned Carey if the half-time library assistant position had been filled. Carey said two applications were received, but the interviews had not been held. Discussion followed regarding the Smyles project and avenues for securing grants.

**Interim Co-Director's Report - Hayslett:** Ross asked for the final figure on the Friends' book sale. Hayslett said it grossed \$10,000.00 and there was record attendance. Anderson asked how the online sales were going. Hayslett said it was going well, as the Friends just received a \$1,000.00 check this month.

### **Department Coordinators:**

Collection Manager: Munson questioned the collection analysis mentioned in Malinowski's report. Hayslett explained that Scott Dermont is working with Roy Kenagy of the Central Iowa Library Service area to develop a new ratio to determine when to buy multiple copies. Munson stated she liked the 7-day books as a way to quickly turn items around.

Youth Services Specialist: Heid reported that during her interview on WOI radio by Katherine Perkins there were many call ins. Ross asked Heid if the "Creating the Culture" training was worthwhile. Heid replied that she found all the City's training, along with the middle-manager meetings worthwhile. Carey stated that Bohlke and Donnell were also complimentary about the "Creating the Culture" sessions.

Sondall arrived at 7:34 p.m.

Computer Specialist: Harris reported that he recently attended the CODI (Customers' of Dynix Inc.) conference. He said the recent merger of Dynix and Sirsi may delay the release of Horizon 8.0. The delay in the upgrade may hold off some projects for another year.

Community Relations Specialist: Duggan handed out the December calendar of events. Anderson questioned when the Library was closed for holidays. Hayslett stated the Library was closed for Thanksgiving, the day after Thanksgiving, Christmas Eve, and Christmas day, and closed at 5 p.m. on New Year's Eve. Ross asked why the Library is closed the day after Thanksgiving. Carey stated it is set in the Library's personnel policy. Discussion ensued regarding bringing the policy to the Board for review.

**Friends of the Ames Public Library Report:** Warnick reported that she attended the Friends' meeting where they discussed the reduction of book sale space with the addition of the teen space. They also discussed holding smaller sales throughout the year. She said the group is doing well financially.

**Foundation Report:** Ross reported that the Foundation met on November 7<sup>th</sup> with two new members in attendance: Janet Ross and Annette Boehje. Roy Kenagy facilitated a discussion on the Foundation's mission. Ross stated that Carey, Sheila Lundt, and he would review the bylaws and report to the Foundation Board in February. He stated that, effective in February, Chuck Jons will serve as the new president. Warnick asked how they were recruiting new members. Ross said to turn any names over to him, as they need to recruit at least five new members. Ross reported on his meeting with Mary Greeley Medical Center's foundation director.

## **Policy Review:**

Collections Policy – Action Item: Anderson moved and Ferree seconded the motion to approve the Collections Policy as presented/amended. After discussion regarding weeding, the format section and gifts added to the collection, the policy passed unanimously as presented. Ross moved and Mungons seconded a motion to return the Collections policy to the table. The motion passed unanimously. Ross moved to amend the policy as follows: under **Foreign language materials**, the second sentence add “language” after Spanish and “fiction” after popular. Change the heading **Electronic format criteria** to **Online databases criteria**. Mungons seconded the motion. The amended Collections Policy passed unanimously.

Statement of Concern Form – Action Item: Ferree moved and Botine seconded the motion to approve the Statement of Concern Form as presented/amended. After discussion regarding changing the Meeting Rooms, Display/Exhibit, and Programs policies, Anderson moved to table the Statement of Concern Form. Ferree seconded the motion. The motion passed unanimously.

## **Unfinished Business:**

Director Search Update: Munson reported that the first candidate was interviewed, although due to inclement weather, he was delayed. The next candidates would be here December 5<sup>th</sup> and 6<sup>th</sup> and December 7<sup>th</sup> and 8<sup>th</sup>. Due to lack of attendance, Munson recommended changing the public forum to the Library and doing more publicity in advance of the forums.

Building Acquisition Update: Munson reported she attended the building inspection with City Attorney John Klaus and the engineers from Fox Engineering. She said the inspection report is due on November 22. Munson reported seeing mold and water damage.

## **New Business:**

Iowa Library Association (ILA) 2006 Legislative Agenda: Hayslett presented the Iowa Library Association’s Legislative Agenda for 2006. She said it was developed by the association’s Governmental Affairs Committee and adopted by the Iowa Library Association membership at their fall meeting in Dubuque.

## **Trustee Comments:**

Ferree had no comment.

Sondall had no comment.

Botine had no comment.

Anderson had no comment.

Warnick said the Reading Makes You Feel Good event was fabulous. She said she is continually impressed with the fine job the staff is doing.

Ross reported that he spoke at the Ames Citizen’s Academy. He also reported on attending the Iowa Library Association’s (ILA) meeting in Dubuque. He said ILA’s Foundation raised \$19,000. He said he’ll be working on an ICN session for the 2006 All Iowa Reads book, *Gilead*.

Munson had no comment.

Mungons said the Director Search Committee has done a great job. He stated that he will be out of town for next month's Board meeting.

**Adjournment**

Anderson moved and Ferree seconded a motion to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 8:55 p.m.