

Ames Public Library Board of Trustees
Minutes of the Regular Meeting
April 21, 2016

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, April 21, 2016 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Acker, Barchman, Butler, Campbell, Glatz, Linch, and Rohret in attendance. Briese and Manus were excused. Library Director Carey and staff member Van Brocklin were also present.

Call to Order: Board President Acker called the meeting to order at 7:00 p.m. Newly appointed Board members Sarah Barchman and Charles Glatz were introduced and welcomed.

Consent Agenda:

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

1) Resolution accepting donations:

- a) For adult program support from:
 - i) Roger and Kay Berger \$500.00
 - ii) Cooks Emporium \$100.00
 - iii) John C. & Fay Gish Hill \$100.00
 - iv) Dennis & Betty Keeney \$100.00
- b) From Alan Maximuk for Interlibrary Loan \$100.00
- c) From Margo McNabb for books \$500.00
- d) From Gilbert Petersen \$75.00
- e) From Patricia Van Buren in appreciation of customer service \$20.00
- f) In memory of Jeanette (J) Andreae from Tom & Lucy Carey \$20.00
- g) In memory of Beverly Baum from:
 - i) Anonymous \$30.00
 - ii) James Brannon \$50.00
 - iii) Jen Buckingham \$25.00
 - iv) Lynne Carey \$25.00
 - v) Sara Chase \$50.00
 - vi) Lilith Dorr \$25.00
 - vii) Margaret Faden \$50.00
 - viii) Karlene Garn \$25.00
 - ix) Darlene Harl for books \$25.00
 - x) Joyce Hoffman \$10.00
 - xi) Pamela Iasevoli \$50.00
 - xii) Mary Jane Johnson \$25.00
 - xiii) Cynthia Marten \$35.00
 - xiv) Sue Ann Peck \$25.00
 - xv) The Stone Brooke Book Club for books \$60.00
 - xvi) Victoria S. Summy \$100.00
 - xvii) Beverley Van Meter \$25.00
 - xviii) Marcia Wiley \$50.00
- h) In memory of Lenita Bird Jordan Carstens from:
 - i) Gerhard & Doris Anderson \$25.00
 - ii) Dean & Sharon Arland \$20.00
 - iii) Marlys Cooper \$15.00
 - iv) Reinhard & Maureen Friedrich \$50.00
 - v) Lon & Joan Hoelscher \$50.00

- vi) Bonnie Norman..... \$20.00
 - i) Robert & Jean Telleen \$25.00
 - j) In memory of Mary Owings from Ellen Barth..... \$40.00
- 2) Motion approving minutes of the regular meeting of March 17, 2016**
- 3) Motion approving payment of claims 3/1/2016 – 3/31/2016**
- Roll Call Vote on Motion: 6-0. Resolution No. 2016-L016 approved unanimously and adopted.**

Public Forum: None.

Third Quarter Financial Reports: Trustee Linch explained the reports and graphs that were included in the packet. He stated that all expenses were well within budget at 75% of the way through the year. He noted that donations and grants afford the Library the opportunity to go beyond tax-based funding and achieve a higher level of contribution to the community with enhancements—they are what take APL from being good to becoming great.

Carey remarked that this year should provide a good baseline for the operating budget. She explained that the City’s Finance Department had distributed renovation project expenditures proportionally among the bond fund (90%), bequest fund (5%) and donations to the APL Friends Foundation (5%) at the end of the last fiscal year, and removed some money from the budget earlier this year. Continuing expenditures will be charged proportionally and, eventually, the board can discuss what to do with the remaining money, within the limits of donor intent.

FY16 Budget Amendments:

Moved by Campbell, seconded by Glatz, to adopt a resolution approving fiscal year 2015/16 budget amendments as presented/amended.

Carey explained that the operating budget does not need to be amended, but amendments to the bequest and donation funds reflect increased revenues and the expenditure of grant funds.

Vote on Motion (as presented): 6-0. Resolution No. 2016-L017 approved unanimously and adopted.

Ames Public Library Friends Foundation (APLFF) Report: Butler reported that the Development Director resigned at the end of April; the Teen Advisory Group received approval to hold another 5K race; the fundraising budget was achieved; nearly \$3,000 was earned in March through various sales; a Mother’s Day sale will be held May 6-8; and an Author’s Tea is being planned for June. Butler added that an ad hoc committee was formed to review the Development Director’s job description and recommend a supervision policy.

Director Evaluation Committee Report: No report.

Strategic Planning Report: Carey said the Managers Team is identifying tasks related to the initiatives that relate to the new strategic priorities.

Administration Report: Carey said that she, Tracy Briseño, and Valerie Donnell attended the Public Library Association (PLA) Conference in Denver. She thanked the Board for its support and ongoing funding of conferences. Carey said that PLA is especially beneficial to staff because all sessions are directed toward public libraries. This year, the managers attended sessions related to strategic planning and Carey said they found a lot of validation for the

activities APL is involved in, a specific example being best practices for making the lesbian/gay/bisexual/transsexual (LGBT) population feel welcome.

Carey stated that the new trustees attended a short orientation last week. She added that there is funding in the budget for those who might be interested in attending American Library Association or Iowa Library Association Conferences, which offer specific tracks for trustees. A form created by Volunteer Coordinator Sarah Bohlke, who requested assistance in tracking the amount of time the trustees spend on Library activities each month, was distributed.

Carey spoke about the month's activities, including the Volunteer Recognition Luncheon, Step into Storybooks, and a performance by the Des Moines Metropolitan Opera. She said the Small Talk Program is getting under way and the City of Ames Employee Awards Luncheon will be held next week. There was also some discussion about recent Battles of the Books.

Building Project Update: Carey said the Library's LEED application has been completed and she learned that eleven additional credits may potentially be awarded. She also announced that the new trees in the plaza all have leaves this spring!

Authority Policy:

Moved by Rohret, seconded by Butler, to adopt a resolution approving the Authority Policy as presented/amended.

Vote on Motion (as presented): 6-0. Resolution No. 2016-L018 approved unanimously and adopted.

History Policy:

Moved by Glatz, seconded by Rohret, to adopt a resolution approving the updated History Policy as presented/amended.

It was noted that the square footage of the building was changed to match the figure that appears on the occupancy permit. A question was raised as to why the iteration of the history appeared as a policy. Carey said she would look into the background.

Vote on Motion (as presented): 6-0. Resolution No. 2016-L019 approved unanimously and adopted.

FY17 Enrich Iowa Agreement:

Moved by Campbell, seconded by Linch, to adopt a resolution authorizing participation in the Enrich Iowa program, including Direct State Aid, Open Access, and Interlibrary Loan Reimbursement for July 1, 2016 through June 30, 2017.

Vote on Motion: 6-0. Resolution No. 2016-L020 approved unanimously and adopted.

FY17 Custodial Contract with Nationwide Office Care:

Moved by Rohret, seconded by Butler, to adopt a resolution approving contract renewal and the purchase of custodial services for fiscal year 2016/17 from Nationwide Office Care in the amount of \$66,360.61.

Vote on motion: 6-0. Resolution No. 2016-L021 approved unanimously and adopted.

Request for FY17 Funding from APLFF:

Moved by Linch, seconded by Rohret, to adopt a resolution requesting Ames Public Library Friends Foundation to provide funding in the amount of \$135,000 in fiscal year 2016/17 for staff-identified purposes.

Carey said APLFF is working on its budgets for the upcoming year and she spoke to the Board earlier in the month to let them know that this request would be coming. She noted that while APLFF continued to fund programming, prize books and other library activities in the last few years, it was mostly focused on raising funds for the building project. It is now possible to return to the routine of having the Library determine funding priorities and send requests to APLFF.

Carey explained the requests, many of which she said sprang from the Strategic Plan, and stated that APLFF has some reserve funds that will allow it to commit to this level of support. There was discussion about billing and the timing of payments. Carey said that APL usually sends invoices; she also indicated that the Library is likely to request the full amount for program support, whether or not it is fully expended, but may invoice the exact amount when a subscription or product is being purchased.

Vote on motion: 6-0. Resolution No. 2016-L022 approved unanimously and adopted.

Board Education: Library Assistant Cathy Van Brocklin spoke about bookmobiles and APL's Bookmobile, which serves as a mobile branch and helps the Library fulfill its mission of connecting citizens to the world of ideas. APL's first bookmobile was purchased in 1965; the fourth one went into service in January 2015. It features an exterior graphic custom-designed by Derek Anderson, an Ames native and nationally known author and illustrator. Van Brocklin said an average of 3600 items are checked out per month from the Bookmobile—more than the vehicle carries. In addition to the six stops on its regular route, the vehicle is often available to the community at special events and farmers' markets.

Director's Draft Goals: Carey passed out a draft version of her goals for the upcoming year. She stated that the City Manager has established organizational goals for all City departments and will meet with Department Heads to set departmental goals that will drive division goals and impact individual goals. Carey said she followed this line of thinking, even though she works with the Library Board's Director Evaluation Committee (DEC) instead of the City Manager.

Carey elaborated on her goals, which are intended to support the strategic plan. Her initiatives fell into six categories: facilities; programs and services; personnel; resource provision; board support; and personal development. She added that she is still open to suggestions and changes. The trustees will be asked to approve a final plan in May.

Committee Assignments: Acker stated that Trustee Campbell will join her on the Art Committee. Linch, as Secretary, will serve on the Executive Committee. She said the DEC and Budget and Finance Committee will stay in place, unless someone would like to switch roles, and Acker and Butler will be trustee representatives on the APLFF Board of Directors. The Strategic Planning Committee's work is done. Rohret will stay on as a Tech Advisor. Acker said that Glatz had agreed to help with the Bylaws Policy review and invited the new trustees to let her know of their interests.

Trustee Comments: None.

Adjournment:

Moved by Glatz, seconded by Butler, to adjourn at 8:41 p.m.

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

The next regular meeting will be on Thursday, May 19, 2016, at 7:00 p.m. in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Karen C. Thompson, Administrative Assistant

John Linch, Board Secretary