

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
August 20, 2020**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, August 20, 2020, via Zoom, with Barchman, Butler, Glatz, Kluesner, Marshall, Myers, Raman, and Thorbs-Weber in attendance. Loofst was excused. Director Schofer was also in attendance.

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

Consent Agenda:

Kluesner introduced the consent agenda to the Board. Glatz stated he had questions regarding both the minutes and claims list. Those items were pulled from the consent agenda.

Kluesner addressed Glatz's question regarding the minutes. Glatz was concerned about the accuracy of the count for the votes on motions. He stated the President or Vice-President should only be voting to break a tie and therefore should not be included in the count. He requested the minutes be corrected. The Board discussed this concern. The Ames Public Library Bylaws, Board of Trustees Policy states "The presiding officer customarily exercises the right to vote only when the vote is by ballot or when one more vote could alter the outcome." This does not mean the President or Vice-President are not allowed to vote at other times that they elect to do so. Barchman stated she does not recall if she voted or not at the last meeting. Kluesner stated he would take roll call votes in the future to make it clear.

The vote on adjournment as stated in the July 16, 2020 minutes is incorrect as Raman had technical difficulties and was no longer present.

Moved by Raman, seconded by Glatz, to approve the minutes of the regular meeting, July 16, 2020 with the correction made changing the vote on motion of the adjournment from 7-0 to 6-0.

Vote on Motion: 7-0 (Kluesner abstaining). Approved unanimously.

* Code of Iowa Chapter 21.3, Meetings of Governmental Bodies, states "The minutes shall show the results of each vote taken and information sufficient to indicate the vote of each member present. The vote of each member present shall be made public at the open session." The secretary will note the President or Vice-President as abstaining if they do not vote to continue to comply with the requirement of this section.

Kluesner returned to the first item on the consent agenda for approval.

Moved by Butler, seconded by Glatz, to approve the resolution approving donations.

1. Resolution approving donation:
 - A. From First Book Marketplace, an in-kind grant for free books distributed to children in summer 2020..... \$500.00
 - B. In memory of William "Bill" Carlson from:
 - Greg and Mary Maack \$50.00
 - Joan M. Peterson..... \$50.00

**Vote on Motion: 7-0 (Kluesner abstaining). Approved unanimously.
Resolution No. 2020-L018 adopted.**

Kluesner addressed Glatz's question regarding the payment of claims. Glatz wanted to know why the total expenditures are so much higher for July this year than it had been in years past.

The claims list this year has expenditures for FY20 and FY21. Some expenses, such as electronic database subscriptions, are required to be paid by the vendor before July 1. The City pays that from a "prepaid" account and adjusts it to FY21 after the start of the year. At the same time, the City is finalizing FY20 expenses. The numbers are not final FY20 numbers. The City will close the fiscal year out and provide reports in October.

Kluesner stated, these are the expenses being paid at this time. It is not stating that they will be paid out this specific fiscal year.

COVID-19 expenses are also included on this list. These expenses are expected to be covered by FEMA, but are presently shown in our expenses.

**Moved by Glatz, seconded by Barchman, to approve payment of claims
7/1/20-7/31/20.**

Vote on Motion: 7-0 (Kluesner abstaining). Approved unanimously.

Public Forum: None

Activity Reports:

Assistant City Manager Schildroth: Schildroth was not able to attend.

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

- The library was impacted by the recent power outage. Patrons and staff took shelter in the back hallway when the sirens sounded. Schofer and Dornink remained in the lobby; the library doors remained unlocked for the public. In the past people from the CyRide bus have sought shelter at the library. One take away was the potential need for an updated radio to receive information. Power was restored the next day.

- The power outage did cause battery failure. The faulty batteries produced a rancid smell. Staff called the fire department before the cause of the smell was known. The Facilities Manager was able to get an electrician over to the library in a timely fashion. The batteries have been replaced. No other damage was sustained.
- We did work with the City for the library to serve as a cooling center. The City had a hotline, cooling centers, charging stations, information tents, gave away free ice, and had some people going door to door checking on people that were known to be shut-ins. There was a lot the City was doing behind the scenes to try to assist the citizens in Ames impacted by the storm.
- The library remains in a lobby only phase. Patrons may come in to pick up holds, quick pick selections, grab and go bags, and some best sellers. Limited computer use, reference, and printing are also available. They will be adding more browsing books since the space the holds was taking up has decreased. Schofer would like to continue the lobby only phase as she continues to work with the City and Board to monitor the situation. Butler, Myers, Barchman, and Raman all stated their support of this decision. Raman stated he not only supports this decision but almost insists that the safety of the staff and community be paramount and then the need to serve the community, providing the most services possible while minimizing exposure.
- The library is a normally a voting location. Schofer has been in contact with the Board of Elections to discuss what that may look like this year. Schofer will be meeting with them in the near future.

APLFF Report: Myers gave a report to the Board.

- They have approved the FY20 financials. They were able to recoup the original loss on their investments from the stock market drop.
- There will not be a book sale in November.
- They will still be working on a virtual author café.
- They are having a virtual pub fiction event and are currently selling gaiters. There will be an online costume contest.
- The fundraising committee said there was little to no change in financials.
- They are still receiving applications for the Development Officer position. They will be reviewing those applicants and scheduling interviews.
- Margo Foreman is a new APLFF Board member.
- Beck is continuing to seek grants for hotspots.

Board Education:

Schofer gave a presentation on Programming 101, highlighting some of the things the library is offering at this time including:

- Story time online – this is on Mondays and Fridays and includes a music component and an interactive component. They are looking at setting up more story times with Zoom registrations as well as with the daycares.
- STEM kits – They have been doing videos around a science concept with these kits available to pick up to try at home. It has been well received.
- Terrific Tuesdays – This has been virtual, but they have offered zoo tours, magicians, etc.

- Free meals and books – The Ames Community Schools was our feeder site. We did run out of meals every day. In addition to the meals 4,509 free books were distributed.
- Reading challenges – read, watch, do, connect was the goal. We may not have had as many participants but we did have an online presence.
- Reader's Advisory – we will have a form online where patrons can fill out a little information and receive "personalized picks" to help find other books they may enjoy. There is also a discussion on Facebook.
- Reading Radio – on KHOI every week.
- Story Line – people can call in and listen to pre-recorded stories.
- Book Groups – some are emailing, some are meeting via Zoom
- Teen book discussion – they are currently reading Stamped
- Family book club – they registered online and discussed
- Teen Discord – online platform by invitation only. They have done some programming on it including Menstruation Celebration and a conversation about being vegetarian and vegan.
- Ames Pridefest – these sessions are continuing into the fall on Zoom with different topics and speakers each month.
- Ames History Museum – we've done some lecture series with them and will continue.
- Fake News – Facing Facts will be coming up. They will be trying to promote some critical thinking, how to access the news you get.
- Film Series – this will be with ISU partners
- They will be doing a fall reading challenge

The Board discussed some of the programs. Thorbs-Weber asked about more adult programming. The Programming Team was evaluating the programs being offered before COVID, they will continue the conversation. Schofer always welcomes ideas or contacts. Kluesner asked about the availability to track statistics for the virtual programming attendance. The State Library has provided some guidance to use for measuring virtual programs. Schofer will work on compiling some statistics to share.

Policy Review:

The Board reviewed the Display and Exhibit Policy. Schofer recommended adding the electronic display monitors to the section addressing the free-standing display cases. She may also add the same exception that is in the Program Policy in order to have the ability to make an exception if appropriate.

Unfinished Business:

Strategic plan update. Schofer sent out a document with a rough draft of the strategic plan to the Board earlier today.

Glatz stated that it arrived so late that he has not had time to review it. Butler also stated that she had not had sufficient time in order to know how to respond. Raman stated that he hasn't been able to engage with it either but it looks like it is on the right track calling out the key principles. Marshall would like to know what the short-term, mid-term, and long-term goals are

as well as to see more verbs used. Barchman acknowledged that the document was in draft form but recommended fixing the formatting before finalizing it. The Board was not ready to discuss the details of the plan but did discuss the process that was used to gather information and form ideas for the plan. They would like time to review the document before providing feedback. Glatz suggested making the September Board meeting primarily about the strategic plan. Suggestions were made to bring in strategic team members, survey results, or a presentation that shows where some of the ideas came from.

New Business:

RFID Library Solutions, Inc. automated material handling system maintenance agreement renewal. The AMHS system was installed in 2013 with a multi-year system maintenance agreement included. The AMHS allowed for staff to spend more time on the floor assisting customers and less time in the back checking in materials. In the current COVID environment, the Library continues to benefit from this efficiency as well as from the reduced physical handling of materials being returned. This renewal will also require approval by City Council.

Moved by Glatz, seconded by Raman, to approve the renewal of the RFID Library Solutions Service Agreement in the total amount of \$82,500.20.

**Vote on Motion: 7-0 (Kluesner abstaining). Approved unanimously.
Resolution No. 2020-L019 adopted.**

Director's FY22 goals

The Board reviewed the goals submitted by Schofer. They were the goals included in her evaluation document.

Moved by Barchman, seconded by Myers, to approve the Director's FY22 goals as presented.

Vote on Motion: 7-0 (Kluesner voted; Glatz left the meeting prior to the vote and is now excused with Looft). Approved unanimously.

Capital Improvement Plan Discussion

Schofer will be meeting with the City Manager at some point in October to review the Library's Capital Improvement Projects. Project suggestions include furniture replacement in the youth service and adult services area, entryway doors, vestibule carpeting, outdoor digital programmable sign, carpet replacement in youth services, and carpet replacement in adult services. There may be a need for a software upgrade for our HVAC system that may be a capital project.

Thorbs-Weber left the meeting.

Trustee Comments:

- Butler – no comments
- Barchman – no comments
- Marshall – thanks for all the work as always, enjoyed the program information

- Raman – likewise
- Myers – no additional comments
- Kluesner – thank you everyone for continuing to meet in this venue. He would like everyone to consider when they would feel comfortable meeting in person again.

Adjournment:

**Moved by Raman, seconded by Barchman, to adjourn at 9:11 pm.
Vote on Motion: 5-0 (Kluesner abstained; Glatz, Looft, Thorbs-Weber
excused). Motion approved unanimously.**

The next regular meeting will be on Thursday, September 17, 2020, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.



Melissa Johannes, Library Secretary



Sandra Looft, Board Secretary