

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
April 17, 2014**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, April 17, 2014, in the City Council Chambers, 515 Clark Avenue, with Acker, Bradley, Briese, Budd, Campbell, Manus, Meier, and Stow in attendance. Eason arrived mid-meeting. Youth Librarian Anderson, Circulation Supervisor Briseño, Library Director Carey, Construction Advisor Heemstra, and Information Services Supervisor Logsdon were also present.

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

Consent Agenda:

Moved by Meier, seconded by Acker, to adopt a resolution approving the following items on the consent agenda:

- 1) **Donations**
 - a) **In memory of Bonnie Harmon from the Serendipity Group\$100.00**
 - b) **From Northminster Presbyterian Church for books on bullying\$169.00**
- 2) **Minutes of the regular meeting of March 20, 2014**
- 3) **Payment of Claims 3/1/2014 – 3/31/2014**

Vote on Motion: 7-0. Motion approved unanimously. Resolution adopted.

Public Forum: None.

Financial Reports:

Trustee Briese reviewed the third-quarter reports, noting that the Finance Committee felt it was more productive to bring summaries to the full Board for review. He spoke about the library's different sources of funding and the new comparisons shown in the General Fund Expenditure Comparisons. He said that expenses to date were somewhat higher than last year, but still in good shape for this point in the year. Briese mentioned that although some funds are restricted, the Board has much input on how funds shown on the Donations Report are spent.

Budget Amendments for Fiscal Year 2014/15:

Moved by Manus, seconded by Bradley, to adopt a resolution authorizing staff to submit amendments to the bequests, donations, and renovation project budgets for fiscal year 2013/14 as approved by the Budget and Finance Committee; and

to submit amendments to the operating budget as determined in consultation with the City Finance Department, noting a preference for designating excess funds to computer replacement.

Briese said the Finance Committee reviewed the proposals, but said they have to be finalized in step with the City. It is hoped that some of the current-year's unspent funds can be set aside for future computer replacement, since almost everything is being replaced now. Acker asked if the preference would be honored. Carey replied that it is not the City's general practice, but it would be helpful to the library to have such a request come from the board.

Carey said the library managers had gone through the budget line by line, but she was not sure how detailed the Finance Department wanted the Library to be at this point in the year. Funds in the personnel lines could not be shifted, but some cleaning and building maintenance equipment purchases were added. When asked, Carey said she thought that there might be close to \$12,000

that could be moved to the computer replacement fund. Stow asked if more details could be reported at a later date.

Vote on Motion: 7-0. Motion approved unanimously. Resolution adopted.

Ames Public Library Friends Foundation (APLFF) Report: Because both trustees missed the April meeting, Director Carey reported. She said that:

- The Teen Advisory Group will be receiving an award for the Best Youth Volunteer Group at the Story County Volunteer Award ceremony on April 29. The award was based on the Zombie Walk service learning project.
- April marked the last meeting for TAG Co-president Fletcher Perry.
- The spring book sale will take place April 25-28 on East Lincoln Way.
- APLFF has started advertising for a half-time Development Director.
- The Board of Directors is asking for assistance with the civic event on September 14.
- Based on Library Board's recommendation, the City Council approved APLFF applying for wine and beer service at the Gala on September 5. Stow added that the City Council was pleased that the building would not yet be open to the public and that the Gala was a one-time event.

Staff Report: Director Carey wished the trustees Happy National Library Week. She noted that the previous week had been National Volunteer Week and a successful recognition event for library volunteers had been held on April 10. She offered kudos to members of the Celebration Committee for their efforts and thanked North Grand Christian Church for hosting the event for the second year. The Sixth Grade Battle of the Books also took place at Ames Middle School.

Carey said a trainer from Polaris had recently spent four days at the library to train key persons who will work with the rest of the staff later. The Polaris start date has been pushed back to April 22. Carey stated that one of the company's competitors recently purchased Polaris, but the new owner, Innovative Interfaces, Inc., has assured her that it will continue to offer the product APL purchased. It is her understanding that Innovative Interfaces is going to move into the academic library market and Polaris will focus on the public library market.

The City Council approved the library's staff re-organization plan on April 8. Carey stated that from the salary savings from elimination of the Assistant Director position (1 full-time employee or 1 FTE) made it possible to create new positions that are the equivalent of 3.75 FTEs. A three-quarter time (.75 FTE) Client Support Technician was hired to help Mark Harris with technology, and the process of hiring six half-time persons who will be assigned to three of the other work groups is underway. Carey expressed confidence that the new arrangement will be much better in new building.

The contract for custom millwork was also awarded by the Council on April 8. She said the lowest bid was determined by the Purchasing Department to be non-responsive, so the award went to the second-lowest, SBD Commercial Interiors of Jackson, Michigan. She noted that the library is well under budget for furniture, furnishings, and equipment.

Carey said that the Samuels Group will offer a tour of the construction site for the library's boards prior to the meeting on May 15.

Public Library Association (PLA) Conference Reports: Adult Services Supervisor Mary Logsdon spoke about a pre-conference meeting on creating digital content. Mentors from an innovative library in Colorado (Anythink) led participants through several activities, so she not only

learned how to do something new with technology, but also came away with ideas for energizing the APL staff and making opportunities for the public to explore and be creative at the library.

Youth Librarian Bri Anderson said she was pleased to have had the opportunity to learn about technology—to discuss new website ideas, learn tactics for incorporating electronic resources into programming and storytimes, and consider how the library can be part of teaching best practices. She said she also brought back a lot of useful information from representatives of small companies that offer products applicable to APL and saw several good demonstrations.

Customer Accounts Supervisor Tracy Briseño said she attended sessions on emotional intelligence and strategic momentum that were very helpful as she worked to merge two different work groups into one and implement new ideas. She also attended a session on how the library should serve its community and how everyone can work together to have the same message and reinforce the same goals. She found the discussion about moving toward outcome-based reporting (explaining how the library changed people's lives) rather than number-based reporting (on program attendance or items checked out) was also valuable.

Campbell applauded the librarians' enthusiasm, saying that he felt the three staff members were the "picture of professional development." He said he was pleased to hear them talking about what to do next and considering how to reach the community. He encouraged Carey to continue allocating funds toward conference attendance.

Library Building Project Construction Update: Heemstra stated that some finishes, the ceiling grid, and paint are being applied inside the new part of the building. Rough-in still continues in the older section, but the scaffolding in north stairwell will come down soon. Exterior panels are now up and some of the site work is beginning; the north steps are supposed to be removed in the next week or so.

Heemstra said a big meeting would be held the following Wednesday to talk about completion of the mechanical systems, commissioning, architectural finishes, punch lists, and inspections at the end, as well as the design concept for the south wall of the 1904/1940 building.

Project Cost Summary: Heemstra said the current summary includes Change Order 12 for the Samuels Group. He said the Building Project Committee would probably look at the furniture budget (line 5.01) next week, so a summary of vendors and new totals might appear next month. He said the bid package for signage is in the final stages of completion, so it will be possible to fill in that cost fairly soon.

Carey said that technology purchases are starting to be made out of the \$500,000 allocation. Wireless components were recently ordered, staff computers will be discussed later in this evening, and staff is working with the Purchasing Department on bid solicitations for the final networking components and for media boxes.

Acker remarked that the library had spent half of its change order allowance and is three-quarters of the way through the project. Heemstra said he was very comfortable with that scenario. APL is already through the stages where there is the most risk for added expense.

Purchase of Staff Computers and Networking Equipment:

Moved by Campbell, seconded by Budd, to adopt a resolution recommending that City Council waive the dollar threshold for cooperative agreements and approve the purchase of staff computers and networking equipment from Dell Marketing LP for \$89,404.76 using Library Renovation and Expansion Project bond funds.

Lynne said the new staff computers need to be in place when APL goes live with Polaris. She said staff had worked with the City's Purchasing Agents and they recognized that this was the best way to go. She explained that the exception being requested has to do with the amount of the purchase. Funds will come from the \$500,000 set aside for technology on line 5.13 of the Project Cost Summary.

Vote on Motion: 7-0. Motion approved unanimously. Resolution adopted.

Director Performance Evaluation: Stow stated that Carey had requested that the meeting be closed under the provision of Iowa Code Section 21.5(1)(i), which refers to the evaluation of the professional competency of an individual whose performance is being considered.

Moved by Meier, seconded by Budd, to close the meeting under the provisions of Iowa Code Section 21.5(1)(i) for the purpose of discussing the Director's performance evaluation.

Roll Call Vote: 7-0. (Voting aye: Acker, Bradley, Briese, Budd, Campbell, Eason, Manus, and Meier) Motion carried unanimously.

The meeting was closed at 7:56 p.m. and everyone except the trustees left the room.

Eason arrived during closed session. Persons waiting in the hall were invited back into the Council Chambers at 8:34 p.m.

Moved by Eason, seconded by Meier, to re-open the meeting.

Roll Call Vote: 8-0. (Voting aye: Acker, Bradley, Briese, Budd, Campbell, Eason, Manus, and Meier) Motion carried unanimously.

The meeting was re-opened at 8:35 p.m.

Director's Salary for FY 2014/15:

Moved by Acker, seconded by Meier, to adopt a resolution setting the Library Director's compensation for fiscal year 2014/15 at \$120,000.

Roll Call Vote: 8-0. Motion carried unanimously. Resolution adopted.

Trustee Comments:

Campbell thanked Briese for his explanation of the budget and commended staff for taking advantage of professional development opportunities and bringing ideas back. He encouraged Carey to continue her good work in guiding the ship.

Eason said he found the volunteer luncheon to be a fabulous event; he was impressed with how many people participated.

Adjournment: The meeting was adjourned by consensus at 8:37 p.m.

The next regular meeting will be on Thursday, May 15, 2014, at 7:00 p.m., in the City Council Chambers, 515 Clark Avenue.

Karen C. Thompson, Administrative Assistant

Sherry Bradley, Board Secretary