

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
April 17, 2025**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, April 17, 2025, in the Dale H. Ross Board Room with Arora, Gibson, Gordillo (7:07 pm), Johnson, Myers, Reynolds, and Thorbs-Weber in attendance. Reger was excused. One seat is open. Assistant City Manager Goldbeck and Director Schofer were also in attendance.

Call to Order: President Gibson called the meeting to order at 7:02 p.m. The Trustees introduced themselves to Arora.

Oath of Office: Arora was sworn in to office.

Consent Agenda:

Moved by Reynolds, seconded by Gordillo, to approve the consent agenda as follows:

1. Resolution approving donations:
 - a. Story County Genealogical Society\$105.85
2. Motion approving minutes of the regular meeting March 20, 2025
3. Motion approving payment of claims 3/1/25 – 3/31/25

Vote on Motion: 6-0 (Gibson abstained; Reger excused; one seat open). Approved unanimously. Resolution No. 2025-L010 adopted.

Public Forum: None

Activity Reports:

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

- The Employee Appreciation Banquet, which recognizes employees hitting milestones of 5-year intervals, was held earlier today.
- The City launched a new website earlier this week that should be both more user and mobile device friendly.
- Saturday, April 19, is an open house at the Water Plant from 9:30 a.m. to 1 p.m.
- Nine applications were received for the Community Climate Grant. The deadline for applying was April 4. Those will be reviewed and awarded soon. The youth mini grants are available year-round.
- The City Council approved the reconstruction of the Ada Hayden path for this fall. The path will be closed for 5-6 weeks during the project.
- As a reminder, there will be a survey regarding personal transportation, bikes, scooters, shared paths, etc. coming out soon. The survey will be online, sent through press release, Facebook, to various Boards and Commissions, etc.
- April 28, 6:30-8:30 p.m. the Story County Homelessness Action Plan presentation will take place at the Library. The Ames City Council and Story County Board of Supervisors hired the consulting firm Analytic Insight to analyze existing data and provide recommendations on service gaps, collaboration opportunities, and best

practices in assisting the homeless population in Story County. Following the presentation will be an opportunity for questions and answers. The presentation will be recorded for those who cannot attend.

- The team working on homelessness have been working on “HOST” every Thursday. This focuses on taking outreach out on the streets and to places like the Romero House to find out what the current needs are, which include things like bus passes, first aid kits, and proper clothing. Food doesn’t seem to be a need; it seems most individuals know where to find meals in the area.

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

- The Library had two staff retire this past month, Philby, Youth Library Assistant, after 9 years, and Bohlke, Volunteer Coordinator, after 20 years.
- The Volunteer Coordinator service position is posted and will close April 30. Interviews should be held in May with a possible late June or early July start date.
- Two Youth Library Assistant positions were just filled. One of the positions was filled by an internal candidate, Bravard, who stepped down from a Youth Services Librarian. We will begin recruitment to backfill the Youth Services Librarian position soon. We will be hiring two Youth Summer Interns who are key in helping with summer programming and youth volunteers.
- A new Customer Account Services Clerk Gonzelez started last week. He is acclimating very well.
- Gent, our APLFF funded shared position with Iowa State University (ISU) is retiring in May. ISU has other priorities and will not be filling her position. Other Library staff have been shadowing Gent’s work and building relationships with various departments so we will still be collaborating with ISU.
- As Goldbeck stated, the City of Ames Employee Service Awards Luncheon was today. Seven Library staff were recognized. The Library also had three staff recognized for special awards including Duckett, Library Building Maintenance Supervisor, for going above and beyond while managing the carpet project and two other key staff for our Home Delivery and Project Smyles programs, who both went above and beyond in ensuring deliveries stayed on track when we unexpectedly had multiple volunteers out.
- APL is receiving an Ames Community Art Council Award for Art in the Workplace for our ongoing art displays in the vestibule on May 18th, 1:30- 4:00 PM at Reiman Gardens. Schofer, Gent, and Klein-Hewett will attend. Interested Trustees may let Schofer know.
- There have been a steady flow of preschools and daycares coming in for special library tours as part of Project Smyles.
- Repair Café is on Saturday, April 19.
- The Des Moines Opera is having a free performance of Cinderella on Saturday, April 26, at 3 p.m.
- Staff are gearing up for the summer reading program and summer programming.

Budget and Finance Committee: Reger presented the following written report to the Board. I met with Schofer and Johannes on Monday evening, April 14th, to review with them the Ames Public Library budget and expense report for the current fiscal year. I found the current condition of the budget in good order and on track, with just under 76% of the total

general fund budget and just over 72% of the total budget spent through March 31, with three months remaining. In examining the detailed spreadsheet reports I found no items of concern to report. I believe both Schofer and Johannes are doing an excellent job managing the library budget. They should be commended for their good stewardship of the funds that are allocated by the City of Ames to the Library, as well as the funds donated by APLFF, Direct State Aid, and other incoming donations.

Moved by Myers, seconded by Reynolds, to approve the financial report as presented.

Vote on Motion: 6-0 (Gibson abstained; Reger excused; one seat open). Approved unanimously.

Board Education: Schofer led a review on artificial intelligence. Mariann Mori from the State Library of Iowa presented a training to all Story County Library Trustees on Thursday, April 10. The APL Board watched a brief video from that training and discussed artificial intelligence. The uses, and the importance of verifying information received.

Policy Review:

Public participation: This policy was brought to the Board last month for discussion and reviewed by staff. Recommended changes include changing the fourth sentence in the first paragraph under "Visitors" from "Community members wishing to speak at an electronic meeting shall use the chat feature to submit their full name and address." To "Community members wishing to speak at an electronic meeting shall submit their full name and address prior to the start of the meeting." This change acknowledges some individuals may appear by telephone and not have a chat feature available. The fifth sentence in this paragraph is also being removed. In the third paragraph the word "impertinent" is being changed to "disrespectful" and the word "loud" is being removed.

Moved by Reynolds, seconded by Thorbs-Weber, to approve the review of the Public Participation Policy as presented.

Vote on Motion: 6-0 (Gibson abstained; Reger excused; one seat open). Approved unanimously. Resolution No. 2025-L011 adopted.

Investments (COA Policy Adopted by Reference): Schofer introduced the policy. The Board discussed the policy. This policy will be reviewed by staff and brought back next month for action.

New Business:

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

Moved by Thorbs-Weber, seconded by Johnson, to approve the Director's FY26 Goals as presented.

Vote on Motion: 6-0 (Gibson abstained; Reger excused; one seat open). Approved unanimously.

FY26 APLFF MOU: A Memorandum of Understanding (MOU) between the Ames Public Library Board of Trustees and the Ames Public Library Friends Foundation (APLFF) is needed for the next fiscal year. The purpose of the MOU is to provide the library with compensation for the time dedicated by library staff toward APLFF activities and for APLFF's use of library facilities. The calculations appear in Appendix A.

The proposed MOU for fiscal year 2025/26 will be presented to the APLFF Board of Directors on May 8, 2025.

Moved by Johnson, seconded by Arora, to approve the Memorandum of Understanding between the Ames Public Library Friends Board of Trustees and the Ames Public Library Friends Foundation as presented.

Vote on Motion: 6-0 (Gibson abstained; Reger excused; one seat open). Approved unanimously. Resolution No. 2025-L012 adopted.

FY26 APLFF Ask: Schofer presented the current Ask. It is similar to previous years. This Ask does include money for Adult Service furniture replacement, outdoor landscaping work, and increases in collection support and summer meals.

Moved by Myers, seconded by Gordillo, to approve the FY26 Ames Public Library Friends Foundation Ask as presented.

Vote on Motion: 6-0 (Gibson abstained; Reger excused; one seat open). Approved unanimously. Resolution No. 2025-L013 adopted.

Custodial Contract Renewal: Custodial services for Ames Public Library are provided by a third-party professional cleaning service. The tasks included in this service are all the routine daily cleaning tasks. On April 18, 2024, bids were received. Based on the bids, the contract was awarded to ABM with the option to renew for four additional terms. For the last fiscal year, ABM has provided low-cost custodial services for the Ames Public Library and ABM's representatives have worked closely with Library staff to accommodate the timing of library activities and public events. The hourly rate for the FY26 renewal is \$19.67. Action: Administration recommends awarding the contract for FY2025/26 Custodial Services for the Ames Public Library to ABM Industry Groups, LLC in the amount of \$98,184

Moved by Reynolds, seconded by Thorbs-Weber, to approve the renewal of the Custodial Services Contract with ABM Industry Groups, LLC for FY26 at \$19.67 per hour at a cost not to exceed \$98,184 as presented.

Vote on Motion: 6-0 (Gibson abstained; Reger excused; one seat open). Approved unanimously. Resolution No. 2025-L014 adopted.

FY26 Innovative Interfaces Renewal: In January 2014, after evaluating competitive proposals, the Library purchased the Polaris Integrated Library System (ILS). The system's modules include acquisitions, cataloging, circulation, inventory, the public access catalog, borrower record keeping, home delivery, and various administrative modules. Polaris was purchased by Innovative Interfaces, Inc. in 2015 (III) and III is now the sole maintenance provider. The cost for fiscal year 2025/26 (FY26) will be \$32,915.36 including \$30,912.15 for Polaris core bundle licenses and maintenance and \$2,003.21 for eContent. Vega is billed later in the year at an additional cost. The cost in (FY25) was \$31,956.66 and (FY24) was \$30,764.06. Board approval is needed because the annual cost exceeds \$25,000. Services include licenses, software maintenance, and technical support for the hardware and operating systems. The Library is pleased with the performance and functionality of Polaris and the responsiveness of interlibrary loan representatives. Funding for renewal of the agreement is included in the approved FY26 budget.

Moved by Myers, seconded by Gordillo, to approve the Innovative Interfaces Renewal as presented at a cost of \$32,915.36.

Vote on Motion: 6-0 (Gibson abstained; Reger excused; one seat open). Approved unanimously. Resolution No. 2025-L015 adopted.

FY26 OCLC Renewal: The library contracts annually with OCLC for cooperative collection cataloging and certain interlibrary loan services. Ames Public Library's Financial Limits Authority Policy requires Board approval for expenditure of funds exceeding \$25,000.

Moved by Thorbs-Weber, seconded by Arora, to approve the FY26 OCLC Subscription Renewal as presented in the amount of \$39,100.43.

Vote on Motion: 6-0 (Gibson abstained; Reger excused; one seat open). Approved unanimously. Resolution No. 2025-L016 adopted.

Trustee Comments:

- Myers – Kudos to Schofer and Johannes and all the library staff, for all they do and everything they are dealing with. She appreciates all of it.
- Reynolds. Thank you to Arora for joining us, welcome. Is excited about a new ad hoc committee. She's also excited about the blue bells and spring weather.
- Gordillo - welcome Arora! Gibson did a fabulous job. Thank you to Johannes and Schofer for guiding us. She is hoping for a good year. She is also excited about the new committee being formed. She hopes everyone can get outside while it is beautiful.
- Thorbs-Weber – thank you, we can always count on you. She appreciates the turnout at the events last week. She was three for three herself but that's not why she brought it up, it is just great to see the participation. Please wear your nametags if you have them. The Volunteer Appreciation is April 23.
- Arora – appreciates how welcoming and warm everyone was tonight. She was both excited and nervous. She is excited about the advocacy committee and thinks it is super important. It's been a thrill to meet everyone, and she looks forward to working with everyone.

- Johnson – it's been a great meeting. He appreciates everyone on the Board. He is also looking forward to the new committee. Welcome to Arora.
- Gibson – thank you everybody. She will be asking for continued grace and patience.

Adjournment:

Moved by Johnson, seconded by Reynolds, to adjourn at 8:44 p.m.

Vote on Motion: 6-0 (Gibson abstained; Reger excused; one seat open). Approved unanimously.

The next regular meeting will be on Thursday, May 15, 2025, at 7:00 p.m. in the Dale H. Ross Board Room.



Melissa Johannes, Library Secretary



Richard Johnson, Board Secretary

Finance and Budget Committee Meeting Report

04/17/2025

Rick Reger

I met with Sheila Schofer and Melissa Johannes on Monday evening April 14th to review with them the Ames Public Library budget and expense report for the current fiscal year. I found the current condition of the budget in good order and on track, with just under 76% (75.85) of the total general fund budget and just over 72% (72.21) of the total budget spent through March 31st, with three months remaining. In examining the detailed spreadsheet reports I found no items of concern to report. I believe both Sheila and Melissa are doing an excellent job in managing the library budget. They should be commended for their good stewardship of the funds that are allocated by the City of Ames to the library, as well as the funds donated by APLFF, direct State Aid , and other incoming donations.