

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
April 20, 2023**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, April 20, 2023, in the Dale H. Ross Board Room with Crain, Gibson, Johnson, Mitchell-Conway, Myers, Reger, Reynolds and Thorbs-Weber in attendance. Torres III was excused. Assistant City Manager Schildroth, Director Schofer, and Youth Services Manager Anderson were also in attendance along with citizen Deyo.

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

**Oath of Office:** Crain, Gibson, and Reger took the Oath of Office. Board members introduced themselves to one another.

**Consent Agenda:**

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

1. Resolution approving donations
  - a. ISU Women’s Club Garden Group ..... \$51.16
  - b. Megan Colebrooke (credit refund) ..... \$4.95
  - c. Hannah Schmidt (credit refund) ..... \$12.99
  - d. Dennis Youngquist (credit refund) ..... \$15.98
  - e. Suzanne Harrenga (credit refund) ..... \$5.99
  - f. Kenessa Jones (credit refund) ..... \$45.00
  - g. Lynn Jenison in memory of Athreya Krishna ..... \$25.00
  - h. Liang Dong (credit refund) ..... \$3.74
  - i. Donna Niday (credit refund) ..... \$13.24
2. Motion approving minutes of the regular meeting March 16, 2023
3. Motion approving payment of claims 3/1/23 – 3/31/23

**Vote on Motion: 7-0 (Reynolds abstained; Torres III excused). Approved unanimously. Resolution No. 2023-L007 adopted.**

**Public Forum:** Deyo spoke to the Board regarding the Conduct in the Library policy.

**Activity Reports:**

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

- Casandra Eames has been selected as the first Diversity, Equity, and Inclusion (DEI) Coordinator for the City of Ames. Eames was previously with the Story County Attorney’s Office. She began her new position on Wednesday, March 29. Adding a DEI Coordinator was one of 21 recommendations from the “Policing in Ames: A Path Forward” report Ames City Manager Schainker presented to the Ames City Council in 2020. The report addressed ways to improve Ames Police Department policies and strengthen connections with community members. In addition to working with the Police Department, the DEI Coordinator will partner with all City departments

and committees to help ensure that City policies and programs promote an inclusive environment for all those who are served by the City organization. The Coordinator also will provide assistance to the Ames Human Relations Commission. In collaboration with this Commission, this new position will coordinate activities, trainings, and other programming designed to educate, inform, and maintain a welcoming environment for those who live, work, and visit the Ames community. In addition to working as a legal assistant in the Story County Attorney's Office, Eames served as a detention officer at the Story County Jail, a bilingual family-based services counselor with Youth & Shelter Services, an art education program coordinator with the Octagon Center for the Arts, and served as a bilingual family development specialist with Mid-Iowa Community Action Inc. Eames earned a bachelor's degree in sociology from Iowa State University and a master's degree in organizational leadership from Colorado State University. As DEI Coordinator, she will be based in the City Manager's Office.

- The first draft of the design plan for the Climate Action Plan is available on the City's website, <https://www.cityofames.org/living/sustainability-in-ames/climate-action-plan>. They are accepting public comment through May. Final adoption will be in June.
- ASSET (Analysis of Social Services Evaluation Team) is comprised of four funders in Story County, Iowa that assesses, coordinates, and funds human services provided in the county. The ASSET Funders are City of Ames, Iowa State University Student Government, Story County, and United Way of Story County. ASSET has an open Request for Proposal (RFP) to provide emergency shelter services as the need in Story County has exceeded the existing resources. More information is available at [www.storycountyasset.org](http://www.storycountyasset.org). Proposals are due by June 2<sup>nd</sup>.
- The fifth Community Conversation "Civility in Conversations" was rescheduled from April 4<sup>th</sup> to June 6<sup>th</sup> due to inclement weather. This event is intended to be an interactive presentation exploring the importance of civility and civil discourse in addressing the challenges of mental health issues we face both from an individual perspective as well as public engagement. The event is hosted by the City of Ames featuring speaker Scott Raecker, Executive Director of The Robert D. and Billie Ray Center at Drake University. Raecker will lead this interactive presentation, incorporating key strategies that will focus on how we each play a role in creating a culture of civility. Participants will engage with research-based strategies to enhance individual actions that create a culture of civility that is motivated by relationship building, integrity, respect, and accountability.

The sixth Community Conversation "Navigating Mental Health/Substance Use Systems" will be held on Tuesday, May 2 from 6:30 to 8:30 p.m. at the Ames Public Library. The event will include local mental health service providers describing their services and how to access them. In addition, information will be provided about the following: accessing 2.1.1 for mental health and substance use resources, the committal process for mental health and substance use treatment, and the Central Iowa Community Services Mental Health Region and what they offer.

- These events support Ames City Council's goal to identify opportunities to improve mental and physical wellness together with community partners. These events are free and open to the public. The events are livestreamed on the City of Ames

YouTube channel (AmesTelevision or AmesChannel12) and saved to the video archives on the City of Ames website at [www.cityofames.org/living/mental-health-initiative](http://www.cityofames.org/living/mental-health-initiative).

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

- The Employee Service Awards Luncheon was today. The luncheon celebrates employees reaching milestone anniversaries in increments of five years. Pleasants (Customer Account Services Library Assistant), Hopkins (Youth Services Project Smyles Presenter), and Vaclav (Customer Account Services Library Aide) each celebrated five years. Dornink, Resource Services Manager, celebrated ten years. Hartzler, Resource Services Library Clerk, celebrated fifteen years. Gulden, Adult Services Library Assistant celebrated twenty years. Lastly, Briseno, Customer Account Services Manager celebrated twenty-five years.
- The Volunteer Recognition Reception was also today. President Reynolds and Schofer made some remarks to the volunteers. Bohlke, Volunteer Coordinator, presented the Volunteer Emeritus Awards to Rod Brink, Marv Scott, Rudy Jensen, and Carla Dixon, all long-time volunteers. The committee that worked on the reception did an amazing job.
- Battle of the Books took place earlier this month with 39 teams of 5th grade students and 20 teams of 6th grade students competing from Ames, Ballard, Boone, Gilbert, North Polk, Slater, and United Community schools. Ames Public Library's Battle of the Books is a way for Students to have fun and compete in a book-related challenge. Students form teams, read a designated list of books provided to them in the fall, and come prepared to answer questions based on facts from the books. Winners receive a traveling plaque and, of course, bragging rights for a whole year! Hundreds of kids and their family participate each year using nearly every space in the library.
- The Ames Repair Café returns for the third time to the Ames Public Library, 515 Douglas Ave., from 10 a.m. to 4 p.m. on Saturday, April 22. Ames Repair Café volunteers have partnered with the Ames Resource Recovery Plant and Ames Public Library to promote waste reduction by repairing rather than replacing items that no longer function properly. The repairs are offered at no charge. The Ames Repair Café Team is an all-volunteer group with various repair skills. Some items the volunteers are prepared to work on include clothing, jewelry, musical instruments, computers, furniture, bicycles, wheelchairs, AV equipment, and small appliances, motors, and combustion engines. Participants are expected to bring their items to the library and remain with them throughout the repair process. If volunteers are unable to fix the item or if parts are required, the volunteers will assist in finding a local repair shop. If participants have replacement parts, they should bring them with the item. Volunteers also will focus on sharing basic maintenance tips. This Repair Café event will also include a flower and vegetable seed giveaway from Iowa State University Extension and Outreach - Story County, and native tree seedlings from the City of Ames will be available while supplies last.
- Staff are planning for summer reading promotion and programming. They plan to do a big push with the schools in May.
- The library will be offering free summer meals to all youth 18 years and younger again this year. Funding is provided by the Ames Public Library Friends Foundation.

- Planning for Juneteenth and Pridefest is also taking place.
- April is a month of tours including the City of Ames new employee onboarding tour, the new Trustee orientation tour, the new City of Ames DEI Coordinator tour, and approximately 75 preschool and daycare tours through Project Smyles.
- Schofer, the managers, and several of the DEI Team members are taking an online Antiracism 201: Digging Deeper in Antiracist Library Cultures course in May put on by LJ and SLJ Professional Development.
- People are checking out the 1st Amendment Days exhibit. The library partners with the ISU Greenlee School of Journalism around this each year.
- A Novel Ideas Scavenger Hunt will be available next week for National Library Week.
- The Library is moving forward with upgrading our email to Microsoft 365 with Teams to foster better collaboration internally and with city departments. Planning is underway including a data migration the evening of May 10th.
- We received a call regarding a possible art donation, a rendering of the 1915 Ames Main Street photo that is hanging in the Ames Historical Society window. The painting is 3' x 7' and is presently owned by someone who graduated from Ames in 1961. They said they would take a picture of the piece and send it to us so the Art Committee could consider it.

APLFF Report: Thorbs-Weber gave a report to the Board.

- The Spring Mailing is being sent out during National Library Week. It is one of two annual campaigns.
- The Ames Public Library Friends Foundation Development Director resigned. The Finance Committee is going to review the position and consider making changes.
- The APLFF financial position continues to be strong with great support from the community and book sales.
- Nominations were made for the officers for the upcoming year; Luze President, Klindt Vice President, and Hoffman Secretary/Treasurer. The nominations will be voted on at a future meeting and will be effective for FY24.

Budget & Finance Committee: Myers gave a report to the Board.

- The adjusted FY23 budget, due to changes by the State Legislature, has yet to be approved. The current summary report shows that we are little underspent at 69.16% where at the end of March we should be closer to 75% spent. Once the budget amendments are approved, our total spent will be closer to on track. There are no unexpected expenses or concerns at this time.

**Moved by Myers, no seconded is needed since it is brought from a committee, to approve the review of the financial review as presented.**

**Vote on Motion: 7-0 (Reynolds abstained; Torres III excused). Approved unanimously.**

**Board Education:**

Youth Services Manager introduced herself and gave a presentation about Project Smyles. Project Smyles is an outreach project visiting children where they are during the day, in

daycares and preschools, that began in 2006. Its purpose is to provide early literacy skills by presenting a storytime at 94 different daycares and preschools each month and delivering library materials for the children's use at each visit. Library materials from the previous month are collected by the presenter, and new items are left. In April most of the daycares and preschools will visit the library and have a behind the scenes tour of the library, have a storytime, and a chance to select their own items for their collection for the month.

**Policy Review:**

Circulation and Customer Accounts Policy: This policy was brought to the Board last month for discussion. The Customer Account Services team has reviewed the policy as well as the managers. There are several suggested changes. The first change is to remove the last sentence under Library Materials and Services "To use public access computers, customers must have a borrower account or a computer use account" since this is no longer accurate. Guest passes are issued for anyone wanting to use a public computer. Under Library Borrower Accounts changes were made to include the acceptance of the Central Iowa Community ID as an acceptable photo identification, adding a preferred name to be added to accounts, adding shipping confirmations being accepted as proof of residency, and adding online library account registration. Student Accounts were changed from kindergarten to pre-K. Other changes are minor wording and adding references to policies referenced in this policy.

**Moved by Myers, seconded by Crain, to approve the revisions to the Circulation and Customer Accounts Policy as presented.**

**Vote on Motion: 7-0 (Reynolds abstained; Torres III excused). Approved unanimously. Resolution No. 2023-L008 adopted.**

Library Charges: This policy was brought to the Board last month for discussion. The managers have reviewed the policy. No changes are recommended.

**Moved by Johnson, seconded by Mitchell-Conway, to approve the review of the Library Charges Policy without changes.**

**Vote on Motion: 7-0 (Reynolds abstained; Torres III excused). Approved unanimously. Resolution No. 2023-L009 adopted.**

Collections Policy: Schofer introduced the policy. The Board discussed the policy. This policy will be brought back next month for action.

**New Business:**

Enrich Iowa Agreement: The Enrich Iowa program offers public libraries state funding through the Direct State Aid, Open Access, and Interlibrary Loan (ILL) Reimbursement programs. Funding for Enrich Iowa is appropriated by the Iowa Legislature and approved by the Governor. In the current fiscal year, APL has received \$63,761.02 in revenue from the State—\$16,838.76 in Direct State Aid, \$44,588.78 for Open Access and \$2,333.48 Interlibrary Loan (ILL). Last fiscal year APL received \$65,591.83. In order to participate next year, the signed agreement must be received at the Iowa Library Services Des Moines

office by April 30, 2023. APL's Financial Limits Authority Policy requires Board approval before the Director may sign agreements for services delivered by the Library that result in revenues of \$25,000 or more.

**Moved by Reger, seconded by Johnson, to authorize the Director to execute the FY24 Enrich Iowa agreement as presented.**

**Vote on Motion: 7-0 (Reynolds abstained; Torres III excused). Approved unanimously. Resolution No. 2023-L010 adopted.**

Custodial Contract Renewal: Custodial services for Ames Public Library are provided by a third-party professional cleaning service. For the last four 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 FY24 renewal is \$17.00.

**Moved by Myers, seconded by Gibson, to approve the FY24 contract for library custodial services to ABM in the amount of \$93,466 and recommends City Council award the contract as presented.**

**Vote on Motion: 7-0 (Reynolds abstained; Torres III excused). Approved unanimously. Resolution No. 2023-L011 adopted.**

FY24 APLFF ASK: The Ames Public Library Friends Foundation provides wonderful support to the Ames Public Library including financing for the bulk of the public programming, summer meals, book giveaways, Project Syles staff and supplies, a shared position with Iowa State University, hotspots, the Teen Advisory Group, collection support, and electronic resource support for things like Hoopla and Kanopy. 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 funding in the amount of \$399,879 for fiscal year 2023/24 for the following purposes:

Programming.....	\$58,000.00
Collections.....	\$85,000.00
Marketing and Promotions .....	\$11,500.00
Project Syles .....	\$30,000.00
Community Engagement Position .....	\$36,000.00
Innovations.....	\$10,000.00
Professional Development .....	\$7,250.00
Summer Food .....	\$18,000.00
Interns & Benefits.....	\$51,629.00
Youth Area Update.....	\$80,000.00
Adult Services Furniture .....	\$10,000.00
Literary Grounds Supplies.....	\$2,500.00

**Moved by Gibson, seconded by Johnson, to approve the FY23 Ames Public Library Friends Foundation ask as presented.**

**Vote on Motion: 7-0 (Reynolds abstained; Torres III excused). Approved unanimously. Resolution No. 2023-L012 adopted.**

Director's Goals: Schofer presented her goals to the Board. The Director's Evaluation Committee had previously reviewed the goals with Schofer.

**Moved by Myers, seconded by Thorbs-Weber, to approve the Director's goals as presented.**

**Vote on Motion: 7-0 (Reynolds abstained; Torres III excused). Approved unanimously.**

**Trustee Comments:**

- Myers – welcome, it's great to have the new trustees on board. Thank you for being here.
- Reger – it's eye opening and informative to see how the library is ran. It looks like it's under good hands. He's pleased
- Gibson – it's very well organized and coordinated. The building tour alone blew her away and she's been coming for years. She's excited to learn more and be a part of it all.
- Crain – thank you for putting together a great agenda, with so many interesting and informative things, looking forward to being on the Board.
- Thorbs-Weber – welcome to the new members. The volunteer reception was well done; nice to see other trustees there.
- Johnson – welcome to the new trustees, it's good to have you here. There's a lot of learn. He's looking forward to getting to know and work with everyone. He thought the matchbooks were amazing. He's looking forward to his third year.
- Reynolds - thank you everyone and thank you to Deyo for speaking to the Board and joining us tonight.

**Adjournment:**

**Moved by Mitchell-Conway, seconded by Thorbs-Weber, to adjourn at 8:31 p.m.**

**Vote on Motion: 7-0 (Reynolds abstained; Torres III excused). Approved unanimously.**

The next regular meeting will be on Thursday, May 18, 2023, at 7:00 p.m. in the Dale H. Ross Board Room.

  
Melissa Johannes, Library Secretary

  
Richard Johnson, Board Secretary

