

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
May 19, 2016**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, May 19, 2016 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Acker, Barchman, Butler, Campbell, Glatz, Linch, and Rohret in attendance. Briese was excused. Library Director Carey was also present.

Call to Order: Board President Acker called the meeting to order at 7:00 p.m. and announced that Shazia Manus has resigned; the mayor is accepting applications to fill the unexpired term.

Consent Agenda:

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

1) Resolution accepting donations:

- a) In memory of Beverly Baum from
 - i) Nancy Kever\$20.00
 - ii) Stone Brooke Book Club.....\$20.00
- b) In memory of Molly from
 - i) Jane & David Acker\$25.00
 - ii) Sue & David Benson.....\$10.00
 - iii) Marny Creveling-Buck & Peter Buck\$25.00
 - iv) Jill Guffy.....\$20.00
 - v) Gale & John Kearney.....\$10.00
 - vi) Marianne Kiliper\$10.00
- c) Grant from Ames Convention & Visitors Bureau for Cinderella opera program....\$700.00

2) Motion approving minutes of the regular meeting of April 21, 2016

3) Motion approving payment of claims 4/1/2016 – 4/30/2016

Roll Call Vote on Motion: 6-0. Resolution No. 2016-L023 approved unanimously and adopted.

Public Forum: None.

Ames Public Library Friends Foundation (APLFF) Report: Acker said the Board of Directors had met the previous week. They heard about Teen Advisory Group activities; reviewed budget requests for fiscal year 2016/17 (FY17); received news from the Sales Committee about excellent revenues from Literary Grounds and weekend book sales; and was informed about a June 11 Author Café being planned by the Fundraising Committee. She said the Board also continues to work on refining the Development Director position description.

Art Committee Report: Acker said the committee envisions holding some small unveiling events as new artwork is installed. It also hopes to have assistance from APLFF in hosting a larger event/fundraiser after all the major pieces are complete. The idea is to include all the artists whose work has been displayed around the building or on the grounds.

Strategic Planning Report: Carey stated that the Managers continue to work on the tasks, measures, objectives, and timeline to complete the Strategic Plan, although work is already underway on some of the tasks that have been identified.

Administration Report: Carey reported that circulation statistics for April 2016 were 3% higher than April 2015 and year-to-date figures show a 5.4% increase over last year, although she noted that the comparison is slightly skewed because the library was closed for one month in 2014/15. She also shared news about current activities, including her work with County Auditor Lucy Martin to promote voter information in Story County libraries; efforts to fill open staff positions; preparations for managing a busy summer; and National Read-A-Thon Day on Saturday, May 21.

Carey said APLFF included some unrequested funds its budget to help co-sponsor author visits. The Library will partner with the Iowa State University (ISU) Committee on Lectures. The events—Cheryl Strayed in September, Gloria Steinem in October, and Margaret Atwood in November— will take place at Iowa State and APL will prepare displays and hold book discussions.

APLFF will also be funding a visit by author Matt de la Peña, who will make public presentations at the Library on June 30. At 10:30 a.m. and 6:30 p.m. his program will focus on picture books, and there will be a special program for teens at 2 p.m. De la Peña received the Newbery Award for his picture book, *Last Stop on Market Street*, and has earned critical acclaim for his young adult novels.

Building Project Update: Carey announced that the Library was awarded LEED (Leadership in Energy and Environmental Design) Gold Status by the U. S. Green Building Council. The architects were directed to aim for the Silver Certification level, but with some adjustments during the course of the project, APL was able to attain exactly enough points to achieve Gold. Carey said she would like to get a plaque and hold some sort of celebration. The trustees felt the award merited publicity, and suggested it might also be included in a report on the final cost. It was noted that the LEED Commissioning Agent and Construction Advisor were both extremely helpful throughout the process.

Carey said she hopes to be able to close the project by the end of this fiscal year. The only incomplete work is sound mitigation in the Storytime Room and design of the acoustical panels is in progress.

Board Education: Carey showed a video on advocacy which was prepared by United by Libraries, the support organization for Friends groups, library foundations and trustees. The primary speaker was Sally Gardner Read, the Director of United for Libraries and former APL Director. Carey also distributed some handouts, including a worksheet on external practices that connect the library to the community. There was discussion about talking points with residents and relationships with other government officials. It was noted that the Ames community has been supportive of the library and felt fortunate that APL does not have to struggle for funding.

Financial Limits Authority Policy:

Moved by Linch, seconded by Rohret, to adopt a resolution approving revisions to the Financial Limits Authority Policy as presented/amended.

A potential spelling correction was pointed out in the second paragraph and there was discussion about awarding and approving contracts, particularly the use of the terms “may” and “will.” Carey explained that the policy generally follows the City’s policies, and that is her preference, because it ensures the backing of the Finance Department and assistance in making sure everything is done correctly. The trustees felt the existing wording seemed to allow for more flexibility with the most expensive contracts, which was probably not the intent.

**Moved by Acker, seconded by Linch, to table the motion pending clarification of the use of the words “may” and “will” in the section under Contracts.
Vote on Motion: 6-0. Motion carried unanimously.**

Bylaws Policy: Some preliminary changes suggested by the ad hoc Bylaws Review Committee (Acker, Glatz, and Linch) were reviewed. Acker pointed out that the two existing standing committees were added. Linch spoke about the role of the Vice President and the reasoning behind substituting the word “incapacity” for “disability. The trustees also considered what the phrase “to employ a competent and qualified librarian” meant and concluded that the wording was intended to afford the Board some latitude in hiring. There is a policy defining the Director’s General Job Duties and the Board evaluates the Director’s qualifications each year; however, it was noted that evolution of services or special circumstances may dictate what qualifications are needed at the time.

Director’s Goals for 2016 to 2017:

**Moved by Rohret, seconded by Campbell, to approve the Director’s goals for 2016 to 2017 as presented.
Vote on Motion: 6-0. Motion approved unanimously.**

FY17 OCLC Subscription Renewals:

**Moved by Campbell, seconded by Rohret, to adopt a resolution approving renewal of OCLC Subscription Services for fiscal year 2016/17 at a cost not to exceed \$29,061.82.
Vote on motion: 6-0. Resolution No. 2016-L024 approved unanimously and adopted.**

Walton Artwork Proposal:

Moved by Linch, seconded by Butler, to adopt a resolution approving the proposal submitted by Barbara Walton and authorizing the Art Committee to proceed with the acquisition of the painting entitled “Invocation.”

Acker said this piece had been on the Art Committee’s “want list” for quite a while and could be attained at a moderate price.

A question was raised about the method of acquisition. Carey explained that an ad hoc Art Committee had been formed during the construction phase of the building project, which included trustees as well as members of the community and the Public Art Commission. There was a public call from that group, but not a large response. Barbara Walton was one of the artists whose work was exhibited in The Studio during the Grand Re-opening. Carey said there was such as positive response to her work, that it was suggested the Art Committee pursue acquisition of a piece. Trustee Glatz suggested that there be a policy on how artwork for the Library is chosen. ISU, for example, puts out a call, encourages artists to apply, and eventually a selection is made.

Carey said that the proposal includes sales tax, but there will be no tax if building project funds held by the City are used to purchase it. If purchased with funds held by APLFF, tax has to be charged.

Vote on Motion: 6-0. Resolution No. 2016-L025 approved unanimously and adopted.

Trustee Comments: Campbell advised that he would be absent next month.

Adjournment:

Moved by Glatz, seconded by Barchman, to adjourn at 8:20 p.m.

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

The next regular meeting will be on Thursday, June 16, 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