

Ames Public Library

Board of Trustees

**Meeting Minutes
December 21, 2006**

The Ames Public Library Board of Trustees met in regular session on Thursday, December 21, 2006, in the Library boardroom with LeGates, Mathews, Munson, Ross, Warnick, and Director Weeks in attendance. Anderson, Botine, Mungons, and Sondall Saetveit were absent.

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

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

Approval of Minutes: Warnick moved and Ross seconded a motion to approve the November 16, 2006, minutes. The minutes as presented passed unanimously.

Public Forum: none

Community Relations Specialist Presentation: Community Relations Specialist Jillian Ocken explained her job duties and handed out examples of her work, including the annual report. Ross suggested including marketing materials questions in future Library surveys.

Consent Agenda: Ross moved and LeGates seconded the motion to approve the following items on the Consent Agenda.

1. Motion approving 11/7/2006 -12/10/2006 claims report.
2. Motion approving acceptance of the following gifts:
 - In memory of Geraldine Bowen
for youth donations from Cathy and Jim Kindem \$125.00
 - In memory of Andrew Christian from Edgar, Jaynee, and Erik Christian ... \$250.00
 - In memory of Patricia Francis from Colleen Francis and Ben Saturen \$25.00
 - In memory of Kathryn Goodwin
for youth donations from Allison and John Tyler \$50.00
 - In memory of Betty Licht from Clair and Marilyn Keller \$100.00
 - In memory of Arline Montgomery for youth donations from
 - Shirley Ehrig \$10.00
 - D.O. and J.J. Oakland \$30.00
 - Betty Toman \$25.00
 - In memory of John Nutty from
 - AAA Insurance, Ames, IA \$20.00
 - Dana Fischer \$25.00
 - Donald and Karleene Smith \$50.00
 - In honor of Mary Jane Pearson from Perry and Jane Beeman \$50.00
 - In memory of Dr. Elroy Peterson from Marie Baird \$25.00
 - From Maureen Ogle \$50.00
 - From Phillip and Neoma Thomas \$25.00
3. Motion approving New Hire - Tracie Heidt, Project Smyles co-coordinator (temporary) effective 12/5/2006 at \$15.95 per hour
4. Motion changing the January 2007 Board of Trustee's meeting to January 11, 2007.

Motion passed unanimously.

Munson asked if the trustees were interested in holding a work session in January. After discussion, the work session was postponed until April 2007. Weeks would follow-up to see if Gerry Rowland from the State Library would be available to attend.

Financial Reports: Weeks reported that 42% of the budget year has passed, and he doesn't see any problems. He explained that even though collections purchasing was over 42% spent, it was on track. Ross asked how the city planned to spend the \$30 million dollar surplus, as reported in *The Tribune*. Weeks said he has a needs list that would be presented at the next budget meeting. Discussion followed regarding the lower health insurance costs. Carey explained the city's wellness offerings, the risk manager's role, and the city's health insurance tiers available to employees, affect the health insurance rates. Weeks said the alternative funding request would be brought to the Board in January.

Director's Report: Weeks explained there was a Horizon upgrade and the games were installed in the Teen Zone. Weeks said WiFi reception was spotty; however, the IT systems administrator was adding additional equipment to cover the corners of the building. He announced that Iowa State University students might be interested in installing a bio-swale project in the green space where the building stood.

Staff Reports:

Deputy Director: Hayslett said the architect did the final inspection of the building demolition. The west wall of the library was painted and barriers were installed in the alley to keep the grass seeds in place. She stated that the area might need reseeding in the spring.

Hayslett said the anime festival was well attended and explained that she was working on implementing the Big Read Grant.

Assistant Director: Carey reported the Library was on the receiving end of three grants: a \$10,000.00 shared grant with City of Ames Parks and Recreation department from the Ames Convention and Visitor's Bureau to co-produce concerts; from the ISU Center for Excellence in the Arts and Humanities, funding for book and film discussions; and from the Council on the Arts, support for the Searching for Shakespeare program.

Friends of the Ames Public Library Report: Warnick reported the Friends approved co-sponsoring (with Iowa State University) Peter Hedges' visit for the 2007 Banned Books week and \$2600.00 for downloadable audio. Hayslett said Susan Jasper, former Friends Board member, wrote the grant to the Iowa Arts Council for the Friends, which is bringing the African drumming program to the Library in January.

Foundation Report: Ross reported the Foundation hadn't met since the last Board meeting. Carey said 100% of the Foundation Board had participated in the campaign. The campaign had received a total of over \$50,000.00, including a \$10,000.00 anonymous gift. Carey announced the Foundation had received a grant from United Way for Project Smyles. Hayslett said the Friends and Foundation traditionally hold a joint meeting in February.

Warnick asked how comparable libraries foundations are structured. Weeks reported on how the Iowa City library pays their development director, who raises approximately \$250,000.00 per year, writes grants and puts on events. Weeks said he would continue to survey similar-sized libraries.

Policy Review:

Strategic Planning (formerly Long-Range Planning) Policy – Action Item: Ross moved and Mathews seconded a motion to approve the Strategic Planning Policy as presented/amended. Hayslett said the policy was reviewed by the leadership team. Warnick suggested the following amendments: under **Definition**, second paragraph, first sentence, remove "the" before specific and under **Goals and Objectives**, second sentence, after "and" change "is" to "are." The motion as amended passed unanimously.

Public Participation Policy – Action Item: LeGates moved and Warnick seconded a motion to approve the Public Participation Policy as presented/amended. Hayslett noted the reference to the Iowa Open Meetings law had been moved to the opening paragraph. Warnick questioned if the sign-in sheet was available at meetings. Recording Secretary Woo stated the sign-in sheet was available at each meeting. The motion as presented passed unanimously.

Unfinished Business:

Expenses FY 06/07 Amendments – Action Item: Ross moved and Warnick seconded the motion to approve the FY 2006-07 expense amendment as presented/amended. Weeks explained there was an increase in the telephone outside budget line due to the T1 line; the conference budget request for next year was increased due sending staff to the Public Library Association meeting in Minneapolis, in addition to more staff attending the CODI (Customers of Dynix Inc.) conference; plus a five-percent increase in the collections budget for next year. Weeks said the budget review with the city manager was scheduled for January 11. Motion passed unanimously.

Expenses FY 07/08 Request – Action Item: LeGates moved and Warnick seconded the motion to approve the FY 2007-08 expense request as presented/amended. Motion passed unanimously.

Revenue FY 06/07 Amendments – Action Item: Warnick moved and Mathews seconded the motion to approve the FY 2006-07 revenue amendments as presented/amended. Hayslett said the CLR grants were amended to reflect the contract with the Central Iowa Library Service Area for reference referral. She said the estimates for desk receipts and Story County revenue were cautious. Motion passed unanimously.

Revenue FY 07/08 Request – Action Item: Ross moved and Warnick seconded the motion to approve the FY 2007-08 revenue request as presented/amended. Motion passed unanimously.

Director Evaluation Process – Discussion: Munson said Anderson agreed to serve on the Director Evaluation committee. She said the survey materials would be sent out. The evaluation would take place at the March Board meeting.

New Business:

Capital Improvement Plan – Action Item: Ross moved and LeGates seconded the motion to approve the Capital Improvement Plan (C.I.P.) as presented/amended. Weeks explained the current C.I.P. proposal covers five years. The Library's budget committee met and recommended combining the security/surveillance/fire system with the replacement lighting project for 2007/2008 and replacing lighting project with a building/architect consultant in 2009/2010. After discussion, Ross moved to amend the motion to combine the security/surveillance/fire system with the replacement lighting project for 2007/2008. Motion as amended passed unanimously.

Strategic Planning - Discussion: Weeks explained that Roy Kenagy from the Central Iowa Library Service Area would lead the Library through the strategic planning process. He said February 24, 2007, had been set aside for a community-wide meeting to discuss the Library's service direction. Those invited would include Library Boards, stakeholders, people from the school system, social service agencies, patrons, etc. Weeks said the strategic plan should be completed by May 2007.

Weeks recommended hiring Anders Dahlgren as building consultant. Dahlgren would look at space needs and departmental relationships. Weeks said the anticipated the building plan would be completed by July 2007, with an anticipated cost of \$20,000.00 for Dahlgren's consulting services. Weeks said part of the planning process might include visiting other libraries.

Trustee Comments:

Mathews suggested visiting main street businesses.

LeGates said she wouldn't be able to attend the January meeting.

Warnick had no comment.

Ross said the new governor-elect would be keeping the current department of education director, who is a fan of libraries. He said, since state revenues would most likely be up and with an active ILA Governmental Affairs Committee, all public libraries might benefit. He said he would attend the American Library Association Midwinter meeting.

Munson thanked those who attended the meeting.

Adjournment

Ross moved and Warnick seconded a motion to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 9:12 p.m.