

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
February 18, 2021**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, February 18, 2021, via Zoom, with Barchman, Butler, Kluesner, Marcu, Myers, and Raman in attendance. Glatz and Thorbs-Weber were excused; Marshall has resigned. Director Schofer was also in attendance.

Call to Order: President Kluesner called the meeting to order at 7:01 p.m.

Consent Agenda:

Moved by Myers, seconded by Barchman, to approve the consent agenda as follows:

1. Resolution approving donation:
 - A. In memory of Bill and Winnie Carlson from Deborah McIntosh Flaherty.. \$20.00
 - B. In memory of Suzette Anderson
 - from Janet Alvestad.....\$20.00
 - from Lori and Michael Anderson.....\$20.00
 - C. In memory of Margaret (Peggy) Gurau
 - from Lynne Van Valin\$20.00
 - from Roberta Abraham\$100.00
 - from Tom and Mary Jo Glanville\$25.00
 - D. In memory of Bill Stevenson\$25.00
 - E. For costs associated with printing by anonymous donor.....\$20.00
 - F. From Theresa Fisher\$12.00
2. Motion approving minutes of the regular meeting January 21, 2021 correcting the word “wage” to “age”.
3. Motion approving payment of claims 1/1/21 – 1/31/21

Vote on Motion: 5-0 (Kluesner abstaining). Approved unanimously. Resolution No. 2021-L003 adopted.

Public Forum: None

Activity Reports:

Assistant City Manager Schildroth: Schildroth was unable to attend but gave Schofer a report to share.

- The City mask ordinance is in effect through 6/30/21. There was some initial confusion in the community after the Governor lifted the statewide mask requirement.
- The COVID-19 Leave Policy was extended to April 30, 2021 (an extension of current hours; no additional hours).
- Take home COVID–19 tests are becoming more available – there’s no reporting requirement so the City is discussing how to manage this.
- There are 5 individuals absent from work due to COVID-19 (including quarantine)

- Current positivity rates in Story County are 5.3%; Statewide is 7.1%
- City's Annual Residential Satisfaction Survey – Council will be asked next week if there are additional questions they'd like to add to the survey. The survey is mailed out in April to randomly selected Ames residents by using the City utility listing. There is an online version of the survey available, too, and a link is included in the mailing. Additionally, 1,000 ISU students are randomly selected from a mailing list generated by the ISU Office of Registrar. This survey is offered online through the Qualtrics Survey Software.
- Council will be discussing the Reinvestment District pre-application at their meeting Tuesday. This pre-application includes the indoor aquatic center to be located on Lincoln Way north of the DOT.
- The Story County Community Needs Assessment (focuses on health and human services) is nearing completion and results will be available in late spring. There will outreach opportunities to learn about the survey and results.
- The Ames Human Relations Commission is currently accepting applications for their annual Home for Everyone Award. This award recognizes and honors an individual or organization that has made exemplary commitment to providing safe, quality, and equitable housing opportunities that enhance the quality of life of members of disadvantage populations. To be eligible to receive the award, the nominee must provide housing in the City of Ames. Application information can be found on the City's website and applications are due by March 17, 2021. Two awards were given last year: one to the ACCESS Housing Team and one to an ACCESS staff advocate.
- Over a year ago, a petition was initiated to rename Squaw Creek due to the disparaging meaning behind the word "squaw." Ames City Council and the Story County Board of Supervisors agreed upon the name "Ioway Creek" and submitted the request to the U.S. Board on Geographic Names. The City received notification earlier this week that the Board approved renaming Squaw Creek to Ioway Creek. The change has been entered into the Geographic Names Information System at the following link: <https://usgs.gov/geonames/domestic-names>.

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

- Staff Training Day was Monday. Every Presidents Day, Ames Public Library staff gather for a day full of learning and sharing across workgroups. This February 15, rather than packing into the auditorium like we normally do, staff spread throughout the building and gathered virtually on Zoom. Staff worked through an interactive training on equity and inclusion, shared updates on the Library's Strategic Plan and budget, shared our favorite wellness resources available to City employees, and discussed learning from recent conferences and webinars. We also enjoyed an amazing performance by the Library's own book cart drill team!
- We are going to be setting up cross departmental teams to work on key areas of the Strategic Plan similar to how we had teams that worked on areas of the information collecting and planning.
- The Library works with many organizations to offer programs and exhibits featuring local talents and expertise. One partnership that has become an annual event is The Memory Project with Ames High School. Students create portraits as special gifts for children facing challenges. The portraits are displayed in the Library's entryway through the month of February, and in March they will be delivered to their recipients in Cameroon.
- One way we celebrate Black History Month is partnering with the Iowa State University Black Faculty Staff Association for guest readers at our Saturday storytimes. Since our storytimes are online this year, they're available to watch anytime, anywhere! Visit <http://youtube.com/amespubliclibrary> to see our storytimes and more.

- Every year, Iowa librarians nominate several books for the Bridge to Reading award, which celebrates recent picture books that are great read-alouds. Then, kids across the state vote for the winner. We have it set up on the website where the kids can hear staff reading the books and then vote.
- The City of Ames and Ames Public Library will present this year's series of EcoChats virtually, but participants can still have a hands-on experience. From now until the March 2 presentation on Gardening, the public is invited to pick up a Grab 'n' Go kit of seeds and soil in the Library's lobby. EcoChats are planned for the first Tuesday of each month March through August. For more information, visit www.amespubliclibrary.org/events/EcoChatMarch.
- Olson is the new Adult Services Librarian. She is from Cumberland County Public Library in Fayetteville, North Carolina.
- A candidate was selected for the Principal Clerk position. Human Resources (HR) will be doing background and reference checks next.
- The Adult Services Assistant will be the next position filled followed by the Youth Services Teen Librarian. We are going to incorporate TAG members into the process. Marcu voiced her support for having TAG members involved in the hiring process of the Teen Librarian.
- Schofer did hear from the Mayor with the list of candidates for open Board positions. There is more interest than slots. We have three good candidates joining the Board in April.

APLFF Report: Myers gave a report to the Board.

- Well above what financial benchmarks they set for fundraising.
- Great Western Bank did deny the grant application.
- They are applying for a capacity building grant at the Story County Community Foundation.
- There is potential for an Author Café that would be held virtually.
- The TAG group said they want to be part of the process for hiring a new Teen Librarian. They are looking forward to having a leader to do more programming.
- The Sales Committee started doing some book sales in the lobby. They are not sure when they will be accepting donations again.
- Finance committee said the holiday campaign and solicitations did well. Both are over budget. They are beginning to look at longer term giving.
- The Ad Hoc Committee is continuing to look at replacements for Raiser's Edge.
- Another Ad Hoc committee is working on creating brochures for long term and planned giving.

Board Education: Schofer introduced the new 2021 Iowa Library Trustee's Handbook. A few highlights include:

- The City has ordinances that establishes the library. In order to make changes it is subject to the approval of the citizens of the City.
- Cultural learning and continuing education are promoted and require that boards provide budgetary funds for it.
- The duties of the Director aligns with our Director's General Job Duties policy.
- There is information that explains funding including Direct State Aid and Open Access.

- The strategic planning information reassured that our process and final product is very much in line.
- There is advocacy information that we may use as another Board Education topic.
- There is information on orientation packets that is a great resource.
- Kluesner added there is a Board Assessment that he feels the Board should complete in the future.

Policy Review:

Director's General Job Duties Policy: Schofer introduced the policy.

Suggested changes were as follows:

- Add "Promote the mission and vision of the Library while fostering inclusivity" as a first bullet.
- Replace the word "Manage" with "Oversee the management of" for buildings, collections, and public programs
- Add "and promotes the City's Excellence Through People values." to the statement "Work cooperatively with the City of Ames organization to ensure that the library functions successfully as a City department" under the "Favorably represent the Library" section.
- Add a bullet "Submit the State annual report and maintain the Library's state accreditation" to the "Favorably represent the Library" section

Board members discussed the proposed changes.

Moved by Raman, seconded by Butler, to approve the amendments to the Director's General Job Duties Policy as outlined adopting the suggested changes except not replacing "Manage" with "Oversee the management of."

Vote on Motion: 5-0 (Kluesner abstaining). Approved unanimously. Resolution No. 2021-L004 adopted.

Sex Offender Policy:

Schofer introduced the policy for the initial review. It will be brought back next month as an action item. The Board discussed the policy.

Schofer will send the policy to the City Legal Department for review.

Unfinished Business:

Service Offerings: Schofer reviewed the current service model with the Board. The Library will shift to open services on March 15, 2021. The teen space, meeting rooms, study rooms, studio, and story room will remain closed. Toys are removed from the youth area. There will be additional signage to remind people to keep visits short and wear masks. Grab and go bags, holds pick up, activity kits, and quick picks will remain in the lobby for those not wanting to go beyond the lobby. The situation will continue to be monitored and discussed at the next Board meeting.

New Business:

Slate of Officers: The Nominating Committee submitted a slate of candidates. All of the candidates have graciously agreed to serve if elected.

Kluesner opened the floor for additional nomination, hearing none Kluesner declared the slate closed. Kluesner thanked the Committee for their work.

FY22 APLFF Ask:

Kluesner reminded the Board that the Ames Public Library Friends Foundation (APLFF) is a separate 501(c)(3). The Board prepares an Ask each fiscal year to request funding for Library support.

Schofer highlighted the current Ask.

APL relies heavily on APLFF for programming funding. Increases in the programming requests include money for Book giveaways and activity kits. Getting books into the hands of kids makes a huge impact. Last summer books were given out with grab and go lunches for kids of all ages. Other programming requests remained similar as previous years.

Collection funding requests include electronic collections, Adventure Passes, STEM kits, ReadAbout Bags, World Language collections, Quick Picks, and the Special Project Collections which include hotspots, translators, and role playing game kits. A professional development collection was added to this request.

Marketing and Promotion normally include Page One production. Requests were added for promotional items to possibly include welcome bags for new residents or international students, an outdoor digital sign, and marketing.

Professional development was added to the request. The City had asked departments to cut expenses in this area. This will allow staff to attend various webinars if appropriate. BoardSource for a Board resource is also being considered.

Project Smyles and the shared Community Engagement Position with ISU is funded by the APLFF; they are both included in the Ask.

Moved by Raman, seconded by Myers, to approve requesting \$262,300 from the Ames Public Library Friends Foundation for fiscal year FY22.

Vote on Motion: 5-0 (Kluesner abstaining). Approved unanimously. Resolution No. 2021-L005 adopted.

Trustee Comments:

- Marcu – it's always good to see you all; thank you for everything tonight
- Raman –seconds what Marcu said
- Myers – no additional comments, appreciates seeing everyone
- Barchman – no comments

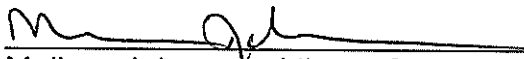
- Butler – appreciates all the details. She does miss the convenience of curbside services. She appreciates everything that all staff members do
- Kluesner – thanked everyone for their efforts, the Nominating Committee, Schofer for getting the APLFF Ask together. We have a good board. It's so hard to meet like this, can't wait to be together again

Adjournment:

Moved by Butler, seconded by Raj, to adjourn at 8:32 pm.

Vote on Motion: 5-0 (Kluesner abstaining). Motion approved unanimously.

The next regular meeting will be on Thursday, March 18, 2021, at 7:00 p.m., via Zoom.


Melissa Johannes, Library Secretary


Sandra Marcu, Board Secretary