

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
August 19, 2021**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, August 19, 2021, in the Rotary Room with Barchman, Christy, Glatz (arrived late), Johnson, Kluesner, Marcu, Myers, Reynolds, and Thorbs-Weber in attendance. Assistant City Manager Schildroth, Director Schofer, Customer Account Services Manager Briseno, and Facilities Manager Duckett were also in attendance.

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

Consent Agenda:

Moved by Myers, seconded by Christy, to approve the consent agenda as follows:

1. Resolution approving donations
2. Motion approving minutes of the regular meeting July 15, 2021
3. Motion approving payment of claims 7/1/21 – 7/31/21

Vote on Motion: 7-0 (Marcu abstaining; Glatz excused). Approved unanimously. Resolution No. 2021-L023 adopted.

Glatz arrived 7:04 pm

Public Forum: None

Activity Reports:

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

- The City is re-painting the crosswalk at 5th and Douglas on August 24, 2021 beginning at approximately 7 a.m. The rain date is August 26, 2021. The intersection is expected to be closed until Wednesday.
- The City is holding an Ames Community Institute this fall. They are planning on the session being virtual with no in-person group tours at this time. The program brings together a cross-section of Ames residents to explore creating, managing, and optimizing diversity and inclusion within the City of Ames programs and services. Participants are selected based on recommendations from members of the City Manager's Advisory Board. The purpose is to improve the living, learning, and work conditions of the community for both current and future residents. Participants attended a month-long series of seminars on City Government and Finance, Parks and Recreation, Housing, and Public Works, Utilities and Transportation, Police and Fire, and Library. This session will be limited to 25 individuals with a waiting list after. Orientation is planned for September 30, 2021 with the sessions held on the four Thursdays in October. Thorbs-Weber was part of the Ames Community Institute which she stated she enjoyed; taking part of the institute is what influenced her to join the APL Board.

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

- Youth Services Manager Heid will be retiring effective September 15, 2021. A retirement party is planned for Sunday, September 12, 2021 from 2:00 p.m. until 3:30 p.m. The Board, public, and colleagues will be invited to attend. We have started the recruitment process for her position and conversations to plan on distributing her work responsibilities until the position is filled.
- Atwell, the new Teen Librarian, has started and jumped right in. He is enthusiastic and excited to work with the teens. The teen space will remain closed at this time but some teen programming will be held in the auditorium.
- Youth Services Clerk Baker just started today.
- A follow-up meeting with Bridge Home went well. They service homeless individuals and those in transitional housing. Bridge Home will hold some office hours at the library. As part of that meeting they mentioned that the Bridge Home is partnering with the Elks for a grant. The Library plans on partnering with them to provide information and access to resources.
- The new print/copy/scan release stations from Today's Business Solutions are installed. The updated technology, improved interface, and credit/ debit card acceptors should offer a much more user-friendly experience for our customers. There are other great features like remote printing, translation, ability to copy id cards etc.
- Summer is wrapping up. Heid had the Hot Dog Dinner Theater at Bandshell Park today with approximately 200 people in attendance. The End of Summer Celebration is this Saturday as well as the last program in the More Than Monoliths series.
- We will be participating in WelcomeFest. Adult Service staff will be attending. They are trying a new theme for this year: the Ames Bucket List. The actual bucket list is on the back of the t-shirts and highlight several "must see" City places, experiences, or programs.
- The last series of Mental Health First Aid trainings will be held on Wednesday, August 25 and Thursday, August 26 in the Library Auditorium from 5:30-9:30 pm.
- We have had issues with the online catalog not being very user friendly and are happy to announce a new overlay will be available within the next year. Dornink is the lead on that project.
- ISU's Landscape Architecture class will be designing mini-parks in a parking lot space. We plan on partnering with them. We will discuss safety concerns and the length of time the parks will be available.
- Our Balance statue has been temporarily removed. The world was cracking so the statue was sent to artist to be repaired. We may place signage by the statue to let the public know as it is well loved.

APLFF Report: Myers gave a report to the Board.

- The last meeting was very short with Pub Fiction happening the same night.
- The Development Director position remains in the recruitment process.
- The Finance Committee reported that the Ames Public Library Friends Foundation is still in a good financial position with donations and interest income reported.

- The Ames Public Library Friends Foundation is looking for additional Board members.

Board Education: Briseno introduced herself. She shared information about the partnership with the Ames Community School District (ACSD) for library card sign up. Over 100 students came in this summer to use their new library cards. The next step will be to create educator accounts for all the teachers and a new upload to include the incoming kindergartners and new students. The bookmobile stops at several of the schools. The Library partners with the ACSD to hold special nights like Bookland, special Northwood nights, school visits, a program for English learners, kindergarten round-up, and Smyles visits. The Library shares summer reading information with the school as well as our online resources such as Brainfuse, Tumble Books, Bookflix, and Britannica Library.

Policy Review:

Meeting Rooms and Study Rooms Policy: Schofer reviewed the policy. It was brought to the Board last month for discussion and reviewed by the Mangers' Team. Changes included adding the reservable study rooms and cleaning up some wording.

Moved by Johnson, seconded by Reynolds, to approve the Meeting Rooms and Study Rooms Policy as presented.

Vote on Motion: 8-0 (Marcu abstaining). Approved unanimously. Resolution No. 2021-L024 adopted.

Unattended Child Policy: Schofer introduced the policy. Schofer did not have recommended changes at this time. The Board discussed this policy and recommended changes to the last sentence. The policy will be reviewed by the Managers' Team and brought back for approval at the September meeting.

Unfinished Business:

Service Offerings: Schofer reviewed and discussed the current service model with the Board. The teen space will remain closed at this time. Programming for youth and teens will be offered in the auditorium at this time; adult programming remains mostly virtual. Signs will be posted recommending masks be worn while in the library.

New Business:

Capital Improvement Plan: Each year the capital improvement plan (CIP) is reviewed. The Library received funding to replace the existing entryway doors; that project will be underway soon. The Library asked for funding to replace the carpeting on the first floor including the auditorium, youth area, and vestibule. The carpet has been well maintained; carpet squares are available to replace spots if needed. Schofer is recommending the carpet project be pushed back a year in an effort to be fiscally responsible. The Board discussed possible CIP projects and thanked Facilities Manager Duckett for her work; she does a great job maintaining the building. The Board concurred with Schofer's recommendation.

Orning Glass Bid: As part of the CIP, the Library worked with the Purchasing Department to secure bids for the entryway door replacement project. Orning Glass is the low bidder. The existing doors will be removed and replaced with telescoping doors. The telescoping doors will not catch in the wind and will improve access.

Moved by Glatz, seconded by Barchman, to approve the Orning Glass Bid and Authorize the Director to execute the agreement in the amount of \$46,504.

Vote on Motion: 8-0 (Marcu abstaining). Approved unanimously. Resolution No. 2021-L025 adopted.

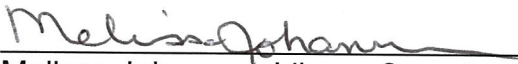
Trustee Comments:

- Myers – thank you everyone for continuing to do a good job.
- Thorbs-Weber – thank you for all you do; Thorbs-Weber was at National Night Out and was happy to see the bookmobile there.
- Reynolds - will miss Heid; please send out invitations to the retirement party.
- Johnson – it was fun to see the bookmobile at the farmers’ market; thanks everyone.
- Kluesner – expressed his gratitude to everyone.
- Barchman – apologized for trying to adjourn the meeting prematurely.
- Christy – no comment
- Glatz - thanks for continuing to deal with what COVID throws at staff.
- Marcu - thanks to Duckett and Briseno for joining us tonight.

Adjournment:

**Moved by Barchman, seconded by Glatz, to adjourn at 8:24 p.m.
Vote on Motion: 8-0 (Marcu abstaining).**

The next regular meeting will be on Thursday, September 16, 2021, at 7:00 p.m. in the Rotary Room.


Melissa Johannes, Library Secretary


Charles Glatz, Board Secretary