

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
October 17, 2019**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, October 17, 2019, in the Danfoss Meeting Room. The meeting was moved from the regular Board Room to the larger Danfoss Room with the Rotary Room established as an overflow room in preparation of a large group in attendance. The overflow room was equipped with audio equipment so those individuals could hear the Board meeting.

Trustees Barchman, Briese, Butler, Glatz, Kluesner, Looft, Marshall, Myers, and Raman were in attendance. Assistant City Manager Schildroth, Director Schofer, and Youth Services Librarian Anderson were also present.

The following ninety-four members from the public signed in to the meeting: Jack Workman (Ames), Danielle Frey (Ames), Laura Carlson (Story City), Sheryl Soden (Ames), Rebecca Cordray (Nevada), Ashelyn Daniels (Ames), Nicci Port (Des Moines), Aurora Rainwater (Ames), Josh Cheatum (Ames), Luke Carter (Ames), Will Zastrow (Ames), Brian Behnken (Ames), Loren Mortvedt (Ames), Kyle Krebs (Ames), Tiffany Antone (Ames), Lori Sulzbergerr (Ames), Rev. Eileen Gebbie (Ames), Maureen Tuggle (Ames), Jessica Lancial (Ames), Jannet Colton (Ames), Mara Spooner (Ames), Kellie Smith (Ames), Rose Tondra (Ames), Ben Gleason (Ames), Judy Stehr (Ames), Eileen Tramp (Ames), Amanda Petefish-Schrag (Ames), Thomas Brantseg (Ames), Amanda Malaski (Ames), Joel Hochstein (Ames), A. Castle (Ames), Marcus Johnson (Ames), Chris Gothner (KCCI), Spencer Vaughn (KCCI), Jonathan Kollasch (Ames), Tilda Thompson (Ames), Charles Thompson (Ames), Paul Fell (Ames), Don Powers (Ames), Trae Blessing (Ames), Nancy Dykstra (Kellerton), Paul Dykstra (Kellerton), Cathy Halverson (Ames), Kimberly Hope (Ames), Cason Murphy (Ames), Ed Cherrington (Ames), Mo Ramirez (Elkader), Terry Potter (Ames), Julie Fredrickson (Ames), Rita Hayes (Ames), Rosemary Wilson (Ames), James Wilson (Ames), Bethany Dahlke (Ames), Garland Dahlke (Ames), Sharon Jenkins (Ames), Colleen Staggs (Ames), Janine Greenwood (Ames), John Greenwood (Ames), Jerry xxx (Ames), Olivia Nuckles (Ames), A'ja Lyve (Ames), Gary Adkins (Williams), Sharon Eggeuberger (Ames), Romon Lynch (Ames), Lynn Lynch (Ames), Barbara Fears (Ames), Connie Barbaglia (Ames), Dorothy Sally (Ames), Tom Sally (Ames), Ria Keinert (Ames), Mike Tallman (Gilbert), Donna Nelson (Ames), Jessica Fears (Ames), Suzanne Lesar (Ames), Dan Bagley (Nevada), David Denhann (Ames), Andy Almquist (Ames), Annie Almquist (Ames), Neil Osborn (Ames), Liz Wickham Kolstad (Ames), Maureen Moroney (Ames), Ross Carry (Ames), Stephen Biggs (Ames), Kristyn Borglum (Ames), Catherine Adams (Ames), Daniel Forrester (Ames), Ruth Hines (Ames), Scott Ball (Ames), Scott Barth (Ames), Amy Rutenberg (Ames), Christiana Drew (Ames), Annaliessa Michelotti (Ames), Trinity Dearborn (Ames), Michael Ellis (Ames). Other public members were present but did not sign in.

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

## Consent Agenda:

**Moved by Glatz, seconded by Myers, to approve the following items on the consent agenda:**

1. Resolution approving donation:
  - A. From Ames Golden K Kiwanis Foundation for books.....\$1,000.00
  - B. From Ames Morning Rotary Club.....\$456.46
  - C. From the Dean & Mary Harms Memorial Fund (via the Rotary Club of Ames Foundation) for Step Into Storybooks .....\$1,000.00
  - D. In honor of Herb Harmison from LaRue Clark.....\$50.00
  - E. In memory of Ella Marten from anonymous donors .....\$60.00
2. Minutes of the regular meeting of September 19, 2019
3. Payment of the claims 9/1/19 – 9/30/19

**Vote on Motion: 9-0. Approved unanimously. Resolution No. 2019-L025 adopted.**

**Public Forum:** Of those individuals from the public signing in, thirty-two indicated that they would like to address the Board. Thirty of those individuals followed procedure and took a blue card (given in the order of signing in); the other two were not present prior to the start of the meeting to receive cards. Of the cards taken, twenty-eight were returned. The Board followed the Public Participation Policy limiting each person to a maximum of three minutes and the public forum to a total of thirty minutes resulting in comments from fourteen members of the public being heard before closing the public forum.

1. Jack Workman spoke in opposition of the All Ages Drag Show.
2. Danielle Frey spoke in support of the All Ages Drag Show.
3. Laura Carlson spoke in opposition of the All Ages Drag Show.
4. Sheryl Soden spoke in opposition of the All Ages Drag Show.
5. Ashelyn Daniels spoke in support of the All Ages Drag Show.
6. Joel Hochstein, Ames Pride spoke in support of the All Ages Drag Show.
7. Aurora Rainwater spoke in support of the All Ages Drag Show.
8. Luke Carter spoke in support of the All Ages Drag Show.
9. Will Zastrow spoke in support of the All Ages Drag Show.
10. Brian Behnken spoke in support of the All Ages Drag Show.
11. Kyle Krebs spoke in opposition of the All Ages Drag Show.
12. Tiffany Antone spoke in support of the All Ages Drag Show.
13. Reverend Eileen Gebbie spoke in support of the All Ages Drag Show.
14. Nicci Porte spoke in support of the All Ages Drag Show.

President Kluesner closed the public forum and took pause to allow those individuals wishing to leave the time to do so.

## Financial Reports:

Briese gave the Board a brief review of the financial reports. The Budget & Finance Committee consisting of Briese, Myers, and Glatz along with Johannes & Schofer had met to review finances in detail. The summary reports presented are prepared by the

City. It was noted that the Library is 25% through this fiscal year and spending is at 25.5% of the budget; this is considered on target with nothing unexpected.

**Moved by Glatz, seconded by Looft, to approve the financial reports as presented. Vote on Motion: 9-0. Approved unanimously.**

### **Assistant City Manager**

Schildroth was present and reported on the City's "on-boarding" process for all new employees which includes three days of tours to all city facilities. On October 8, the library was part of the scheduled tours and ranked very high with attendees. Schildroth wanted to thank Schofer and all of the staff for their efforts.

### **Administrative Staff Report**

Schofer reported that the Library is moving along with preliminary steps in the strategic planning process. The process will be broken down into main areas of focus such as community/staff/board engagement, marketing, data research, survey, etc. Each area will be supervised by a manager with a key staff person taking the lead. Key staff have been identified. We are also tapping into some expertise. StatCom will be working with the Survey Team to develop the survey and assist with some data tabulation. Schofer met with Gwiasda, the City Public Relations person, and discussed the City Satisfaction Survey who offered some good feedback, tips and tricks. Schofer had an initial conversation with the City GIS staff that do mapping and have census data. We may be working with them to target some areas that we may not be reaching at this time. Schofer and some key players met with Brian Dieter from Mary Greely Hospital and learned about their strategic planning process. Schofer attended a session at the Iowa Library Association and other managers attended a session sponsored by the State Library featuring some national speakers with community engagement elements, and other staff attended webinars, all working on skillsets relevant to strategic planning. The goal is to have the survey team working quickly in hopes of having the survey out before the holidays or in early January, to get the community/staff/board/volunteer engagement between January and March, and be writing in the spring with a new strategic plan in place by July 1, 2020.

Step into Storybooks was a big success on September 28. There were people dressed in costumes all over the building with various stations and activities for children/families to engage in. Every child between birth and 5 years old received a free book. This is done in partnership with Raising Readers of Story County and Ames Morning Rotary Club.

Last Friday after hours there was a program similar to Step into Storybooks geared towards ESL families in the Ames Public Schools done in partnership with ISU transfer students in Education. Part of their coursework was to develop the various stations for the children to engage in. Each participant received free books. They did a phenomenal job.

The Black Art and Music Festival is being planned for February 8-9, 2020. Planning is coming along nicely. Schofer is really impressed with the planning group. People will apply online to be included. They are working with the Ames AACP Chapter and the University Office of Diversity and Inclusion and some other groups.

Schofer participated in the Citizens Academy. It is also done with Ames AACP Chapter and the University Office of Diversity and Inclusion. It is meant to inform the group about various City Departments. Schofer was able to tell them about the many different things the library has to offer and put a challenge out to the group to attend a program.

Schofer presented at the Ames Afternoon Rotary Club and put a similar call out, highlighting some of the lesser known features of the library and her vision. We have received some feedback from someone that was in attendance asking us to be part of the 7<sup>th</sup> Annual Rock on Retirement Symposium.

We are also doing some outreach at the high school fair next week and have some other high school visits set up to do some book talks and get some library cards issued.

**APLFF Report:**

Myers and Barchman reported that the accountant working on the APLFF financials stated that the APLFF is in a good spot and had nothing but good things to say about the record keeping.

The finance committee has reviewed financial reports; everything is going well.

Schofer gave a report to the APLFF Board.

The Board talked about donations. There is a big book sale coming up in November, a holiday book sale in December, and lobby sales including one featuring small businesses Saturday. If you have a great theme let them know. They are also thinking about gift certificates for Literacy Grounds.

The T.A.G. participants have a lot of great ideas for next year including a menstruation program and women's history month.

**Board Education:**

Youth Services Librarian Anderson gave a verbal presentation to the Board about Project Smyles.

Project Smyles started in 2006 and is funded by the Library and APLFF. They visit 108 preschools, daycare centers, and in home daycares each month to model early literary skills. About 1100 children are served each month through this program.

At each visit one of the five presenters arrives with books and provides a story time, sings songs, does manipulatives with the children, and delivers the deposit collection. There is a sheet that goes home with each child for the parents that tells them about

what they did that day, includes suggested books and activities, and has a calendar page with an activity to do with the child each day. The deposit collection varies from site to site. The provider can choose how many of each item, such as puzzles, board books, etc., from a menu based on the number of children they are serving. Since most of the sites are QRS certified, staff follows those guidelines when pulling materials to include a diverse selection, but if a teacher says that the kids are really interested in bugs, they may pull selections featuring bugs on a particular month.

In addition to the Project Smyles visits at their locations, everyone over 3 years of age is invited to come and tour the library. There is a grant from the United Way to pay for their transportation. One highlight of the tours is that everyone coming on a tour gets an individual picture with Smyles. 72 sites are eligible to come and about 50 of those come. Places like Headstart are not allowed to transport their kids and are therefore unable to come.

Project Smyles staff met with Childcare Resource and Referral this past week to look at how we are doing with reaching the facilities out there. Board members had some suggestions of places where they may find more children to reach such as homeless shelters and soccer games. They discussed the frequency of visits and if there is a need to do more frequent visits. Anderson reviewed the annual review survey that providers fill out which examines what elements are working, what elements are not working, how much value they are finding in the program, and if they are implementing what they are learning, etc. A shout out was given to Schofer's husband for the carving job on the Smyles pumpkins.

#### **New Business:**

The Innovative Interfaces Maintenance Agreement is due for renewal. This is our Polaris software which includes modules for acquisitions, cataloging, circulation, inventory, the public access catalog, borrower record keeping, home delivery, and various administrative modules.

The Board discusses the security behind the system, who advises the Library on software security issues, and last year's cost.

**Moved by Barchman, seconded by Raman, to approve the renewal of the Innovative Interfaces Maintenance Agreement as presented. Vote on Motion: 9-0. Approved unanimously. Resolution No. 2019-L026 adopted.**

#### **Trustee Comments:**


- Glatz stated that he appreciated the thoughtful remarks during public forum, and the nice testimonies that some individuals gave on the value of the program. He would ask staff to make sure that we are sure that we are being careful that we are following policy on all sides.
- Barchman thanked those remaining from the public for all staying for the entirety of the meeting and thanked Johannes for sending all the communications prior to the meeting. Barchman also thanked the Board.

- Looft echoed those comments, and stated that it is important to hear all the comments regardless if it was a personal story or broader comments. She read every email that was sent. The passion and dedication to communicate about this program shows the importance of the program.
- Kluesner stated that he appreciates the staff, and the community member that gave us the alert that we needed the bigger room for tonight's meeting. He appreciates the number of people that came. It is unfortunate that we couldn't hear from everyone but he hopes that we did have a representative selection of those that wanted to speak. He did reiterate that we do have a process where people can file concerns, and those concerns will follow a review process. The staff and Board do review policies on a regular basis. It was a healthy dialog. Thanked Johannes for her work.
- Glatz added in a thank you to Kluesner for running the Board and doing a great job.

**Adjournment:**

**Moved by Barchman, seconded by Glatz, to adjourn at 8:25 pm.  
Vote on Motion: 9-0. Motion approved unanimously.**

The next regular meeting will be on Thursday, November 21, 2019, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

  
Melissa Johannes, Library Secretary

  
Joanne Marshall, Board Secretary