

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
March 17, 2022**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, March 17, 2022, in the Dale H. Ross Board Room with Christy, Johnson, Kluesner, Myers, Reynolds and Thorbs-Weber in attendance. Glatz was in attendance virtually. Barchman and Marcu were excused. Assistant City Manager Schildroth, Director Schofer, Volunteer Coordinator Bohlke, and visitor Abbott were also in attendance.

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

Consent Agenda:

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

1. Election of Officers
 - a) Myers as President
 - b) Marcu as Vice-President
 - c) Christy as Secretary
2. Resolution approving donations from:
 - a) Kirsten Barta in memory of Betty Tigges.....\$30.00
3. Motion approving minutes of the regular meeting February 17, 2022
4. Motion approving payment of claims 2/1/22 – 2/28/22

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).
Approved unanimously. Resolution No. 2022-L009 adopted.**

Public Forum: None

Activity Reports:

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

- City Council approved the values, goals, and tasks that were included in the packet. Council approves goals every two years; these goals are intended to be accomplished by end of calendar year 2023. The Board discussed some of the goals with Schildroth.
- There is another survey out for climate action planning with the deadline extended through Sunday, March 20, due to an email glitch. Paper copies are available. A table has been set up in the library lobby.

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

- Staff day was February 21. A big piece of the day was part two of the Diversity, Equity, and Inclusion (DEI) training with Dr. Coleman. The next steps for DEI training will include another round of small group conversations, and a meeting

for the Leadership team, DEI team, and Person in Charge (PIC) team that will include reviewing the survey results and discussing areas to improve.

- Flores, an Adult Services Library Assistant who has been part of the DEI team, will be leaving the end of March.
- Robinson, a Youth Services Library Assistant, will be retiring the end of the March also.
- There has been an uptick in inappropriate behavior which has resulted in a patron being trespassed.
- Schofer and Klein-Hewett attended Legislative Day in Des Moines at the Law Library where they talked to elected officials.
- The Public Library Association conference is next week in Portland, Oregon. Seven staff will be attending from various workgroups. All the sessions are geared towards public libraries.
- Most of the Youth Services workgroup will be attending the Pop YS conference in Ames on April 4 and April 5. This conference is geared specifically to youth services. Francis will be presenting “STEM in Library Programs and Collection” and Anderson will be presenting “Old Books do not Equal Good Books: Adventures in Connecting with Homeschool Families”.
- Youth Services is also preparing for Battle of the Books. Approximately twenty-five 5th grade teams will be competing on March 31 and approximately thirteen teams will compete on April 7.
- Schofer assisted the Ames Public Library Friends Foundation interview panel. They had two interviews today for the Development Director position.

APLFF Report: Kluesner gave a report to the Board.

- Committee is interviewing candidates as Schofer stated.
- The Fundraising Committee is getting ready for the spring mailing with assistance from staff.
- The spring book sale went really well.

Board Education: Volunteer Coordinator Bohlke gave an overview of the volunteer program and the impact COVID has had on volunteers. Volunteers help with pulling holds, tutoring, the summer lunch program, book sales, home delivery services, sorting donations, and so much more. Bohlke is exploring digital volunteer management program options.

A volunteer reception will be held on April 26, 2022 beginning at 4:00 p.m.

Policy Review:

Social Media Policy: Schofer reviewed the policy. It was brought to the Board last month for discussion. Schofer reached out to Iowa Urban Public Library colleagues, did some research, and looked at City policy. The recommended changes include adding “Users who continue to post inappropriate content may be removed or blocked”, specifying “political” campaign activity in the last bullet, and removing “proselytizes from the eighth bullet.

Moved by Christy, seconded by Thorbs-Weber, to approve the Social Media policy as presented with the addition of adding the Expressions of Concern Policy in the references section.

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).
Approved unanimously. Resolution No. 2022-L010 adopted.**

Mission, Values, and Strategic Planning: Schofer reviewed the policy. It was brought to the Board last month for discussion. The only suggestion is to add Diversity, Equity, and Inclusion under the Excellence Through People Values.

Moved by Glatz, seconded by Kluesner, to approve the Mission, Values, and Strategic Planning policy as presented.

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).
Approved unanimously. Resolution No. 2022-L011 adopted.**

Authority: Schofer reviewed the policy. It was brought to the Board last month for discussion and sent to the City Attorney for review. No changes are recommended.

Moved by Johnson, seconded by Reynolds, to approve the Authority policy as presented.

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).
Approved unanimously. Resolution No. 2022-L012 adopted.**

Records Retention: Schofer reviewed the policy. It was brought to the Board last month for discussion. It was sent to the City Attorney for review. Schofer wants to do more research before the policy is amended. It will be brought back next month with any recommended changes.

Financial Limits Authority: Schofer introduced the policy. The policy has been sent to the City legal department for review. The policy will be brought back next month with any recommended changes.

Unfinished Business:

Service Offerings: Schofer reviewed and discussed the current service model with the Board. Signs recommending masks be worn have been removed. Expanding the bookmobile stops is in the works.

New Business:

Recognition of Retiring Trustees (Barchman & Glatz)

The Board took time to recognize Glatz and Barchman for their time and contributions to the Board over the last several years.

Glatz served on the Director Evaluation Committee, Budget & Finance Committee, By-laws Ad hoc Committee, as an Ames Public Library Friends Foundation representative, and in all three executive roles of Secretary, Vice-President, and President. He will be remembered for his keen eye for details.

Barchman had served on the Art Committee, Nominating Committee, Director Evaluation Committee, as an Ames Public Library Friends Foundation representative, and as both a Secretary and Vice-President as executive roles.

APLFF FY23 Ask

The Ames Public Library Friends Foundation provide wonderful support to the Ames Public Library including financing for the bulk of the public programming, book giveaways, Teen Advisory Group support, collection support, electronic resource support for things like Hoopla and Kanopy, hotspots, Project Smyles, novel ideas, interns, and the shared position with Iowa State University. Each year the library prepares a proposed ask for funding. It is brought to the Library Board of Trustees for approval and then presented to the Ames Public Library Friends Foundation Board for their approval.

This year the library is requesting \$260,750 in support in the following areas:

- youth programming \$38,000
- teen programming \$8,000
- adult programming \$13,000
- book club \$4,000
- collections \$79,000
- marketing and promotional \$11,500
- professional development \$12,250
- Project Smyles \$31,000
- Community Engagement Position \$36,000
- Innovation Grants \$10,000
- Summer meals \$18,000

Moved by Thorbs-Weber, seconded by Johnson, to approve the FY23 Ames Public Library Friends Foundation ask as presented.

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).
Approved unanimously. Resolution No. 2022-L013 adopted.**

Woodman Controls Company

Ames Public Library has an existing agreement with Woodman Controls Company. The agreement provides temperature control system inspections, support, and preventative maintenance and repairs for the Woodman Building Automation System including those on the air handling units and majority of the heating and cooling components. The current software is Java based requiring Windows XP to operate and is no longer supported which creates security issues and errors. The upgraded HTML software will increase the data available for monitoring equipment trends and usage patterns; free up

space on the library server; and provide remote access to the system allowing the Library Building Maintenance Supervisor to monitor issues without being in the building.

The current heat recovery chiller is not presently part of the Woodman agreement and is controlled internally, which limits the library's ability to adjust the system and limits the amount of data stored to a one-week history. The frequent alarms must be reset manually. The limited data and control make detecting issues difficult. The Library anticipates that integrating the HRC into the existing Woodmen controls will help address these challenges to maximize efficiency and over time will save on utility costs.

Schofer recommends accepting the quote for the installation of the new controller and HTML upgrade.

Moved by Kluesner, seconded by Christy, to approve the quote and authorize the Director to execute the agreement with Woodman Controls Company for the installation of the new controller and HTML upgrade in the amount of \$34,734.

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).
Approved unanimously. Resolution No. 2022-L014 adopted.**

Discussion of the Director's Evaluation

Moved by Christy, seconded by Glatz, to enter into closed session in accordance with the provisions of Sections 21.5(1)(i) and 21.9, Code of Iowa, for the discussion of strategy in matters relating to employment

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).
Approved unanimously.**

The meeting was closed at 8:36 p.m. and reconvened in open session at 9:14 p.m.

Approval of the Director's Salary:

The Board completed the Director's evaluation in closed session.

Moved by Glatz, seconded by Christy, to set the Director's salary effective July 1, 2022 at \$145,263, which is a 5% increase merited by her outstanding performance throughout this last year and all the library has accomplished under her leadership.

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).
Approved unanimously**

Trustee Comments:

- Christy – attended a panel on intellectual freedom that four librarians from Altoona, Bettendorf, DeWitt and Waterloo presented. It was well done with a lot of interesting information.
- Reynolds – started late in to Glatz’s term but it’s been an honor to serve with him and she appreciates the opportunity. It has been fun to work on this assessment and congratulations to Schofer
- Thorbs-Weber – told Glatz to enjoy all his new adventures and thanked him for all his wonderful contributions. She attended the Story County county-wide training presented by Mori from the State Library. It was a good training.
- Johnson – thanked Glatz and wished him good luck with everything that he will be doing in the future. Johnson noted this is the completion of a year on the Board for him. He stated it’s been quite an experience. He appreciates working with everyone and looks forward to these meetings. So much more happens in and through the library than he previously knew. He thanked everyone for a good first year.
- Kluesner -thanked the Director’s Evaluation Committee for all their work it is a very important task. He thanked Marcu for the leadership in the role of President this last year of the pandemic. He thanked Glatz for all he’s done included his tenure as President and contributions in the Director search.
- Myers – seconds most of what everyone else has already said. She thanked Glatz for all his help and guidance over the years. Thank you to Schofer for guiding us through another year of the pandemic, and thank you to Johannes for helping with everything.
- Glatz – stated it would have been nice to attend in-person. He’s enjoyed being here tonight. He wished he had more time to get to know the new members with COVID it made it harder to get to know the new trustees, but it’s been a great group to work with. The Library and Board are in good hands. Thank you to everyone for all the nice words. Thank you to Kluesner for making sure the role of President rotates.

Adjournment:

Moved by Glatz, seconded by Reynolds, to adjourn at 9:21 p.m.

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).
Approved unanimously.**

The next regular meeting will be on Thursday, April 21, 2022, at 7:00 p.m. in the Dale H. Ross Board Room.


Melissa Johannes, Library Secretary


Jon Christy, Board Secretary