

Ames Public Library

Board of Trustees

**Meeting Minutes
November 18, 2004**

The Ames Public Library Board of Trustees met in regular session on Thursday, November 18, 2004, at 8:00 p.m. in the Scheman Building, Room 160, with Cameron, Ross, Botine, Kavanagh, Ferree, Jennings, and Library Director Gina Millsap in attendance. Munson and Gloggner were absent.

Prior to the meeting, the Trustees watched the ICN Session, "Funding for Your Library: The Special Library", which was presented by the State Library of Iowa.

Call to Order: The meeting was called to order by President Cameron at 8:05 p.m.

Adoption of Agenda: Jennings pointed out that she is the Friends liaison, rather than Gloggner. Botine moved and Jennings seconded the motion to adopt the corrected agenda. The motion passed unanimously.

Approval of Minutes: The minutes from the October 21, 2004, meeting were approved as presented.

Public Forum: None

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

Donations: The following donations were presented for acceptance:

- From Cynthia A. and William Vinson..... \$20.00
- From Susan Sulzbacher in memory of Eric Rudman \$50.00

Ross questioned the necessity of approving the donations monthly. Millsap explained that it was important to recognize the donors promptly. Botine moved and Kavanagh seconded a motion to accept the donations. The motion was unanimously approved.

Budget and Finance Committee Report: Botine commented that he and Ferree would present the budget report under New Business.

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

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

Department Coordinators:

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

Youth Services: Elbert reported that she presented the "Best Children's Books of 2004" at the Library and ISU, where three university classes were in attendance.

Community Relations Specialist: Duggan had nothing to add to her report.

Friends' Report: Kavanagh reported that the Friends met and approved \$19,000 for the purchase of adult books on CD and adult print multiple copies. They also put money aside in laddered CDs.

Foundation Report: Millsap reported the Foundation Board met on November 4th, will meet January 11th, and on the first Monday in February for their annual meeting. She said that Paschen identified 100 previous donors and is contacting each person for a donation. Millsap stated that she, Ross and Lonergan, along with Jennings are working on the position announcement for Paschen's replacement, as her last day is December 31st.

Policy Review: Cameron thanked that staff for postponing policy review until the December meeting.

Unfinished Business:

Strategic Planning Report: Millsap reported that the 2004-2005 Organizational Priorities were presented to staff members for their input. She stated that the Public Services group is looking into the possibility of becoming a passport acceptance agency. In addition to adding revenue, it will serve as an opportunity to connect patrons to the collection.

Legislative Report: Hayslett attended the Iowa Library Association Planning meeting where the Government Affairs Committee and lobbyists met to discuss strategies for the upcoming legislative session. Cameron stated that legislative day has been changed to March 2, 2005.

Youth Services Specialist Salary – Action Item: Ferree moved and Ross seconded the motion to authorize the Director to offer up to midpoint of pay grade 59 (\$46,067) for the Youth Services Specialist position. Millsap stated the option of negotiating salary is important in this recruitment process. Cameron concurred that the starting salary may be too low. The motion passed unanimously.

New Business:

Library Closing for 9th Annual Staff Development Day (2/21/2005) – Action Item: Ross moved and Botine seconded the motion to approve closing the Library on Monday, February 21, 2005, for Staff Development Day. The motion was approved unanimously. Cameron stated that she will work with Hayslett on staff recognition.

FY2004-05 Expense Amendments Approval – Action Item: Botine moved and Jennings seconded the motion to approve the FY2004-05 Expense Amendments as presented. Millsap stated that the amended budget takes in to account actual amounts spent this year. Ross questioned the net merit adjustment. Millsap stated that the City's Finance Department makes this adjustment to reflect actual vs. projected salary adjustments for the adopted budget. The motion passed unanimously.

FY2004-05 Revenue Amendments Approval – Action Item: Botine moved and Ferree seconded the motion to approve the FY2004-05 Revenue Amendments as presented. Ferree explained that the amendments show the increase in the Gilbert contract, Open Access payments received, and computer and desk receipts. The motion passed unanimously.

FY2005-06 Expense Request Approval – Action Item: Jennings moved and Kavanagh seconded the motion to approve the FY2005-06 Expense Request as presented. Botine stated that the 2005-06 budget reflects an increase of 1.1%. Millsap stated that the conference and computer maintenance budgets have increased. In addition, collection budgets were increased by 19% to meet State of Iowa Library accreditation standards that require that expenditures for collections equal at least 10% of the total budget. The motion passed unanimously.

FY2005-06 Revenue Request Approval – Action Item: Kavanagh moved and Botine seconded the motion to approve the FY2005-06 Revenue Request as presented. Ferree reported that the

FY2005-06 revenue is projected to remain flat. Jennings questioned if Inter-Library Loan revenue has increased. Millsap stated that it has decreased since the Library stopped taking requests from patrons who live outside the service area and since the \$1.00 per request charge was instituted in FY03-04. The motion passed unanimously.

FY04/05 Computer Replacement Fund Request: Jennings moved and Botine seconded the motion to approve the Dynix Software and Server Expense (\$12,100.00) to be paid out of the computer replacement funds as presented. Millsap presented the previously passed action item of \$46,300.00 for the thin-client upgrade to be taken entirely out of computer replacement funds, which was originally passed by the Board last year. In addition, she presented the request to purchase new Dynix software, along with a server for a total of \$12,100.00. The motion was approved unanimously.

Trustee Comments:

Jennings updated the Board on the status of Director Evaluation Committee. She reported that the committee's goal is to present a formal report to the Board at the December meeting, along with a draft procedure and policy. She invited the Management Team to meet with the committee on December 9th between 6-6:30 p.m. in the Founder's Suite of the Library.

Cameron reported on the presentation that she and Mary Jo Langhorne made at the Iowa Association's School Board meeting. She also thanked the Board and staff for attending the ICN Session, "Funding for Your Library: The Special Library," along with attending the late Board meeting.

Adjournment

Jennings moved and Ross seconded the motion to adjourn. The motion was approved unanimously. The meeting adjourned at 9:10 p.m.