

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
December 16, 2021**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, December 16, 2021, in the Rotary Room with Christy, Glatz, Johnson, Kluesner, Marcu, Myers (7:05 pm) and Thorbs-Weber in attendance. Barchman and Reynolds were excused. Assistant City Manager Schildroth and Director Schofer were also in attendance.

Call to Order: President Marcu called the meeting to order at 7:02 p.m.

Consent Agenda:

Moved by Johnson, seconded by Thorbs-Weber, to approve the consent agenda as follows:

1. Resolution approving donations from:
 - a) Mary Louise Wheeler in memory of Phyllis Harris\$10.00
 - b) Percival Scientific Inc in memory of Steven Hayes.....50.00
 - c) Carol Wright100.00
2. Motion approving minutes of the regular meeting November 18, 2021
3. Motion approving payment of claims 11/1/21 – 11/30/21

**Vote on Motion: 6-0 (Marcu abstaining; Barchman and Reynolds excused).
Approved unanimously. Resolution No. 2021-L031 adopted.**

Public Forum: None

Activity Reports:

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

- The City is progressing with the FY23 budget process. The City Manager will be meeting with department heads to review final Capital Improvement Projects and budget requests. The Library’s meeting is January 7. Council presentations will be February 1-3.
- Rollins replaced Martin on the City Council.
- The Council will have a goal setting session on January 22 at 8:30 a.m. at the Homewood Golf Course clubhouse.
- The climate action planning process continues. A workshop with Council will be held Tuesday, December 21 at 6 p.m. That session will be about setting an emissions reduction target.
- Because of storm yesterday, the City did open the Incident Command Center (ICC) to monitor the storm. No major outages were reported across the city. The Board asked if the City has designated shelters, which they do not. Thorbs-Weber asked Schildroth to communicate the need to the Council for the citizens to be prepared prior to a disaster instead of in response to one and ask that they have that conversation.

- Thorbs-Weber asked why there will not be any Security Resource Officer's at Ames High next year. Schildroth stated the agreement has been in place between the City and Ames High School since 1995. It is an annual contract that the Ames School Board decided not to continue.

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

- With the storm yesterday, it was decided early on to cancel the bookmobile and evening programs. After watching other libraries and schools and conversations with Marcu, it was decided to close the library at 3:00 p.m. This allowed the powering down of key systems like the elevators and some servers to protect them and also allowed staff to be able to get home safely.
- The new doors were installed. A patron with a double wide stroller came in and didn't have to maneuver to get through the doors. We have received other comments about the ease of use and how heavy the previous doors were. It was also great to not have them caught in the wind yesterday.
- Schofer shared the possibility of a window repair project with leaks in the Adult Services area during the budget process.
- The new Council Person Rollins, City Manager Schainker, and Mayor Haila toured the library yesterday. They commented on how well the building is maintained.
- The Library is currently interviewing for one Adult Librarian and one Youth Librarian. Three Library Clerk positions are being finalized, two of which are internal promotions. Several Library Aides will be hired soon; that posting is open.
- Schofer attended an Iowa Urban Public Library Association (IUPLA) meeting last Friday. They meet quarterly and discuss best practices and issues within the libraries.
- Conversation circles are starting again next month. The focus of this group is to help English language learners gain confidence and fluency in a comfortable and fun setting.
- The Teen Advisory Group is leading a Dr. Martin Luther King Jr. Day of Service. They will be collecting toiletries and helping volunteers pack the items into kits for the Bridge Home.
- The Library will also be working with several community partners including the Ames Branch of The NAACP, Ames Human Relations Commission, Ames Community School District, and Iowa State University Library for an Ames/Story County Community MLK Day Celebration.
- In celebration of Iowa's 175th anniversary of Statehood there will be a program on Monday, January 24 with Dr. Bremer presenting.
- Director Schofer will be out of the office the next two weeks; Managers will be available in her absence.

APLFF Report: Myers gave a report to the Board. Kluesner was not able to attend.

- Seeman from Houston & Seeman accounting firm did an annual audit. Everything is in good standing.

- The Nominating committee has one person interested in joining the Board; they do need another person to maintain an odd number.
- The Development Director position remains vacant. The posting was revised and will be advertised.
- The holiday mailing was sent out and have started to receive donations.
- Literary Ground sales are going well.

Board Education: Schofer discussed board recruitment. This is the recruiting periods for boards and commissions. Barchman and Glatz will be leaving, Marcu is eligible for reappointment. Applications are available on the City of Ames webpage. Mayor Haila will make appointments. Schofer discussed gender diversity, ethnic diversity, and culture diversity. The Board discussed using social media and other sources to promote all board and commission openings. Applications are due the first week in February.

Policy Review:

Donations Policy: Schofer reviewed the policy. It was brought to the Board last month for discussion and reviewed by the legal department. Changes included replacing the word “will” to “must” in the third paragraph under the “Works of Art and Other Personal Property of Value” section and correcting spacing errors.

Moved by Myers, seconded by Johnson, to approve the Donations Policy as presented.

Vote on Motion: 6-0 (Marcu abstaining; Barchman and Reynolds excused). Approved unanimously. Resolution No. 2021-L032 adopted.

Bylaws, Board of Trustees: Marcu introduced the policy. Glatz suggested appointing a sub committee to review the Bylaws. Marcu asked the Board to review the Bylaws independently and respond to her with any recommended changes by January 6. The policy will be brought back next month with any recommended changes.

Personnel Policy: Schofer introduced the Personnel policy. The Board reviewed and discussed the policy. The policy will be reviewed by managers and brought back next month with any recommended changes.

Unfinished Business:

Service Offerings: Schofer reviewed and discussed the current service model with the Board. Coffee is now available in Literary Grounds, storytimes are being held in the Story Time room, and they have been having more teen hours in the teen space. Staff are discussing additional bookmobile stops. The Studio space remains closed. Masks and hand sanitizer are still available; plexiglass is still in place.

New Business:

Dell Computer quote: Schofer introduced the quote. Staff computers are seven years old and need to be replaced.

Moved by Glatz, seconded by Myers, to approve the quote from Dell Technologies for the purchase of new staff computers using depreciation funds in the amount of \$38,716.65.

**Vote on Motion: 6-0 (Marcu abstaining; Barchman and Reynolds excused).
Approved unanimously. Resolution No. 2021-L033 adopted.**

Conference Technologies quote: Schofer introduced the quote. Updating equipment in the auditorium will better support audio-visual needs and ongoing virtual and hybrid programming.

Moved by Glatz, seconded by Christy, to approve the quote from Conference Technologies for the purchase and installation of auditorium projector upgrades in the amount of \$29,161.94 and the additional four-year service agreement in the amount of \$4,855.59 for a total of \$34,017.53 using depreciation funds.

**Vote on Motion: 6-0 (Marcu abstaining; Barchman and Reynolds excused).
Approved unanimously. Resolution No. 2021-L034 adopted.**


Trustee Comments:

- Myers – happy how everything has been going at the library and appreciates everyone’s hard work.
- Thorbs-Weber - happy holidays
- Kluesner – thanked Marcu for leading
- Johnson – it was good meeting with good discussion. Enjoy the holidays
- Christy – no comments
- Glatz – compliments to Johannes for coding the IUPLA comparison statistics. Compliments on all the programming during the pandemic. Glatz taught Science in Mississippi over Thanksgiving and used the STEM videos and supporting materials for teaching.
- Marcu - happy holidays, see you next year

Adjournment:

**Moved by Myers, seconded by Thorbs-Weber, to adjourn at 8:38 p.m.
Vote on Motion: 6-0 (Marcu abstaining; Barchman and Reynolds excused).
Approved unanimously.**

The next regular meeting will be on Thursday, January 20, 2022, at 7:00 p.m. in the Rotary Room.


Melissa Johannes, Library Secretary


Charles Glatz, Board Secretary