

Ames Public Library Board of Trustees

Meeting Minutes November 20, 2008

The Ames Public Library Board of Trustees met in regular session on Thursday, November 20, 2008, in the Library's Board Room with Anderson, Budd, Campbell, LeGates, Lockett, Meier, Ross, Seagrave, and Director Weeks in attendance. Warnick was absent. Staff in attendance: Assistant Director Carey, Principal Clerk Anderson. Guest: Jim Stephenson.

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

Adoption of Agenda: Ross asked for any changes to the agenda; hearing none, Anderson moved and LeGates seconded a motion to approve the agenda. Motion passed unanimously.

Approval of Minutes: LeGates moved and Budd seconded a motion to approve the October 23, 2008, minutes. Ross corrected the last sentence of the fourth paragraph under **Library Security Camera Policy** to read, "Weeks said no." Budd changed the word "government" to "governance" in his **Trustee Comments**. Motion to approve the minutes passed unanimously.

Public Forum: None

Presentation: Lockett introduced Jim Stephenson, who demonstrated Amazon's Kindle®, a wireless reading device. Stephenson's Kindle® is light, compact, and has a long list of functions, including the ability to download a book in a minute, store approximately 200 books in memory, and change font sizes on its viewing screen. The board thanked Mr. Stephenson for his presentation. Mr. Stephenson left the meeting.

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

- 1) Motion approving claims reports: 10/1/08 – 10/31/08
- 2) Motion approving gifts:
 - a) From Alisa Frandsen for Project Smyles..... \$40.00
 - b) From Betty Gordon, reimbursement for Under Our Skin DVD \$101.00
 - c) From Esther Grimes..... \$3.75
 - d) In memory of David Maxwell
From Dean Olson..... \$25.00
From Janet Wills \$25.00
 - e) In memory of Irene Morrow from Lynne Van Valin..... \$11.37
- 3) Motion approving new hires:
 - a) Hiring of Mark Blando as Information Services Librarian at \$42,745/year, effective 11/10/08
 - b) Hiring of Seth Warburton as a circulation assistant at \$7.47/hour, effective 11/3/08
 - c) Hiring of Marta Haalboom Mooney as a circulation assistant at \$7.47/hour, effective 11/4/08
 - d) Hiring of Cindy Schaeffer as a circulation assistant at \$7.47/hour, effective 11/4/08
 - e) Hiring of Yumna Ghandour as a circulation assistant at \$7.47/hour, effective 11/6/08
 - f) Hiring of Arlisa Rucker as a circulation assistant at \$7.47/hour, effective 11/6/08
 - g) Hiring of Shivansh Upreti as a circulation assistant at \$7.47/hour, effective 11/6/08

Financial Reports: Weeks said the budget is at 33.9% spent. The spending is ahead for collections and underspent for salaries, which is on pace with budget.

Seagrave joined the meeting.

Ross asked if there had been any recision talk from the City Manager. Weeks said no and that any cuts would happen in spring amendments for the next budget year. Meier noted that one formula is

missing in the Total Expenses column on page 14, 2008/09 Library Expense Summary – All Funding Sources. City Finance will need to fix it. Ross said the financial reports were accepted as submitted.

Administrative Staff Reports: Weeks said the third reading of the library ordinance changes will take place at the November 25 City Council meeting.

Weeks said the City of Ames Resident Satisfaction Survey is on the City of Ames website and the Trustees discussed the results. Weeks said he will recommend not changing to summer hours.

Ross asked Weeks to explain the patron electronic notification rationale. Weeks said the courtesy reminder will combat the problem of patron dissatisfaction, since earlier notification will result in a reduction in fines. Ross asked if the emails would increase staff time. Carey said an increase is expected, and that she hopes questions will decrease over time. Carey said they hope to see an increase in patrons providing their email information, which will decrease staff time and funds spent on calling about holds and mailing overdue notices.

Carey said fines are \$.25/day and there is a \$10/day maximum for adult materials and \$2/day for juvenile materials. Final notices are sent approximately 45 days after the item was due. Meier asked at what point patrons are notified. Carey said patrons are given quite a while before they are charged for a lost item. Ross asked if the courtesy reminder lists the title of the book. Carey said yes, but that people give us their email address and give permission to use it in this way.

Library Building Expansion Committee Report: Weeks said he met with Architect Jeffrey Scherer of Meyer Scherer & Rockcastle (MS&R) and Library Consultant Anders Dahlgren on Monday. Weeks recommended that Dahlgren be a subcontractor of MS&R for the purpose of space delineation.

Weeks presented the Library Feasibility Study Timeline for 2009:

January – Dahlgren meets with staff about space needs; contract ready for Board approval

February & March – MS&R meets with staff and public

May – presentation to City Council on site options, public meetings, and Board selection of site

June – rough schematics and preliminary costs

Late August – schematic design, artist renderings, total project cost estimate

September 2009 – project ready for Board approval

Ross asked if there was a non-performance clause. Weeks said he would make sure there is. Weeks said the contract is based on a standard document. Ross will sign a letter requesting the architects be added to the March 17, 2009, City Council agenda. Meier asked at what point major backers are sought. Weeks said that cost estimates would probably be in by late spring. Ross expressed concern about the cost of the project. Carey said the project encompasses more than initially envisioned, which increased the cost. The overall building project could be suspended at the completion of this stage without compromising its integrity. Budd asked if MS&R is allowed to begin work before the contract is signed. Carey said they can if they feel comfortable doing so. Discussion on timing and other City projects ensued.

Friends of the Ames Public Library Report: LeGates reported on the meeting held November 3, 2008. Greg Bruna replaced Anneke Mundel on the Friends Board, but two vacancies remain. Ross asked if anyone has stepped forward to run the book sale. LeGates said no. LeGates said that, as a membership incentive, Friends will be welcomed into the book sale one hour prior to the start of the sale on Friday night and that new memberships will be accepted during that time. Budd said there are currently 241 members. LeGates said the next Friends meeting is December 1st.

Foundation Report: Ross said the board met last week. Carey said the campaign has raised \$15,000 for Project Smyles and \$6,000 for the endowment, which is less than anticipated. LeGates said that people are feeling stretched due to current economic news. Carey said the timing of the campaign (mailing in August) is not good and suggested moving it back to April.

Ross said the Foundation is still seeking traction. Weeks said Lisa Eslinger is working on the Financials and Stephen Dahl has agreed to write grants.

Policy Review:

Exam Proctoring Policy – Action Item: Anderson moved and Campbell seconded the motion to approve the Exam Proctoring Policy as presented/amended. Weeks said the questions to consider are a) whether the library should proctor exams, b) whether the staff can handle the workload, and c) whether the library should charge for the service. Weeks said the service aligns with the library's support of life-long education and the revenue generated by charging a fee would not be significant enough to justify staff time. Principal Clerk Anderson said the workload is not a problem.

Ross asked if the library has any liability in the case of undesirable exam results. Weeks said he has not heard of any problems from libraries offering this service. Ross asked if the increase in online classes has increased the demand for the service. Principal Clerk Anderson said that requests have stayed steady. Ross asked how staff members are compensated. Weeks said proctoring is part of the Principal Clerk's duties. Ross noted that proctoring is a goodwill gesture. Motion passed unanimously.

Unfinished Business:

Coffee Shop Lease – Discussion: Weeks talked to City Attorney Marek, who is concerned about the use of Library staff when volunteers are not on duty. Weeks raised the possibility of hiring a development director who would split time equally between the Library, Friends, and Foundation. Meier asked if this would be a City position. Weeks said the staff member would be a City employee with benefits whose salary would be funded equally by the other organizations. Weeks said Marek is unable to look at the matter until December.

The Trustees discussed the merits and drawbacks of such an arrangement. Weeks said that library staff must undertake tasks such as purchasing materials with Friends and Foundation funds and accepting donations on behalf of the Friends and Foundation, and therefore cannot remain completely separate. Ross asked if the City has contract employees. Carey said yes. Budd asked if the person would be raising enough resources to pay his/her own way. Weeks said he ran numbers for a three-quarter time person who would be expected to generate additional revenue. Ross said the hospital pays its foundation director's salary as an in-kind contribution. Meier said they are a self-supporting entity. Weeks said the development director at Anchorage was paid for by the city. The Trustees reviewed the origin of the Foundation and its fundraising history.

Ross asked Weeks to discuss the position with Marek and report back to the Board. Budd asked for a resolution on the matter of the coffee shop. Weeks said he believes that Marek would be satisfied with a Memorandum of Understanding. Weeks said the Friends cannot find enough volunteers to staff the coffee shop during all hours the library is open, which is approximately 70/week. Lockett suggested using an honor system for sales. Weeks said that is used for coffee, but it does not generate enough revenue to cover costs.

New Business:

Operating Budget – Action Item: LeGates moved and Seagrave seconded the motion to approve the Operating Budget as presented/amended. The adjusted budget for FY08/09 is \$96 under the adopted budget. The FY09/10 budget is approximately 4.2% higher. City Finance has adjusted the bottom line.

Meier asked why the Conferences line was increased. Weeks said he is trying to get more professional staff to conferences. Additionally, Mary Logsdon has been invited to speak on a panel discussing our FINRA grant at the American Library Association Conference. Meier asked about the

amount for Natural Gas. Weeks said the City assigns the amount. Meier asked if the computers to be purchased were replacing others. Weeks said that computers are replaced upon failure. Meier asked if that was in the Information Services budget. Weeks said it is from the computer depreciation account.

Ross asked about the Food and Feed line. Weeks said it is for programs, book clubs, Staff Day, and other special events. Seagrave asked about the Wearing Apparel line. Weeks said we no longer purchase clothing for custodians.

Budd asked why the Insurance & Bonds line is part of the Internal Services charges when this service is not provided by another City department. Weeks and Carey said this is assigned by the City Finance Department.

Budd asked why there is no money budgeted for the Vacations line item when YTD shows money already spent. Carey said that amount will be offset by salary savings, and that Finance prefers we leave the salary lines alone. Finance will move those funds at the end of the year. Weeks explained that line was a payout for unused vacation. Ross and Budd expressed the wish that the budget reflect reality. Budd noted a similar discrepancy in the Temp Salary Benefits line. Carey explained that Finance also moves that money between accounts.

Meier asked about gifts and donations amounts. Carey said the numbers are taken directly from the approved Friends and Foundation budgets. Budd asked how the Library determines the charge for a lost book. Carey said it is what the library paid for the book plus a \$5 processing fee. Budd asked if the Library buys the same book as a replacement. Carey said that depends on the collection needs, and that there is no relationship between the lost book fees and the replacement fund.

Motion on the operating budget passed unanimously.

Weeks will be attending the budget PROBE (Productive Review of Budget Entries) meeting on December 3.

Trustee Comments:

Seagrave apologized for being late.

Luckett had no comment.

Anderson had no comment.

LeGates had no comment.

Campbell had no comment.

Meier had no comment.

Budd congratulated Ross on winning the Iowa Library Association presidency.

Ross had no comment.

Adjournment

Meeting adjourned by consensus at 9:02 p.m.