

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
November 19, 2015**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, November 19, 2015 in the Council Chambers of City Hall, 515 Clark Avenue, with Acker, Bradley, Briese, Butler, Linch, and Rohret present. Campbell arrived few minutes late. Manus and Stow were excused. Library Director Carey, Librarians Heid and Rastogi, and several members of the Teen Advisory Group (TAG) were also present.

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

Consent Agenda:

Moved by Linch, seconded by Rohret, to approving the following items on the consent agenda:

- 1) **Resolution approving donations**
 - a) **From Alan Maximuk for the DVD collection \$165.00**
 - b) **From Ames Garden Club for gardening books \$88.71**
 - c) **From the family and friends of Steve Kyle for Project Smyles \$1,450.00**
 - 2) **Motion approving minutes of the regular meeting of October 15, 2015**
 - 3) **Motion approving payment of claims 10/1/2015 – 10/31/2015**
- Vote on Motion: 5-0. Approved unanimously; resolution adopted.**

Public Forum: None.

Teen Advisory Group (TAG) Recognition: Teen Librarian Tanvi Rastogi thanked the Board for honoring her and the teens with this opportunity. She presented background information on the TAG's activities, its involvement at the library, and its financial and volunteer contributions to the Library. Rastogi said that the TAG has raised over \$4,000 since July 2013 and its members have acquired skills in planning, organization, communication, completing applications, and soliciting sponsors. She explained in some detail the work TAG members put into the 5K Zombie Run/Walk/Shuffle held on September 19.

Campbell arrived at 7:04 p.m.

Acker expressed appreciation for the TAG's enthusiasm, creativity, financial support, and presence in the library and presented a certificate in recognition of its accomplishments.

TAG member Mya Gibbons stated that being part of TAG has greatly enriched her life and she has learned a lot new skills. She thanked the Board for allowing the group to be part of the library's welcoming community.

Ames Public Library Friends Foundation (APLFF) Report: Trustee Butler said that the APLFF met on November 12. The directors learned that the Marketing Committee will be presenting a new logo soon, heard about upcoming TAG events, and were advised that contributions are up by \$6,000 this year over last. Literary Grounds sales brought in \$8,944 in October and the sales committee will sponsor three large sales in 2016. A Box.com account has been set up for sharing and saving APLFF documents. Butler also reported that Andrea Anselman will be moving to Texas; her energy and numerous contributions will be missed.

Budget and Finance Committee Report: Trustee Briese stated that the committee had discussed three primary matters earlier in the month with staff: the current-year's budget, which seems to be in line, but is affected by higher electricity and first-time maintenance costs this year; next year's budget proposals, which the committee felt comfortable with; and close-out of the building project and the "buckets" of money. Carey said that the Library went into the annual review with a lean budget and was not asked to make any cuts. The City appreciated the Library's attempts to mitigate the high cost of utilities. Carey also reported that she had met with the City Manager, the Finance Director, and the Budget Officer about the close-out and they would like to have a list of all outstanding items in the next month. Briese complimented the library staff on its fiscal responsibility and rapport with the city leaders.

Strategic Planning Committee Report: Acker reminded the group of the special meeting on Saturday at 9 a.m. Preliminary results of the survey that had gone out to library users were distributed. Carey said respondents were asked to complete the questionnaire by November 15 and over 3,000 responses had been received thus far, but some are still coming in. ISU Statistics in the Community (STATCOM) students will compile the raw data and analyze the material after the survey closes on November 30.

Administrative Staff Report: Carey stated that a plaque commemorating the 1904 building will soon be installed, the Library will host the City's holiday party this year, and staff is gearing up for winter programs. She said that she and Jerri Heid had attended a conference put on by the LENA Foundation, Tanvi Rastogi attended the Young Adult Library Services Association (YALSA) Conference, and Tracy Briseño attended the Association of Bookmobile and Outreach Services (ABOS) Conference. They all came back stimulated and full of excellent ideas.

Building Project Update: Carey said the building's heating and cooling issues have not been resolved. At a recent meeting of the contractor, designer and all the subcontractors, five problem areas were identified. Some solutions were implemented earlier in the week, but they did not work, so everyone is continuing to work on them. Carey said Facilities Manager Bo Duckett has devoted a great deal of time to working with the mechanical and controls people, and certain items on the LEED Commissioner's punch list will remain open until all the issues are resolved.

Carey said there is only one item left on the punch list before the contract with the custom furniture contractor can be closed. Technology has been installed in the meeting rooms and training was started earlier in the day.

Programs Policy:

Moved by Briese, seconded by Campbell, to adopt a resolution to approve the Programs Policy with revisions as presented/amended.

Youth Services Manager Jerri Heid spoke about the proposed changes, noting changes in verbiage, updated subheadings, and clarification of the roles of co-sponsors and the Library.

The trustees questioned the use of the term "co-sponsor" and wondered if a way could be found to more clearly define the library's role of providing a forum for the open exchange of ideas without sending the message that it endorses the outside group or shares its viewpoint. The trustees also indicated that the language pertaining to the conduct of business was too open to interpretation. In the process of proposing some changes, it was agreed that the policy review committee should look over the policy again, make certain changes, and tweak the sections pertaining to business. Trustee Linch agreed to assist.

**Moved by Butler, second by Briese, to table the matter until next month.
Vote on Motion: 6-0. Motion carried unanimously.**

**Designation of funds from the FY16 Memorandum of Understanding (MOU) with APLFF:
Moved by Bradley, seconded by Rohret, to adopt a resolution designating \$28,875 in
income from the FY16 Memorandum of Understanding with the Ames Public Library
Friends Foundation to support a pilot project to employ interns at the Library.**

Carey said funds from the MOU have been directed to Project Smyles for the past several years. However, now that the operation of Project Smyles has been revised so the APLFF will be able to support it with annual donations, the Library's income from the MOU may be directed elsewhere. Carey stated that a promise was made to City Administration years ago that no additional staff would be required as a result of the building project. The reality is different, however, and Carey would like to use MOU funds to launch a pilot project of employing interns. She has been working with Human Resources to set up a way to take advantage of the wealth of talent available at Iowa State University. Carey listed a variety of positions she had in mind and said it would cost about \$2,500 to hire a 10-hour-per-week intern for 15 weeks.

Vote on Motion: 6-0. Motion approved unanimously. Resolution adopted.

Change Order No. 3 for Integrity Construction:

**Moved by Linch, seconded by Campbell, to adopt a resolution recommending City
Council approval of Change Order No. 3 for Integrity Construction in the amount of
\$5,750.**

Vote on Motion: 6-0. Motion approved unanimously. Resolution adopted.

Agreement with Mary Greeley Medical Center for Display of Greeley Stained Glass:

**Moved by Briese, seconded by Bradley, to adopt a resolution directing staff to
prepare an agreement with Mary Greeley Medical Center for the display of a restored
stained-glass window from the Greeley Mausoleum.**

Carey said she was contacted by Steve Sullivan, who serves on the APLFF Board and came into possession of the original windows from the mausoleum. He spoke to the Hospital Board of Trustees and they agreed that it would be appropriate to have one of the windows on display at APL. The Greeleys gave the land for the original library to the City. Mary Greeley was involved in getting the original project approved by the mayor, and helped write the grant and develop the collection. Carey said the proposed agreement would allow for loan of the window until such time as the library chooses not to display it, and then it would be returned.

Vote on Motion: 6-0. Motion approved unanimously. Resolution adopted.

Administrative Staff Report Continued: Carey said she had intended to bring up a request from a local organization to hold a meeting at 7 a.m. each Wednesday in a library meeting room. She said the group realized there was no competition for space at that time of day and is willing to compensate the library for use of the room, since the building is not staffed that early.

Discussion ensued about the divergences from the existing Meeting Room Policy and precedents that would be set if this request were approved. It was agreed that this might be an appropriate topic to discuss during strategic planning.

Trustee Comments: None

Adjournment:

Moved by Bradley, seconded by Butler, to adjourn at 8:40 p.m.

Vote on Motion: 6-0. Motion approved unanimously.

A special meeting for the purpose of strategic planning will be held on Saturday, November 21, 2015, at 9:00 a.m. in the Rotary Room, Ames Public Library, 515 Douglas Avenue.

The next regular meeting will be on Thursday, December 17, 2015, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Karen C. Thompson, Administrative Assistant

Sherry Bradley, Board Secretary