

Ames Public Library

Board of Trustees

**Meeting Minutes
December 16, 2004**

The Ames Public Library Board of Trustees met in regular session on Thursday, December 16, 2004, at 7:00 p.m. in the Library boardroom with Cameron, Ross, Gloggner, Munson, Ferree, Jennings, and Library Director Gina Millsap in attendance. Kavanagh and Botine were absent.

Call to Order: The meeting was called to order by President Cameron at 7:03 p.m.

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

Approval of Minutes: The minutes from the November 18, 2004, meeting were approved as presented.

Public Forum: None

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

Donations: The following donations were presented for acceptance:

- From Ames Interfaith Council..... \$100.00
- From Robert A. and Judith C. Rudman
to be used for juvenile equipment or materials..... \$200.00
- From Dan L. Volz and Sherri Little in memory of Bill Ellett..... \$34.00
- From Jane C. Beeman
in honor of her mother, Mary Jane Pearson for Christmas \$50.00

Ferree moved and Gloggner seconded a motion to accept the donations. The motion passed unanimously.

Budget and Finance Committee Report: Ferree presented a new YTD expense summary format to the Board of Trustees for consideration. The Board requested that both the YTD expense summary report along with the monthly expense summary report be included in each Board packet.

Director's Report: Millsap informed the Board that the interview team did not find a suitable candidate to fill the Youth Services Specialist position; therefore the search has been extended. The education and experience requirements were changed to require a Masters degree in library science or equivalent combination of education and experience. Discussion involved the necessity of requiring a Bachelor's degree.

Millsap reported that the presentation of the FY04-05 budget amendments and FY2005-2006 budget request to the City's finance department went well. She will present the Library's budget to the City Council in February 2005.

Assistant Director's Report: Hayslett stated that the Frankenstein exhibit had arrived and would be set up in the Library Atrium from December 22 through February 18.

Department Coordinators:

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

Youth Services: Elbert had nothing to add to her report. Cameron stated that there was a nice turnout for Elbert's retirement reception.

Circulation/Outreach Services: Carey reported that children's author and illustrator Nancy Carlson will give a presentation on January 10, 2005. Singer, songwriter, and library employee Bejae Fleming has received an Iowa Arts Council Grant to partner with libraries. She will be presenting a program on songwriting in the future.

Jennings asked Carey to explain the procedure for notifying patrons for holds. Carey explained that e-mail is the preferred method of hold notification. She also explained that holds can be managed by suspending the item. Since approximately 25% of holds are not picked up, Millsap has asked circulation to determine if customers who routinely do not pick up holds should be assessed a fine.

Friends' Report: Hayslett reported that the main focus of the meeting was approving funds for the new CD repair/cleaner equipment.

Foundation Report: Millsap said that total donations for the 2004 annual campaign are over \$46,000, surpassing the 2003 annual campaign. Along with Foundation directors Ross and Lonergan, she will be working on the recruitment of a new development director. Millsap also asked for recommendations of new Foundation directors. The next meeting is January 11, 2005, and the annual meeting is a joint meeting with the Friends' group on February 7, 2005.

Policy Review:

Conduct in the Library Policy: Jennings moved and Munson seconded a motion to approve the Conduct in the Library Policy. Millsap stated that the policy was changed to have more consistent language throughout and to clarify that the bookmobile is part of the Library premises. Jennings suggested personal electronic devices should include cell phones. Millsap said that the consequences section was changed to give the staff more leeway to exercise judgment. Jennings moved to change the 9th bullet under Misconduct may include, but is not limited to the following:, to read, "Using personal electronic devices including cell phones, either with or without earphones, at an unreasonable level." The motion passed unanimously.

Unattended Children/Disruptive Behavior Policy: Jennings moved and Gloggner seconded the motion to approve the Unattended Children/Disruptive Behavior Policy. Discussion focused on the first two bulleted statements and the need for clarification of the phrases, "under the direct supervision of a parent" vs. "must be attended by a parent." Millsap said that the policy can be taken back to staff for clarification. Jennings moved and Munson seconded the motion to table the Unattended Children/Disruptive Behavior Policy. The motion passed unanimously.

Unfinished Business:

Strategic Planning Report: Millsap reported on the current status of the 2004-2005 Organizational Priorities. Highlights include:

- Plans of Service are due January 31st, where they will be evaluated by the management team.
- The Web Reporter program has been ordered to assist staff with collection management.

- The management team will be comparing the City's personnel policy to the Library's personnel policy and coming to the Board with a revised policy by June 30.
- As technology management has expanded and become more complex, Millsap will be working the City of Ames Human Resources Dept. to determine if it is appropriate to upgrade Harris' position
- The target date for the new Teen Space is Memorial Day weekend.
- The Public Services group is looking into the possibility of becoming a passport acceptance agency.
- Development of Library Policy training for hourly staff will be completed by August 2005.
- The volunteer coordinator and circulation supervisor positions will be submitted to the City's Human Resources department for assignment of pay grades.

Legislative Report: Hayslett reported that Pat Coffey is heading the Iowa Library Association's Governmental Affairs committee. The planning agenda has been set and the legislative agenda has been printed.

Director Evaluation Committee Report: Gloggner reported that the committee met several times and held additional meetings with staff and the director. Their tentative proposal includes:

- The Director Evaluation Committee is appointed in December each year.
- The committee will consist of three trustees, one of whom is a member of the executive committee, along with one trustee who served on the Director Evaluation committee the previous year.
- The 360 degree evaluation will continue.
 - A condensed survey will be sent to all staff and external constituents.
 - The city manager, Board of Trustees and direct reports will fill out a more comprehensive survey.
- Timeframe
 - All tools will be sent out in January each year.
 - There will be a two-week period to return the surveys to the home of a Board member.
 - The Director Evaluation Committee will compile the results and give a narrative summary to the director at the March meeting.
 - Approximately six months later, the Executive Committee will hold interviews with focus groups at an off-site location. Those interviews will focus on the director's development plan. Information gleaned from these meetings will be shared with the director in October.
 - Quarterly review meetings will be held with the Director.
- Compensation will be based on the following:
 - Performance
 - Market competitiveness
 - Internal equity which will be determined in part by looking at the mean and median raises of the City's department heads for the previous year

Millsap asked what would be required this year. Jennings stated that Millsap would need to turn in her self evaluation before the January meeting and names of eight external reviewers will be needed by early February. Munson stated that the new Director Evaluation policy will be brought before the Board in January.

FY04-05 Capital Improvement Plan – Action Item: Jennings moved and Gloggner seconded a motion to approve the FY04-05 Capital Improvement Plan. Millsap stated this formalizes the Board of Trustees' request to the City Council to approve the purchase, demolition, environmental studies, abatement and cleanup, and landscaping of the property at 215 Fifth Street, Ames, Iowa. The motion passed unanimously.

CD Collections Report – Dermont: The Library’s virtual services specialist, Scott Dermont, presented a report on the media budget and collection breakdown for FY04/05. He said that increased circulation for these items necessitated reduction of hold times from seven days to five days. For every ten holds on an item, he buys another copy; however, this has become more difficult with budget cuts. He hopes to double the size of the audio book collection in the near future, as this is a very popular part of the collection.

New Business:

City of Ames Resident Satisfaction Survey - Discussion: Cameron presented the 2004 City of Ames Resident Satisfaction Survey. On page four, 25% of the respondents say more money should be spent on Library services. Page five illustrates the “spend more” trends from 2001-2004, which has ranged from 29% in 2001, 19% in 2002, 20% in 2003, and 25% in 2004. Fifty-nine percent of the respondents say that Library expansion/renovation is very or somewhat important (page 7). Page eight illustrates trends in capital improvement priorities ranging from 57% in 2002, 58% in 2003, and 59% in 2004 of residents who feel that Library expansion/renovation is very or somewhat important. Page 22, table 24, illustrates users’ satisfaction with Library features. Cameron pointed out that 55% of the respondents were very satisfied with the bookmobile. Nearly three fourths of the respondents this year are very satisfied overall with the Library, which is up by 9% over last year and is the highest rating over the six year period.

Appointment of Director Evaluation Committee for 2004-2005: Cameron appointed Gloggner, Munson and Jennings to serve on the 2004-2005 Director Evaluation Committee. She thanked them for agreeing to serve.

Suspend Current Director Evaluation Policy for 2004-2005 – Action Item: Ross moved and Jennings seconded the motion to suspend the current Director Evaluation Policy for 2004-2005. The motion passed unanimously.

Change Date of March 2005 Board Meeting – Action Item: Gloggner moved and Jennings seconded the motion to change the date of the March 2005 Board meeting to March 24, 2005. The motion passed unanimously.

Trustee Comments:

Gloggner reported that he attended Young Professionals of Ames meeting where information was presented about serving on City boards and commissions, including the Library’s Board of Trustees.

Jennings wished all a happy holiday. She stated that she would not be able to attend the February Board meeting.

Munson thanked those who contributed to the Director Evaluation Committee meetings.

Cameron thanked the Director Evaluation Committee for their hard work. She stated that she would not be able to attend the February Board meeting.

Adjournment

Jennings moved and Munson seconded the motion to adjourn. The motion was approved unanimously. The meeting adjourned at 9:20 p.m.