

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
April 15, 2021**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, April 15, 2021, via Zoom, with Barchman, Christy, Glatz, Johnson, Kluesner, Marcu, Myers, Reynolds, and Thorbs-Weber in attendance. Assistant City Manager Schildroth, Director Schofer, and Adult Services Librarian Wilson were also in attendance. Johnson, spouse of Johnson, joined for the Oath of Office.

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

Oath of Office: Christy, Johnson, and Reynolds took the Oath of Office. Board members introduced themselves to one another.

Consent Agenda:

Moved by Glatz, seconded by Barchman, to approve the consent agenda as follows:

1. Resolution approving donation:
 - a) Story County Genealogy \$68.69
2. Motion approving minutes of the regular meeting March 18, 2021
3. Motion approving payment of claims 3/1/21 – 3/31/21

Vote on Motion: 8-0 (Marcu abstaining). Approved unanimously. Resolution No. 2021-L010 adopted.

Public Forum: None

Activity Reports:

Assistant City Manager Schildroth: Schildroth gave a report to the Board.

- Schildroth introduced herself and welcomed the new trustees.
- An employee vaccination clinic will be hosted next week. Nucara Pharmacy will be administering Moderna vaccines for up to 400 employees and their spouses or dependents (18 years or older) who are interested in receiving the vaccination. They will be at City Hall on Wednesday and Thursday, and again in May for the second dose. Most of the Police and Fire Department staff are already vaccinated.
- The Emergency Operations Command (EOC) partners group which includes representatives from the City, Iowa State, Mary Greeley, McFarland Clinic, Story County Medical Center, care facilities/retirement communities, Ames Community School District, and Story County Public Health, have been having weekly Zoom meetings since last March to discuss what's going on within each organization regarding COVID and ways to help each other out. They have decided to move to biweekly meetings and will call an emergency meeting if needed.

- The City Council directed staff to start preparing for in person meetings. Staff will research hybrid meetings to determine if that may be an option, the technology needed to do so, and how it will extend to other boards and commissions.
- Council received a memo from Parks and Recreation. The Parks and Recreation Commission supports the continued use of criteria previously set by Council last May for determining when programs and facilities would re-open. They will take into consideration if offering a program will meet the guidelines of the Governor's proclamation, ensure the safety of staff and citizens, allow for social distancing, and extra cleaning. Parks and Recreation will continue to follow that criteria. They are planning on opening Furman Aquatic Center. They plan on offering more outdoor recreation opportunities like yoga in the park since those programs were successful.
- The pre-application for the Reinvestment Development Program for the Lincoln Way project which includes office space, retail space, an indoor aquatic center, and green space, was approved. They City will need to submit a completed application that will be due next February.
- The City Council has goal of developing a climate action plan. The Climate Action Planning Panel had a meeting last night. They are in the midst of selecting a consultant. They are hoping to approve the consultant at the April 27 meeting, and schedule a meeting in early May to begin what is expected to be an 18 month process. They have to set emission goals, and will have focus groups to set goals, develop strategies. The Council will serve as a steering committee. There will be a lot of opportunities for public input.

Administrative Staff Report: Schofer gave a report to the Board.

- Schofer welcomed the new members. All of the new members did attend orientation along with Thorbs-Weber who did not receive a proper orientation last year.
- The Adult Services Library Assistant interviews were just completed; they will be making an offer soon. The Youth Services Teen Librarian position is up next. The hiring committee will be meeting next week with our Human Resources liaison. The committee has consulted with the Teen Advisory Group (TAG) to get input on some of the questions and qualities. The committee will be exploring ways to further involve the TAG group in the process.
- Warburton was reclassified from a Resource Services Technician to a Resource Services Librarian. This is more on par with what his responsibilities are. He will join our Person in Charge (PIC) team.
- Similar to the strategic planning teams that were used to create the plan, we have established strategic plan implementation teams.
 - Staff Development Team will focus on onboarding, library training and skill development, and mentorship opportunities. They have already started work on an onboarding process.
 - Diversity, Equity and Inclusion Team will focus on diversity, equity and inclusion initiatives within the organization, to include training and staff conversations around DEI topics and providing equitable, inclusive access to Library services. They may be working with a consultant.

Finding time for shared learning with a large staff, extended working hours, and a variety of learning styles is challenging.

- Diversity Audit Team – Collections & Displays will focus on auditing all Library collections and displays for DEI. Creates benchmarks for future purchasing and collection evaluation. Team members attended a virtual class offered by the University of Wisconsin-Madison. They are starting a process development for how we can go through our collection.
- The tax services just wrapped up. It is a great service with a higher demand than they are able to meet. We do have tax forms available for pick up and a resource page.
- Staff are planning the Black Arts and Music program. Last year it was a big festival with approximately 800 people over two weekends. This year it will be a COVID version with a series with conversations with artists in May, June, and July, and then everyone coming in person in August.
- We will be providing summer meals again this year. We are still working out the logistics.
- The Library's Instagram account is being rolled out.

Marcu would like the diversity audit on collections to be a future Board education topic.

APLFF Report: Myers gave a report to the Board.

- She was not able to be at the last meeting but believes they continued a discussion on their bylaws, mission, and values.
- She noted that fundraising is going well; the committee continues to do a great job.

Budget and Finance Committee Report: Glatz gave a report to the Board.

- Glatz explained to the new committee members that the Budget and Finance Committee meets quarterly for deeper look at the budget. They review materials prepared by City and Johannes. He explained the layout of the report, the various buckets expenditures are in, and the Ames Public Library Friends Foundation being a very important source for introducing new things into the Library funding. He explained that the APL Board makes a request in February of each year to the APLFF Board requesting funding; they do a great job of supporting the Library. The other funding sources are Direct State Aide, Donations and Grants, and Future Needs. He pointed out the various charts and graphs for a more visual and rewarding glance at expenditures.
- We are tracking on schedule.

Moved by Thorbs-Weber, seconded by Myers, to approve the financial report as presented.

Vote on Motion: 8-0 (Marcu abstaining). Approved unanimously.

Board Education: Schofer introduced Wilson who joined the Ames Public Library as an Adult Services Librarian in September of 2019.

Wilson gave a presentation about the Home Delivery and Deposit Collections. Wilson began as the home delivery & deposit collection coordinator last fall.

The home delivery program matches a patron with a librarian to have customized selections delivered by a volunteer to their home. This includes all formats of materials available in the library (CDs, DVDs, audiobooks, interlibrary loan materials, etc.) and anywhere from 1-30 items per delivery. We are currently serving around 80 individuals.

In addition to the individuals, the library has six deposit collections. Deposit collections are at places such as retirement communities and offer as many as 80 items available for persons to use at those locations.

Wilson would like to expand the number of deposit collections, research mail options, and market the program.

The Board asked questions about the program and then thanked Wilson for her presentation.

Policy Review:

Collection policy: Schofer reviewed the Collection Policy. This policy was reviewed by the Selectors Committee before last month's Board meeting, where the Board offered some suggestions, and then it was reviewed by the managers. The suggested edits include adding more appropriate language, substantial changes to world languages section, and name changes.

The Board discussed the proposed changes.

Moved by Glatz, seconded by Myers to approve the amendments to the Collections Policy as presented with the addition of changing the wording from "Ames, Story, and surrounding counties" to "Ames and surrounding communities" under the Special Collections section.

Vote on Motion: 8-0 (Marcu abstaining). Approved unanimously. Resolution No. 2021-L011 adopted.

Circulation and Customer Accounts Policy: Schofer introduced the Circulation and Customer Accounts Policy. The policy needed to be amended to add the Student Account type that was added as a result of a partnership with the Ames Community School District to include student accounts for registered students. Other changes include increasing the age that a photo ID is required from 16 to 18 and changing the "Family Account" name to "Shared Account".

The Board discussed the proposed changes.

Moved by Kluesner, seconded by Thorbs-Weber to approve the amendments to the Circulation and Customer Accounts Policy as presented with the addition of “The library does not charge overdue fines for items that are returned late. There may be charges for lost or damaged items.” to the Fees section.

Vote on Motion: 8-0 (Marcu abstaining). Approved unanimously. Resolution No. 2021-L012 adopted.

Confidentiality and Library User Records Policy: Schofer introduced the policy for the initial review. She is not envisioning any changes.

The Board discussed the policy. The policy will be brought back for approval at the May meeting.

Unfinished Business:

Service Offerings: Schofer reviewed the current service model with the Board. They discussed the next steps including the book mobile, hours, meeting room use, and programming. At this time the board meetings will continue via Zoom.

New Business:

Director’s goals: Schofer highlighted her goals. The Board discussed the goals. They would like to see a goal involving the Board and a goal for professional development added. Schofer will bring the goals back for approval at the May meeting.

Custodial contact: Schofer introduced the contract. For the last two fiscal years ABM has provided relatively low cost custodial services for the Ames Public Library and ABM’s representatives have worked closely with Library staff to ensure high quality results and to accommodate the timing of library activities and public events. The hourly rate for the FY22 renewal is \$16.75. It is recommended to award the contract for FY2021/22 Custodial Services for the Ames Public Library to ABM in the amount of \$91,857.

Moved by Glatz, seconded by Barchman, to approve the renewal of the ABM custodial contract as presented.

Vote on Motion: 8-0 (Marcu abstaining). Approved unanimously. Resolution No. 2021-L013 adopted.

Polaris Renewal: Schofer introduced the contract. In January 2014 the Library purchased the Polaris Integrated Library System (ILS). The system’s modules include acquisitions, cataloging, circulation, inventory, the public access catalog, borrower record keeping, home delivery, and various administrative modules. Polaris was purchased by Innovative Interfaces, Inc. in 2015 (III) and III is now the sole maintenance provider. Services include licenses, software maintenance, and technical support for the hardware and operating systems. The Library is pleased with the performance and

functionality of Polaris and the responsiveness of Ill representatives. Funding for renewal of the agreement is included in the approved FY22 budget. Staff requests that the Library Board approve renewal of the Annual Maintenance Agreement for the Polaris ILS with Innovative Interfaces, Inc. for fiscal year 2021/22 at a cost of \$31,463.70.

Moved by Glatz, seconded by Kluesner, to approve the renewal of the annual maintenance agreement for the Polaris Integrated Library System with Innovative Interfaces Inc. for fiscal year 2021/22 at a cost of \$31,463.70 as presented.

Vote on Motion: 8-0 (Marcu abstaining). Approved unanimously. Resolution No. 2021-L014 adopted.

Copier Lease Renewal: Schofer introduced the lease agreement. Copier/printer equipment for the staff work areas and the main public unit in Adult Services has been leased from Premier for over 15 years. Our current renewal rate is quoted at a cost of \$516 per month plus the cost of prints ranging from \$0.0047 to \$0.039 per page. It should be noted that a separate month to month agreement will remain in place for the public unit as we research alternative products. We have a good working relationship with Premier Office Equipment. Staff have been happy with their service and products. Staff recommends renewing the lease for the 2021-2026 period with Premier Office Equipment.

Moved by Barchman, seconded by Reynolds, to approve the renewal of the five year lease agreement with Premier Office Equipment – Xerox Financial Services at a cost of \$516 per month as presented.

Vote on Motion: 8-0 (Marcu abstaining). Approved unanimously. Resolution No. 2021-L015 adopted.

Trustee Comments:

- Christy – thanked everyone for welcoming him. He thought orientation was really good. As a user of the library he thought how we backed away and re-opened services has been spot on.
- Johnson – said it's been a great experience kind of being a fly on the wall tonight and learning. Thank you for welcoming us.
- Barchman - no comments, but welcome to the new trustees.
- Glatz – welcome everyone and nice job Marcu.
- Reynolds – thank you for welcoming us, she looks forward to meeting everyone in person soon.
- Kluesner – thank you to new members for stepping into this role. It is important to have diversity. Great job to Marcu.
- Thorbs-Weber – thanked everyone for the discussion this evening.
- Myers - no additional comments but welcome everyone, and Marcu you did an amazing job.

- Marcu – welcome to everyone, it is great to meet our new board members, and thank you everyone for the collective help to get us through the meeting, she appreciated it.

Adjournment:

**Moved by Barchman, seconded by Thorbs-Weber, to adjourn at 9:09 pm.
Vote on Motion: 6-0 (Kluesner abstaining). Motion approved unanimously.**

The next regular meeting will be on Thursday, May 20, 2021, at 7:00 p.m., via Zoom.


Melissa Johannes, Library Secretary


Charles Glatz, Board Secretary

