

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
March 28, 2019**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, March 28, 2019, in the Dale H. Ross Board Room, with Barchman, Butler, and Raman in attendance; Briese and Glatz were in attendance via telephone. Kluesner, Linch, Marshall, and Wang were excused. Interim Director Logsdon, Customer Account Services Manager Briseño, and future board members Looft and Myers were also present and briefly introduced themselves.

Call to Order: Secretary Barchman called the meeting to order at 7:00 p.m.

Consent Agenda:

Moved by Glatz, seconded by Raman, to approve the following items on the consent agenda:

- 1) Resolution approving donations
 - a) From the Ames Garden Club, to purchase four gardening books for the library collection\$93.90
 - b) From Anonymous "in honor of great library service"\$10.00
 - c) From Cinian Zheng-Durbin and Paul Durbin for Adult Programming\$600.00
 - d) In honor of Lynne Carey from Anonymous for the Welcome Pillar\$200.00
 - e) In memory of Maurice Anderson for Project Smyles from the library staff\$40.00
 - f) In memory of Cheryl Boell from Anonymous for books\$75.00
 - g) In memory of Gayle Huey from Barbara and Bill Mengeling \$100.00
 - h) In memory of Dottie Tschopp McGee from Playmakers, to purchase two theater books for the library collection\$72.03
- 2) Claims 1/1/2019 – 1/31/2019
- 3) Claims 2/1/19 – 2/28/19
- 4) Minutes of the regular meeting of January 17, 2019
- 5) Minutes of the Regular Meeting of February 21, 2019
- 6) Minutes of the special meeting of March 7, 2019
- 7) Minutes of the special meeting of March 11, 2019
- 8) Minutes of the special meeting of March 12, 2019
- 9) Minutes of the special meeting of March 22, 2019

Vote on Motion: 5-0. Approved unanimously. Resolution No. 2019-L008 adopted.

Public Forum: None.

Ames Public Library Friends Foundation (APLFF) Report:

Logsdon reported that there was not a meeting for the month of March.

Two major fundraising events did take place in March including a book sale and author café. Financial information from these events is not available at this time.

The spring mailing will go out the first week of April coinciding with National Library Week (April 7-13) themed "Libraries Equal Strong Communities".

The next regular APL Friends Foundation meeting is April 25.

Administrative Staff Report:

Logsdon reported that the State of Iowa Accreditation application was submitted.

The annual volunteer luncheon will be held April 11.

Barchman, Johannes, and Logsdon attended the City of Ames annual Boards and Commissions Luncheon today. This is an annual event that celebrates the dedication and service of all the members serving on the eighteen various boards and commissions for the city. The luncheon included a presentation from retiring Assistant City Manager Bob Kindred about his 38 years of service to the City. Mayor Haila and Kindred presented certificates to those leaving the various boards and commissions and thanked everyone for their service.

Since reported in January, the library has several new staff including Jing Bai (library aide), Melissa Johannes (secretary), Megan Klein-Hewett (adult services librarian), Angela Rivas (intern with youth services), Angie Snider (Small Talk), Robert Soares (library aide), and Danika Wahlin (library aide). In addition to the new staff we will be hiring a 10 hour per week custodial assistant, we were able to increase staffing in youth services by ten hours a week, and we were able to increase the library aides' wages by \$1.00 per hour (effective March 5). We will be hiring another youth services intern, a human resources intern, a book sale intern supporting the efforts of Literary Grounds, and an intern to serve as the facilitator for service learning academy.

February 18th was another successful staff day. This is a rare opportunity for all the staff to be together all day long. Glatz & Butler were able to attend along with the majority of staff. Highlights included a refresher of safety procedures, a lost child drill, updates on the budget, and reports from various staff committees including the Innovations Team and Welcome Team. Stephen Biggs did a 2 ½ hour presentation on implicit bias which was very thought provoking.

There were two intergenerational programs held including a White Fragility panel discussion and International Women's Day panel discussion. Both programs were very successful. Page One has a listing of all of the upcoming programs; please attend any programs that are of interest to you.

Director Transition Report:

Briseno reported that since hiring Schofer, focus has shifted to preparing for the transition and onboarding process. She and Assistant City Manager Phillips, have been meeting to discuss how they have onboarded other department heads. The management team is also discussing crucial information for the new Director to know. They will be working with Schofer to get a plan in place.

Records Retention Policy

Moved by Raman, seconded by Glatz, to adopt a resolution approving revisions to the Records Retention Policy as presented.

Vote on Motion: 5-0. Approved unanimously. Resolution No. 2019-L009 adopted.

Social Media Policy

Moved by Glatz, seconded by Briese, to adopt a resolution approving revisions to the Social Media Policy as presented.

Vote on Motion: 5-0. Approved unanimously. Resolution No. 2019-L010 adopted.

Authority Policy

Moved by Butler, seconded by Raman, to re-approve the Authority Policy without changes.

Vote on Motion: 5-0. Approved unanimously.

Mission, Values, and Strategic Planning Policy

Moved by Butler, seconded by Raman, to re-approve the Mission, Values, and Strategic Planning Policy without changes.

Vote on Motion: 5-0. Approved unanimously.

Recognition of Retiring Trustees:

The board thanked Linch and Wang for their service. Linch has served on the board for the last five years; Wang has served for one year.

Trustee Comments:


The board members welcomed Looft and Myers to the board and thanked Briseno and Logsdon for all their work. Barchman also thanked Glatz for serving as the president for the last year.

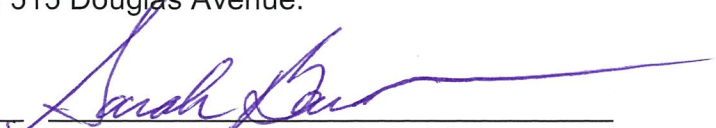
Adjournment

Moved by Glatz, seconded by Butler, to adjourn at 7:31 pm.

Vote on Motion: 5-0. Motion approved unanimously.

The next Regular Meeting will be on Thursday, April 18, 2019, at 7:00 p.m., in the Dale H. Ross Board Room of Ames Public Library, 515 Douglas Avenue.


Melissa Johannes, Library Secretary


Sarah Barchman, Board Secretary