

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
October 16, 2025**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, October 16, 2025, in the Dale H. Ross Board Room with Arora, Dennis, Gibson, Myers, and Thorbs-Weber in attendance. Gordillo, Johnson, Reger, and Reynolds were excused. Director Schofer and Community Relations Specialist Ocken were also in attendance.

Call to Order: President Gibson called the meeting to order at 7:09 p.m.

Oath of Office: Dennis was sworn in to office.

Consent Agenda:

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

1. Motion approving minutes of the regular meeting September 18, 2025
2. Motion approving payment of claims 9/1/25 – 9/30/25

**Vote on Motion: 5-0 (Gordillo, Johnson, Reger, and Reynolds were excused).
Approved unanimously.**

Public Forum: None

Activity Reports:

Assistant City Manager: Goldbeck was unable to attend but prepared a written report read by Schofer.

- The City Manager's Office is busy understanding and developing a transition plan to help the City become compliant with the new ADA written rules. For the City, this means that any written digital communications must be accessible – be able to be read by a screen reader. The organization will need to implement new written standards, this will include using Arial font, size 12 at minimum, not bolding and underlining, paying attention to color contrast, etc. The Library and CyRide, although they have their own brand standards, will also need to meet this rule. Cities have until April 2026 to be compliant but we're trying to start where we can now. More to come.
- The Ames Human Relations Commission (AHRC) is seeking nominations for its annual Humanitarian Award. This award recognizes an Ames resident whose worthy contributions to our community demonstrate extraordinary quality, especially in efforts to promote wellbeing and belonging in Ames. To be eligible to receive the award, the nominee must reside in Ames. Applications are due by Friday, November 7, 2025.
- The Ada Hayden path is on track to finish on time, reopening the beginning of November. This will be exciting! The community is excited to use the wider twelve-foot path, that was previously ten feet.

- The City of Ames is moving forward with plans to relocate Fire Station Number two from its current location on Welch Avenue to a new site along State Avenue. A bond referendum will appear on the Tuesday, November 4, 2025, ballot. This project is designed to:
 - Enhance community safety with a modern, efficient facility
 - Improve emergency response times
 - Support redevelopment in Campustown
- The City is redoing parking on the north side of City Hall increasing back-in parking spaces and creating a better sidewalk path. Construction is underway and should be wrapped up, hopefully before the snow starts.
- There was a service provider- landlord discussion this morning at the library. The goal was to connect landlords with service providers and vice-versa to encourage partnership in creating lower, more affordable housing units.

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

- The library has had some building issue this week, most notably a clogged sewer line going from the Gallery Women's restroom down to the laundry room are on the first floor that required a plumber to come in. They are older cast iron pipes more prone to catching things in the bends. Someone had flushed paper towels so they will be removed as there are hand dryers available.
- There was a glycol leak in a line in the HVAC. Duckett did some investigation and brought in the vendor to replace some parts including a flex connector, brass fitting and a shut off valve so that is also resolved.
- We have also been dealing with some battery theft out of our soap dispensers.
- Schofer and three staff have attended the Iowa Library Association Meeting in Sioux City. They attended some good sessions on things like Succession Planning, Library Ethics and AI , Advocacy, Creating Policies, Disability Representation in Graphic Novels and others. They'll work on sharing some of the presentations on Teams. There was also a screening of The Librarians documentary film about standing up against organized censorship efforts in Texas, Florida and elsewhere. It may be something we look into screening.
- Speaking of Advocacy , we had our first session of Library Champions last month. It was a small group but good engagement. Staff have adapted our next session a bit based on Trustee Johnson's input to give more time prior to the tour on our collection policy and tools we use to determine what to purchase.
- Last weekend the Library partnered with Ames Pride. Schofer attended the information session, and pride themed Storytime. That was followed by a kids parade with ribbon streamers they had crafted after Storytime. I popped in on the teens, walked the vendors, visited with folks. All went well. The library had a few calls, and one email expressing concern but lots of engagement and positive feedback at all the events.
- Staff Day is scheduled for November 11, 2025. We have two a year on Veteran's Day in November and Presidents Day in February. We try to have speakers to support some of our initiatives, opportunities for library wide learning, peer-to-peer presentations and time for individual workgroup learning. Staff give survey feedback and use that when planning future sessions. This session will include becoming Dementia Friendly certified and additional Ryan Dowd training.

Ames Public Library Friends Foundation (APLFF) Report: Myers gave a report to the Board.

- Brains and Brews trivia night had nineteen tables.
- Overall, the APLFF Board is well financed with the Spring Campaign, Literary Grounds, and book sales.
- The TAG group has grown from six to twenty-one teens actively participating.

Budget and Finance Committee Report: Reynolds provided a written report for the Board.

- Current total budget is 27.63% spent, which aligns well with expectations at the end of first quarter. Total General Fund Budget is currently at 28.17% spent – again in alignment with the end of first quarter. Category significantly out of sync with average spend out (over 5% variance) are limited to Administration. Please keep in mind that this area has multiple contractual obligations that are on an annual basis versus broken up into quarterly requirements.
- While reviewing quarterly financials with Johannes, Secretary, no areas of concern were noted. Additional information provided included a more detailed breakdown of cost centers within each general category, a breakdown of Direct State Aid, APLFF Funding, and Library Donations. Our thanks to Johannes for this detailed cost reporting and budget transparency.
- It is recommended the board discuss and accept the submitted Budget and Finance Report in the Board Meeting Packet.

Moved by Myers, seconded by Arora, to approve the finance report as presented.

Vote on Motion: 5-0 (Gordillo, Johnson, Reger, and Reynolds were excused). Approved unanimously.

Director's Evaluation Committee: Arora, Gibson, and Myers gave a report to the Board. Schofer is doing well and making progress on her goals. The committee and Schofer scheduled time to meet in early November to discuss benchmarking possibilities to add to either this year or future year goals to make it easier to evaluate her progress. If benchmarks are added, they will be brought back to the full-board for approval.

Board Education: Community Relations Specialist Ocken introduced herself and gave a presentation to the Board. Ocken and a half-time assistant are responsible for all the marketing and communications for the library. This includes all printed materials, the PageOne newsletter, overseeing the website, email marketing, signs, digital signs, social media posts, and posting events on various community calendars. Additionally, they assist APLFF through the Memorandum of Understanding with designing their marketing and communications needs as well. They try to be intentional keeping their tone conversational with simple language, try to be accessible with fonts and contrasts, and try to represent a diverse group of individuals so everyone can see themselves at the library.

Policy Review:

Circulation and Customer Accounts Policy: This policy was brought to the Board last month for discussion and reviewed by staff. Recommended changes include adding “ages 5 and up” in the first bullet under Account Application and Activity, adding “Customers age 18 and older must also present a valid photo ID” in the same bullet, striking the bullet that “Preferred name can be added to the account”, and striking the wording “and provides access to digital content” from the last bullet in the same section. Under the Computer Use Account “Account Application and Activity” will be removed. The Board discussed the policy.

Moved by Myers, seconded by Arora, to approve the revisions to the Circulation and Customer Accounts Policy as presented with the additional change under Student Account in the first bullet by adding “if parents choose this service as part of the ACSD student registration process”.

Vote on Motion: 5-0 (Gordillo, Johnson, Reger, and Reynolds were excused). Approved unanimously. Resolution No. 2025-L025 adopted.

Library Fees - Addendum to Circulation and Customer Accounts Policy: This policy was brought to the Board last month for discussion and reviewed by staff. No changes are recommended currently. The Board discussed the policy.

Moved by Arora, seconded by Thorbs-Weber, to approve the review of the Library Fees - Addendum to Circulation and Customer Accounts Policy as presented.

Vote on Motion: 5-0 (Gordillo, Johnson, Reger, and Reynolds were excused). Approved unanimously. Resolution No. 2025-L026 adopted.

Collections Policy: 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:

IT Update: Schofer has been having conversations with the City regarding some possible changes that may be coming. The City has been looking at improving security and reducing redundancies. These changes may have budget impacts on the library. No action is needed at this time, but Schofer wanted the Board to be aware that these conversations were happening.

December Meeting: Gibson will be excused in December. Myers will lead meeting.

Trustee Comments:

- Arora – loves learning about all the different moving parts of this place and how committed everyone is. It’s inspiring. Welcome to Dennis.
- Thorbs-Weber – no comment
- Myers – enjoys being on board. Thanks to everyone for being here.

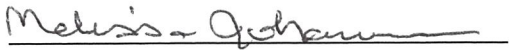
- Dennis – excited to be here. She's just trying to take it all in.
- Deb - appreciates everyone being here tonight.

Adjournment:

Moved by Myers, seconded by Arora, to adjourn at 8:51 p.m.

**Vote on Motion: 5-0 (Gordillo, Johnson, Reger, and Reynolds were excused).
Approved unanimously.**

The next regular meeting will be on Thursday, November 20, 2025, at 7:00 p.m. in the Dale H. Ross Board Room.



Melissa Johannes, Library Secretary



Richard Johnson, Board Secretary