

## Ames Public Library Board of Trustees

### Meeting Minutes December 18, 2008

The Ames Public Library Board of Trustees met in regular session on Thursday, December 18, 2008, in the Library's Board Room with Anderson, Budd, Campbell, LeGates, Meier, Ross, Seagrave, Warnick and Director Weeks in attendance. Lockett was absent.

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

**Adoption of Agenda:** Ross proposed that the agenda be changed to move the library building expansion committee report to immediately follow the consent agenda. Anderson moved and Seagrave seconded a motion to approve the changed agenda. Motion passed unanimously.

**Approval of Minutes:** Anderson moved and Seagrave seconded a motion to approve the November 20, 2008, minutes. Motion passed unanimously.

**Public Forum:** none

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

- 1) Motion approving claims reports: November 1, 2008 – November 30, 2008
- 2) Motion approving gifts:
  - a) From Anonymous.....\$55.00
  - b) From Vikki Morain in honor of Katie Finn Milleman.....\$20.00
  - c) In memory of Eric Rudman from Susan Sulzbacher .....\$50.00
  - d) In memory of Helen R. Andrews from Hongquin Guo & Yanhai Yin .....\$25.00
  - e) In memory of Olive Gauley from Book & Basket.....\$25.00
- 3) Motion approving raise:
  - a) Six-month raise for Circulation Supervisor Nancy Voltmer, from \$50,830 to \$53,197, effective December 9, 2008.

**Library Building Expansion Committee Report:** Weeks said Anders Dahlgren has reviewed the contract with Meyer Scherer & Rockcastle (MS&R) and Doug Marek is now reviewing the contract.

Campbell joined the meeting.

Weeks explained how the original assumptions of the RFP evolved through community input and through the RFP development process. The study cost increased as its scope expanded to include consideration of priorities such as downtown location, historic preservation, and parking issues, as well as schematic design, cost estimation, and artist renderings for promotional purposes. Since the acceptance of the proposal in October, deliverables have increased the cost of the proposed MS&R contract. Factors leading to the increase include the building program and additional reimbursable expenses. Weeks said that the program, a necessary step which will cost approximately \$20,000, was not in the original proposal, and that the reimbursable expenses had increased.

Warnick asked for a clarification of "program." Weeks said the building program is a process to determine the size and components of departments, areas, and rooms, and their relationship to one another. The architects will use the building program to design the interior space.

Weeks said there could be savings in several areas, including the artist's renderings, printing, and travel lines. Anderson asked about costs for schematics and artist's renderings. Weeks broke down the costs of the components included in the study. Weeks calculated a total cost estimate based on formulas from the American Institute of Architects (AIA) and determined that the cost of the MS&R feasibility study is below the level considered usual and customary for a project of this scale.

Warnick asked how the building cost is calculated. Weeks said there are formula figures for per square foot construction costs and a per square foot FFE (furnishings, fixtures, equipment) cost. He said the construction/FFE estimate would not include soft costs such as permits, studies, site preparation, and architectural fees.

Seagrave expressed concern about the difficulty in anticipating future library functions and their adjacencies. Weeks said forecasters see the library as a meeting space and predict a diminishment in media. Ross said the smartest library designs have flexible interior space that can be changed in response to changes in technology and usage.

Weeks said the CIP has a balance of \$94,000, which can be expended in FY09, in addition to \$255,000 in the bequest funds set aside for building issues.

Board members discussed the project in relation to the current economic climate. Weeks said he will ask about structuring the contract so that it could be terminated before the schematics. Ross asked Weeks to structure the contract so the Board can stop the project at that point if community feedback says we cannot proceed. This plan would allow the board to gauge the degree of community support before committing to the cost of the entire project.

**Financial Reports:** LeGates asked why the insurance and bonds line is overspent. Weeks said the City sets those expenses. Warnick asked for detail on the "Ecogeek LLC" expenses. Weeks said he will investigate and respond. Ross said the financial reports were accepted as submitted.

**Administrative Staff Reports:** Weeks said the Story County attorney is writing a new contract to be distributed to Story County libraries for signature. The contract must be approved annually by all 11 libraries. Library usage is up and the libraries have requested a 4% increase in funding.

**Friends of the Ames Public Library Report:** Budd said the Friends welcomed Irene Mews to their board at the December 1<sup>st</sup> meeting, and they have not yet identified a book sale coordinator. The Friends looked at sample book bags for a potential fundraiser. Budd will attend the next three monthly meetings.

**Foundation Report:** No meeting was held.

#### **New Business:**

Gilbert Library Services Contract – Action Item: Anderson moved and Seagrave seconded the motion to approve the library services contract with the City of Gilbert. Section 4 of the draft will be changed to correct the payment date to June 1, 2010. Motion passed unanimously.

Appointment of Director Evaluation Committee (DEC): Ross appointed himself, Seagrave, and Warnick as the committee to review Library Director Art Weeks. Ross said he has requested director salaries from IUPLA (Iowa Urban Public Libraries Association) and department head salaries from the City of Ames. Ross will also seek evaluations from key people. Meier asked for written comparisons of salaries for the board.

#### **Trustee Comments:**

Warnick had no comment.

Seagrave had no comment.

LeGates had no comment.

Anderson had no comment.

Campbell said, "Good meeting."

Meier said that ALTA (Association for Library Trustees and Advocates) has a great newsletter article. Ross said that ALTA will soon have the addition of many Friends members and their newsletter will be produced quarterly.

Budd had no comment.

Ross thanked members for coming out on an icy night.

### **Adjournment**

LeGates moved and Campbell seconded the motion to adjourn. Meeting adjourned at 8:40 p.m.