

## Ames Public Library

### Board of Trustees

#### Meeting Minutes December 15, 2005

---

The Ames Public Library Board of Trustees met in regular session on Thursday, December 15, 2005, in the Library boardroom with Anderson, Ferree, Mathews, Munson, Ross, Sondall, Warnick and Interim Co-Directors Carey and Hayslett in attendance. Botine and Mungons were absent.

**Call to Order:** President Munson called the meeting to order at 7:04 p.m.

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

**Introductions and Welcome to New Board Member:** Munson introduced new Board member Caleb Mathews. Board members and the following staff: Woo, Carey, Hayslett, Harris, Heid, and Duggan introduced themselves to Mathews.

**Installation of New Board Member:** Munson administered the trustee oath to the new Board member Caleb Mathews.

**Approval of Minutes:** Ross moved and Ferree seconded the motion to approve the minutes from the November 17, 2005, meeting. The motion passed unanimously.

The minutes from the December 5, 2005, special meeting were approved as amended: Under **Public Forum**, last sentence, change Trustee representative to Trustee representatives. Under Director Interview, first sentence, change "Chapter 21.5, section i", to "section 21.5, subsection i, to evaluate the professional competency of the candidate,".

The minutes from the December 7, 2005, special meeting were approved as amended: Change sentence, "Board members and invited guests themselves to the candidate." to read, "Board members and invited guests introduced themselves to the candidate." Under Director Interview, first sentence, change "Chapter 21.5, section i", to "section 21.5, subsection i, to evaluate the professional competency of the candidate,".

**Public Forum:** none

**Interim Co-Director's Report - Carey:** Ross asked Carey about the outcome of the unemployment hearing for the former Foundation Development Director. Carey said the Foundation received an amended ruling, which hadn't changed much from the last ruling.

Carey pointed out that circulation numbers are up again last month and continue to buck the national trend of declining circulation. She said the increase could be related to the increase in youth programming, merchandising, and the number of DVDs checked out.

Anderson asked when the kick off for Syles would be held. Carey reported the date hadn't been set, as they were waiting to see if Christie Vilsack could attend. Carey said the folding book bins, plush toy, and book proof had arrived.

**Interim Co-Director's Report - Hayslett:** Hayslett had nothing to add to her report.

**Department Coordinators:**

Youth Services Specialist: Heid had nothing to add to her report.

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

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

**Friends of the Ames Public Library Report:** Warnick reported the Friends held a brief meeting where they approved funds for the Smyles launch party.

**Foundation Report:** Carey reported the Foundation's campaign to known donors was mailed last week. She thanked Duggan, Harris, Woo and Anderson for their assistance. The cost to mail 1400 pieces was \$662.00 and to date seventy-five patrons had already responded with donations of \$5915.00. Ross stated that he, Shelia Lundt, and Carey will meet after the holidays to work on the Foundation's bylaws. Carey stated the Foundation Board is recruiting new members.

**Policy Review:**

Statement of Concern Form – Action Item: Ross moved and Anderson seconded the motion to take the Statement of Concern Form off the table. The motion passed unanimously.

Hayslett stated the staff reworked the form in consideration of the Board's recommendations. Ross moved and Ferree seconded the motion to pass the Statement of Concern Form as presented. The motion passed unanimously.

**Financial Reports:**

**Claims:** Ferree moved and Warnick seconded a motion to approve the claims. Hayslett said that items were still being moved around to reflect the new program budget. Ross questioned the \$837.00 credit. Carey said the Christmas lights were canceled. The claims were unanimously approved.

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

- From Jane Beeman in honor of Mary Jane Pearson.....\$50.00
- From Home Furniture.....carpet to cover benches in Youth Services Story Room
- From Lane and Amy Turner.....\$1500.00  
for the children's area, video & music, and materials pertaining to wordworking
- From Elizabeth Koziel ..... \$9.00

Warnick moved and Anderson seconded a motion to accept the donations. Warnick pointed out that wordworking should be changed to woodworking. The motion passed unanimously.

**New Business:**

Expenses FY 05/06 Amendments – Action Item: Warnick moved and Ferree seconded the motion to approve the FY 05/06 expense amendments as presented/amended. Hayslett pointed out the new program descriptions were included in the Board packet. Warnick questioned the amount budgeted for recruiting costs. Carey explained it is an estimated cost, which includes possible moving costs. The motion passed unanimously.

Expenses FY 06/07 Request – Action Item: Ferree moved and Mathews seconded the motion to approve the FY 06/07 expenses request as presented/amended. Carey said the Library was asked to bring its budget in line with other city departments. Hayslett stated that the management team is working on cutting the training and conference budget. She said the management team is developing procedures on who would attend conferences. Munson questioned why the city data service charge had increased. Carey said the Library's rate is based on usage and our use has increased while other departments' usage had gone down. The motion passed unanimously.

Sondall arrived at 7:45 p.m.

Revenue FY 05/06 Amendments – Action Item: Warnick moved and Sondall seconded the motion to approve the FY 05/06 revenue amendments as presented/amended. Hayslett reported open access is a reimbursement from the state for materials loaned to other libraries. She said that inter-library loan revenues are predicted to be lower; however, desk receipts are projected to increase. Carey explained that the use of Unique Management Services has brought in more revenue rather than materials. In four weeks \$464.00 worth of materials has been returned and approximately \$1500.00 was collected. Hayslett explained that lab and photocopy receipts were down. Ross stated that he doesn't want to see the possibility of the Library acting as a passport agency to fall by the wayside, as it should bring in sizeable revenue. Hayslett said that it is on the list of organizational priorities. The motion passed unanimously.

Revenue FY 06/07 Request – Action Item: Ferree moved and Mathews seconded the motion to approve the FY 06/07 revenue request as presented/amended. The motion passed unanimously. Hayslett said she was grateful to the city finance department for their assistance in creating the new program budget and during the Probe process.

Closing for Staff Development Day – Action Item: Ferree moved and Anderson seconded the motion to approve the Library closing for staff day on Monday, February 20, 2006, as presented/amended. Munson explained the staff uses the day for training. Duggan said in addition to training, there is a plan to schedule some time into the day for work groups to either meet or work on outstanding projects. The motion passed unanimously.

### **Unfinished Business:**

Building Acquisition Update: Ross explained that he attended the eminent domain proceeding for the property at 215 Fifth Street, Ames, Iowa, which was held on December 14, 2005. After a visiting the property, the Commissioners set the price for the property at \$180,000.00. Ross said the property owners may come back and ask for more money in return for not appealing the decision. Ross reported the formal process is complete. Ferree said there is a thirty-day time line for an appeal. Munson thanked Ross for attending the proceedings.

Director Search Update: Munson presented copies of e-mails from three candidates: Ann Hokanson, Steve Norman, and Daniel Siebersma where they each requested the meeting go into closed session to discuss their candidacy for the director. Munson recommended closing the meeting to discuss personnel matters. Ross moved and Sondall seconded the motion to close the meeting. The motion passed unanimously. Voting aye: Anderson, Ferree, Mathews, Munson, Ross, Sondall, and Warnick. The meeting closed at 8:30 p.m.

At 9:50 p.m. Ross moved and Ferree seconded a motion to open the meeting. The motion passed unanimously. Voting aye: Anderson, Ferree, Mathews, Munson, Ross, Sondall, and Warnick.

Munson stated the Board decided not to hire a director at this time and to reopen the search. She asked Carey and Hayslett if they would continue to serve as interim co-directors. Both Carey and Hayslett agreed to serve. She asked the interim co-directors to notify staff of the Board's decision.

Munson asked the members of the Director Search Committee if they would continue to serve. Ross, Warnick, Carey, Hayslett, and Woo agreed to serve. Munson thanked the staff and Board for their continued participation in the process.

**Trustee Comments:**

Ferree had no comment.

Sondall had no comment.

Anderson had no comment.

Warnick had no comment.

Ross had no comment.

Mathews had no comment.

Munson had no comment.

**Adjournment**

Anderson moved and Ross seconded a motion to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 9:57 p.m.