

# Ames Public Library

## Board of Trustees

### Meeting Minutes December 20, 2007

The Ames Public Library Board of Trustees met in regular session on Thursday, December 20, 2007, in the Library's Board Room with Anderson, Krauth, LeGates, Luckett, Meier, Ross, Seagrave, and Director Weeks in attendance. Sondall Saetveit and Warnick were absent.

**Call to Order:** President Ross called the meeting to order at 7:01 p.m.

**Adoption of Agenda:** LeGates moved and Anderson seconded the motion to adopt the agenda. Motion passed unanimously.

**Approval of Minutes:** Ross asked if there were any changes to the November 15, 2007, minutes. Hearing no changes, Meier moved and Seagrave seconded the motion to approve the minutes. Voting aye: Anderson, Krauth, Luckett, Meier, Ross, and Seagrave. Abstained: LeGates. Motion carried.

**Public Forum:** none

**Consent Agenda:** Anderson moved and LeGates seconded the motion to approve the consent agenda. Anderson asked what types of books were donated in French. Carey said a wide range of books were donated in conjunction with the Mauvais Sort performance. Motion passed unanimously.

1. Claims Reports 11/1/2007-11/30/2007
2. Gifts
  - From Jeff Jahn ..... \$3.50
  - From Pro Cleaning Services ..... \$100.00
  - In honor of Doug and Ruth Provow from Steve and Cheryl Wall ..... \$100.00
  - In memory of Rosemary Beaty from Ames Woman's Club ..... \$23.38
  - In memory of Eric Allen Rudman from Susan Sulzbacher ..... \$50.00
  - In memory of Gladys Sholtes from Ames Playmakers ..... \$35.60
  - To the citizens of Ames (Iowa), with the compliments of the Quebec Government Office in Chicago ..... 16 books in French
3. New Hires/Raises
  - Jeanette Miller, circulation assistant (temporary) at \$7.00/hour, effective November 8, 2007
  - Robert Dennis, circulation assistant (temporary) at \$7.00/hour, effective November 11, 2007
  - Six-month raise for hourly circulation assistant (temporary) Sandra Sells, to \$7.30/hour, effective December 1, 2007
4. Final settlement from Vernon Brown estate ..... \$30.00

**Financial Reports:** Weeks said the budget was 41.7% into the year, with 41.2% of the monies spent. LeGates commented that the contractual spending was high. Anderson asked for a report of donations over the past few years. Weeks said he would e-mail an answer to the Board. Weeks said he was looking at having all the donations go to the Foundation. Discussion followed on how to promote Endow Iowa for the library. Ross said the Foundation was working on publicity.

**Administration Report:** Weeks said progress was being made on the strategic plan.

Weeks said the Ames Resident Satisfaction Survey reported 96% of those surveyed were “very/somewhat satisfied” with the library. Four percent were “very/somewhat dissatisfied.” Weeks said he was reviewing the resident comments.

Weeks said it appeared that the library would be receiving the Smart Investing@your library grant. The library partnered with Iowa State University extension and the monies would be used to build the collection (both books and digital information), present investment programs, pay for publicity, and offer a newspaper investment column. Weeks credited Scott Dermont for writing the grant.

Weeks presented information on the new library building in Champaign, Illinois, where the library expanded from 40,000 square feet to 122,000 square feet, for a population of 67,000 – 75,000. Weeks said the next step in our process would be to form a library expansion committee. He recommended the following committee members: Dale Ross, Bob Anderson and Melody Warnick, Board of Trustees; Gary Botine, Ames Public Library Foundation; Michale Hansen, Friends of Ames Public Library; Art Weeks, Lynne Carey, Mary Logsdon, and Patti Woo, library staff; and community members: Tim Coble, Kathy Svec, and Pat Brown. Weeks said he was working with the ISU School of Architecture to find an interested faculty member. Weeks noted that, as the project progressed, the group would probably expand.

Weeks invited trustees to attend the joint, annual meeting of Ames Public Library Foundation and the Friends of the Ames Public Library on February 4, 2008. Carole Winkleblack, Director of the Marshalltown Public Library, would be speaking about their new library.

LeGates commented that she was pleased with the new self-check machines. Carey said the machines had problems with desensitization. In addition, some optional items such as touch screens and money changers were not working, but she was working with the vendor to resolve the problems. Carey said the fourth self-check would be arriving sometime in January.

**Friends of the Ames Public Library Report:** Weeks said the Friends were in the process of planning the February 4<sup>th</sup> meeting. He said the Friends had raised approximately \$5,000 more than a year ago.

**Foundation Report:** Carey said a second mailing went out to previous donors. She said approximately \$33,000 was donated to the project fund and \$2700 was donated to the endowment. Sixty-five percent of staff had donated, along with 78% of the Board of Trustees, and 63% of the Foundation Directors. Weeks said the Foundation had appointed a fundraising committee.

#### **Policy Review:**

Authority Policy – Action Item: Weeks said the Board’s Authority Policy was Chapter 15 of the Municipal Code of Ames. LeGates moved and Krauth seconded the motion to approve the Authority Policy as presented/amended. Weeks said to change the code, the Board of Trustees needed to make a formal request to the City Council. Weeks presented a chart comparing ordinances of the Iowa Urban Public Libraries. Ross recommended forming a subcommittee to review the ordinance and report back to the Board with recommendations. He said if the ordinance was opened for review, it could allow the introduction of changes. Weeks said an issue to address was item 4, under the Powers, Duties of Trustees, which takes a 2/3 vote to remove an employee of the library. He suggested assigning that power to the library director. Weeks said item 5, “To select and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, furniture, fixtures, stationery, and supplies for such library.” should also be reviewed. Weeks recommended tabling the policy. Seagrave moved and Anderson seconded the motion to table the policy with the recommendation that a sub-committee would be appointed to review the policy. Motion to table the policy passed unanimously.

History Policy – Action Item: Anderson moved and Krauth seconded the motion to approve the History Policy as presented/amended. Under the second paragraph, fourth sentence, LeGates recommended using Mr. and Mrs. W. M. Greeley’s first names. Ross recommended removing “finally” from the last sentence of the second paragraph. Motion as amended passed unanimously.

Mission Policy – Action Item: Anderson moved and Krauth seconded the motion to approve the Mission Policy as presented/amended. Seagrave asked when the mission statement was created. Carey said it was developed by a community group who worked on the strategic plan in 2001. Motion passed unanimously.

Personnel: Other Policies – Action Item: Anderson moved and LeGates seconded the motion to remove the Personnel: Other Policies as presented. Weeks said this policy was superseded by the Conduct in the Library Policy. Motion passed unanimously.

Ross said the following policies would be reviewed at the January meeting: Financial Limits Authority Policy, Director’s General Job Duties Policy, and Director Performance Evaluation Policy.

**Unfinished Business:**

Library Space Needs (Dahlgren Report) – Action Item: LeGates moved and Luckett seconded the motion to approve the Library Space Needs Study as presented/amended. Weeks said the changes from the last report were mainly cosmetic. Meier recommended differentiating the PCs that just have the catalog from the public access Internet computers. Weeks said he would provide the Board with the number of computers available to the public for internet usage. Motion passed unanimously.

**New Business:**

Library Coffee Shop Lease – Action Item: Seagrave moved and Meier seconded the motion to approve the Library Coffee Shop lease as presented/amended. Weeks said the contract was reviewed by the city attorney. Krauth recommended adding “for the term,” under item 6, Rent, after \$100.00 and before thirty days. Anderson called the question. Motion as amended passed unanimously.

Alternative Funding Request – Action Item: LeGates moved and Anderson seconded the motion to approve the Alternative Funding Request as presented/amended. Seagrave asked what the need was for the organizational consultant. Weeks said he was charged by the Board of Trustees to look at staff changes throughout the organization. He said an organizational consultant would review compensation and grades of the staff. Weeks said, with the recent re-organization, he didn’t feel an organizational consultant was necessary, but he wanted to make sure there was money available to cover the cost, if necessary. Seagrave asked about the differences between Books for Babies and Raising Readers. Carey explained that parents are presented with a kit and coupon for a book at the hospital in the Books for Babies program. Raising Readers provides a book at the child’s pediatrician’s office. Ross said a vote to approve the request was not a mandate to spend. Motion passed unanimously.

**Trustee Comments:**

Krauth had no comment.

Seagrave had no comment.

Luckett had no comment.

Anderson had no comment.

LeGates wished everyone a happy holiday.

Meier had no comment.

Ross said he hoped everyone had a happy holiday.

**Adjournment**

The meeting adjourned at 8:32 p.m.