

**Ames Public Library Board of Trustees**  
**Agenda – February 15, 2024**  
**Dale H. Ross Board Room, 515 Douglas Avenue**

**Call to Order** 7:00 p.m.

**Consent Agenda (Action Item)**

(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes.)

- 1) Motion approving minutes of the regular meeting January 18, 2024
- 2) Motion approving payment of claims 1/1/24 – 1/31/24

**Public Forum**

Members of the public who wish to address the Board will be given the opportunity at this time. (Please complete a blue card and hand it to the recording secretary prior to the Call to Order.)

**Activity Reports**

- 3) Administration – Schofer
- 4) APLFF – Myers
- 5) Nominating Committee – Presenting the Slate

**Board Education**

- 6) Legislation and Advocacy– Schofer

**Policy Review**

- 7) Art (Action)
- 8) Bylaws, Board of Trustees (Discussion)

**New Business**

- 9) Ames Public Library – Ames Public Library Friends Foundation (Discussion)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, March 21, 2024**  
**Ames Public Library: We Connect You to the World of Ideas**

**Website: [www.amespubliclibrary.org](http://www.amespubliclibrary.org) | E-mail: [libraryboard@amespubliclibrary.org](mailto:libraryboard@amespubliclibrary.org)**

Please note that this Agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), Code of Iowa.

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
January 18, 2024**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, January 18, 2024, in the Dale H. Ross Board Room with Crain, Gibson, Johnson, Myers, and Reynolds in attendance. Mitchell-Conway, Reger and Thorbs-Weber and Torres III were excused. Adult Services Manager, Klein-Hewett, Library Cataloging Clerk Tuckness, and citizen Deyo were also in attendance.

**Call to Order:** President Reynolds called the meeting to order at 7:04 pm

**Consent Agenda:**

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

1. Motion approving minutes of the regular meeting December 21, 2023
2. Motion approving payment of claims 12/1/23 – 12/31/23

**Vote on Motion: 5-0 (Mitchell-Conway, Reger, Thorbs-Weber, and Torres III excused). Approved unanimously.**

**Public Forum:** Deyo wanted to know when the Library’s budget hearing with City Council was scheduled. He stated he is not being allowed to speak at City Council meetings and would like the opportunity to do so. He is upset about being trespassed last summer and doesn’t understand why he can’t give out dollar bills with “Let’s be naked” written on them.

**Activity Reports:**

Administrative Staff Report: Klein-Hewett gave a report to the Board.

- Anderson and Johannes met with City Manager Schainker, Assistant City Manager Phillips, and Budget Manager Mastellar on January 4<sup>th</sup> for the budget review. Additional money will be made available for the Capital Improvement Plan carpet project.
- Strategic Plan staff lead teams started meeting. They had the first all-team strategic plan meeting with Managers on Tuesday, January 9. The team focusing on Staff/Board/Volunteer engagement is planning a staff feedback session for the February staff day. The survey, which has been translated into four languages, will roll out this week.
- Osborn was promoted from Customer Accounts Clerk to Customer Accounts Library Assistant as of January 15, creating an open Customer Accounts Clerk position which received 143 applicants. Sixteen of those applicants were then selected for phone interviews. In-person interviews will be conducted soon.
- Reaman submitted her resignation from her position as Youth Services Clerk with her last day being January 21. That position will be posted soon.
- The Library delayed opening until 11 am on Tuesday, January 9, due to the snowstorm; opened from 10 am – 2 pm on Friday, January 12, due to the snowstorm; and closed early at 5 pm on Monday, January 15 due to extreme cold. The bookmobile service was also disrupted. These decisions were made in

conversation with Schofer and with the excellent information received from the City Public Works department regarding weather and road conditions.

- Thank you to Duckett, Lawnpro, and the City for getting our parking lots and Douglas cleared so we could open. The biggest thank you to our amazing staff who continue to show up, even when the weather is challenging.

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

- The Holiday Campaign has been successful.
- The recent booksale, Literary Ground sales, and online sales have also been successful.
- APLFF will be switching from Salsa to Donor Perfect software.
- APLFF will be reviewing the long-standing agreement with APL.

Budget and Finance Committee Report: Crain gave a report to the Board.

- Financial reports show overall spending at 48%. There are no unexpected expenses. Everything is tracking nicely.
- There is an encumbrance of almost \$70,000 for the replacement structure that will be in the Youth Services area thanks to the Ames Public Library Friends Foundation.
- The FY25 budget review went well. Schofer and Anderson will present to City Council on Tuesday, February 6<sup>th</sup>.

**Moved by Johnson, no second needed, to approve the financial report as presented.**

**Vote on Motion: 5-0 (Mitchell-Conway, Reger, Thorbs-Weber, and Torres III excused). Approved unanimously.**

### **Board Education:**

Tuckness introduced herself to the board and gave a presentation on the Inspire, Design, Explore, Archive Center (IDEA Center). The IDEA Center started out as a Novel Idea and was funded by Ames Public Library Friends Foundation. The IDEA Center features three stations that are each reservable for specific time slots. The Image and Slide Conversion Station can be used to scan and edit photos, negatives, and slides. The Audio and Video Conversion Station can be used to convert VHS, audio cassette, and microcassettes to digital files. The final station is the Editing Station which can be used to edit photos or videos or to do creative work.

### **Policy Review:**

Donations: This policy was brought to the Board last month for discussion. The policy was reviewed and approved by the Legal Department. Changes included removing the last sentence under "Monetary Donations" regarding the Endow Iowa Tax Credit Program and removing "During specific campaigns" from the second paragraph under "Donor Recognition." The board discussed the policy.

**Moved by Myers, seconded by Gibson, to approve the changes to the Donations Policy as presented.**

**Vote on Motion: 5-0 (Mitchell-Conway, Reger, Thorbs-Weber, and Torres III excused). Approved unanimously. Resolution No. 2024-L001 adopted.**

Art: Klein-Hewett introduced the policy. The Board discussed the policy. This policy will be brought back next month for action after being reviewed. No changes are expected. Reynolds noted that the colon is underlined in the first sentence under “Authority.”

**New Business:**

Agreement with the Ames Public Library Friends Foundation: Reynolds introduced the agreement. No changes were made to the agreement. The agreement outlines the relationship between the Ames Public Library and the Ames Public Library Friends Foundation. This agreement was last reviewed at the November 19, 2020, Board meeting. Kluesner, who was Ames Public Library Board of Trustees President at that time, was part of creating the agreement years ago along with the Memorandum of Understanding to ensure that there was separation between the two entities.

**Moved by Crain, seconded by Johnson, to approve the review of the APL-APLFF agreement as presented.**

**Vote on Motion: 5-0 (Mitchell-Conway, Reger, Thorbs-Weber, and Torres III excused). Approved unanimously. Resolution No. 2024-L002 adopted.**

**Trustee Comments:**

- Crain - appreciates that staff made it in to work during the winter conditions. Here's to some warmer weather.
- Gibson – has found a new addiction to the Literary Grounds bookstore.
- Johnson – Thank you to everyone, glad everyone made it here and had a quorum. He hopes everyone makes it home safely. Thank you to Klein-Hewett who did well filling in for Schofer, and to Anderson for her work with the budget.
- Reynolds – appreciated the Volunteer Spotlight highlighting the Special Olympics award winner. She was excited for him.
- Myers – nothing to add. Thank you to Klein-Hewett, Johannes, and to Tuckness for the presentation.

**Adjournment:**

**Moved by Gibson, seconded by Myers, to adjourn at 8:24 pm.**

**Vote on Motion: 5-0 (Mitchell-Conway, Reger, Thorbs-Weber, and Torres III excused). Approved unanimously.**

The next regular meeting will be on Thursday, February 15, 2024, at 7:00 p.m. in the Dale H. Ross Board Room.

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Melissa Johannes, Library Secretary

Richard Johnson, Board Secretary

**Library Claims**  
**January 1 - January 31, 2024**

<b>Administration FY24</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	48,429.54
PAYROLL SUMMARY	DENTAL INSURANCE	\$	517.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	222.77
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	9,708.46
PAYROLL SUMMARY	MEDICARE FICA	\$	691.38
PAYROLL SUMMARY	FICA	\$	2,956.24
PAYROLL SUMMARY	IPERS	\$	4,571.76
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	154.58
DEC 2023 PRINTING CHARGES	PRINT SHOP SERVICES	\$	259.75
DEC 2023 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	324.11
DEC 2023 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,174.20
BANK OF AMERICA	OUTSIDE PROFESSIONAL SVCS	\$	18.00
HANDS UP COMMUNICATIONS	OUTSIDE PROFESSIONAL SVCS	\$	314.55
DECEMBER POSTAGE	POSTAGE/FREIGHT	\$	2.10
BANK OF AMERICA	ADVERTISING	\$	150.00
REV GRP #2615	ELECTRIC SERVICE	\$	(6,237.98)
UB ADJ. UPDATE	ELECTRIC SERVICE	\$	(1.74)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	6,063.40
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$	(254.36)
CENTURYLINK	OUTSIDE PHONE/DATA SVCS	\$	300.90
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	349.25
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,046.63
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$	274.40
REV GRP #2615	WATER/SANITARY SEWER	\$	(401.41)
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	430.37
ASPEN WASTE SYSTEM	WASTE DISPOSAL	\$	230.90
ALLIANT ENERGY/IPL	NATURAL GAS	\$	2,207.98
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
CONTROL INSTALLATIONS OF	STRUCTURAL REPAIRS	\$	350.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	200.00
LIBRARY MARKET	TECHNOLOGY MAINT/SUPPORT	\$	3,100.00
PREMIER OFFICE EQUIPMENT	LEASES	\$	500.81
XEROX GOVERNMENT SYSTEMS	LEASES	\$	516.00
LAWNPRO	NON-CITY SERVICE	\$	295.00
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	205.05
CH ISSUES	OFFICE SUPPLIES	\$	99.90
VERNON CO	OFFICE SUPPLIES	\$	500.00
BANK OF AMERICA	OFFICE SUPPLIES	\$	237.03
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	1,427.34
ULINE	OFFICE SUPPLIES	\$	191.66

**Library Claims**  
**January 1 - January 31, 2024**

BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$	81.43
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	370.71
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	831.00
BANK OF AMERICA	CLEANING SUPPLIES	\$	112.63
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	659.80
<b>Total Administration</b>		<b>\$</b>	<b>85,256.71</b>

**Resource Services FY24**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	29,487.64
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	135.64
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,074.34
PAYROLL SUMMARY	MEDICARE FICA	\$	396.93
PAYROLL SUMMARY	FICA	\$	1,697.31
PAYROLL SUMMARY	IPERS	\$	2,783.64
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	35.40
BANK OF AMERICA	CONFERENCES	\$	340.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	125.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	782.13
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	63.92
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	1,379.17
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	95.52
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	1,244.15
AMAZON CAPITAL SERVICES	EQUIPMENT PARTS/SUPPLIES	\$	59.93
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	9,886.45
OVERDRIVE	ELECTRONIC COLLECTION	\$	5,797.67
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,192.00
USA TODAY	PERIODICALS	\$	118.80
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	3,973.04
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,587.13
BANK OF AMERICA	YOUTH COLLECTION	\$	249.92
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$	143.57
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	962.20
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	3,058.82
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$	53.66
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$	116.97
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	9,025.03
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	1,745.61
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	185.68
SENTRUM MARKETING, LLC	ADULT PRINT COLLECTION	\$	332.80
TSAI FONG BOOKS INC	ADULT PRINT COLLECTION	\$	224.44
AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$	257.88

**Library Claims**  
**January 1 - January 31, 2024**

INGERSOLL, STEVEN	REFUNDS	\$ 12.99
RICH, MARILYN	REFUNDS	\$ 40.00
BIEGLER, RAIN	REFUNDS	\$ 11.99
<b>Total Resource Services</b>		<b>\$ 84,008.85</b>

**Youth Services FY24**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,469.97
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 288.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 436.98
PAYROLL SUMMARY	IPERS DISABILITY	\$ 184.05
PAYROLL SUMMARY	LIFE INSURANCE	\$ 81.70
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 9,018.52
PAYROLL SUMMARY	MEDICARE FICA	\$ 584.74
PAYROLL SUMMARY	FICA	\$ 2,500.22
PAYROLL SUMMARY	IPERS	\$ 4,036.38
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 51.31
DECEMBER POSTAGE	POSTAGE/FREIGHT	\$ 1.59
BANK OF AMERICA	CONFERENCES	\$ 754.88
BANK OF AMERICA	FOOD	\$ 179.18
<b>Total Youth Services</b>		<b>\$ 60,587.52</b>

**Adult Services FY24**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 47,358.42
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 331.44
PAYROLL SUMMARY	IPERS DISABILITY	\$ 170.91
PAYROLL SUMMARY	LIFE INSURANCE	\$ 74.26
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,254.58
PAYROLL SUMMARY	MEDICARE FICA	\$ 675.74
PAYROLL SUMMARY	FICA	\$ 2,889.35
PAYROLL SUMMARY	IPERS	\$ 4,470.62
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 56.82
DECEMBER POSTAGE	POSTAGE/FREIGHT	\$ 0.87
BANK OF AMERICA	CONFERENCES	\$ 592.00
<b>Total Adult Services</b>		<b>\$ 63,875.01</b>

**Customer Account Services FY24**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 50,139.37
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 13,474.24
PAYROLL SUMMARY	HOLIDAY PAY	\$ 109.97
PAYROLL SUMMARY	VACATION	\$ 865.99
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 303.54
PAYROLL SUMMARY	IPERS DISABILITY	\$ 209.53
PAYROLL SUMMARY	LIFE INSURANCE	\$ 96.55
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,410.70
PAYROLL SUMMARY	MEDICARE FICA	\$ 908.68

**Library Claims**  
**January 1 - January 31, 2024**

PAYROLL SUMMARY	FICA	\$	3,885.35
PAYROLL SUMMARY	IPERS	\$	5,922.37
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	76.49
DEC 2023 PRINTING CHARGES	PRINT SHOP SERVICES	\$	12.75
AUTOMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$	61.30
DECEMBER POSTAGE	POSTAGE/FREIGHT	\$	1,025.44
BANK OF AMERICA	CONFERENCES	\$	797.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	247.00
BANK OF AMERICA	RECRUITING COSTS	\$	345.00
ONESOURCE	RECRUITING COSTS	\$	74.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	49.25
<b>Total Customer Account Services</b>		<b>\$</b>	<b>85,014.52</b>
<b>Total FY24:</b>		<b>\$</b>	<b>378,742.61</b>
<b>Kate Reynolds, President</b>	<b>Richard Johnson, Secretary</b>		Date



The following slate of officer candidates for 2024/25 is presented by the Nominating Committee:

- Richard Johnson, President
- Deb Gibson, Vice President
- Matt Crain, Secretary

Further nominations may be made from the floor at this meeting. The Board will elect the slate or other nominations at the March meeting.



# Art Collection Policy

Section: Administration

Approved: 9/17/2015  
Reviewed: 2/17/22, 2/15/2024  
Revised: 1/21/2016

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Ames Public Library collects and displays artwork to connect Library visitors to the world of ideas through works of art.

## Authority

The Art Committee is a committee appointed by the President of the Library Board of Trustees. The committee's duties are to periodically:

- review gifts of art donated for the Library's art collection;
- make recommendations on purchase, selection, or deacquisition of artwork; and
- advise Library staff on placement and duration of displays of artwork from the library collection.

The Art Committee is not empowered to finalize proposals or decisions unless specifically authorized by action of the Board of Trustees. The Board of Trustees retains the right to accept or refuse any donation, as detailed in the Donations Policy.

Display of artwork not owned by the Library is governed by the Display Spaces Policy.

## Focus

Ames Public Library's collection of artwork shall focus on:

- art related to books;
- art influenced by the written word;
- art about changing forms of communication; and
- art with local significance.

Preference may be given to local or regional artists.

Addition of works outside these parameters will be reviewed on a case-by-case basis.

## Acquisition Guidelines

Objects may be added to the collection by means of gift, bequest, purchase, exchange, or any other transaction by which the title of the object(s) passes to the Ames Public Library. All objects acquired by Ames Public Library shall become the sole property of Ames Public Library and shall not be encumbered or restricted. Upon acceptance of a donation, an appropriate deed of gift or similar document transferring sole and exclusive ownership of the item(s) to Ames Public Library will be executed, with a copy provided to the donor.

The committee may recommend acquisition by purchase or acceptance of donation, subject to the following guidelines:

- artistic merit;

- general appropriateness for a library;
- availability of space in the library building for the piece;
- the Library's ability to provide proper care, including conservation, maintenance, security and storage; and
- the Ames Public Library Donations Policy guidelines.

## References

Library Policies:

[Donations Policy](#)

[Display and Exhibit Spaces Policy](#)

**Art Collection Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
FEBRUARY 15, 2024**

Be it resolved that the Board of Trustees, Ames Public Library, approves the review of the Art Collection Policy as presented.

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Kate Reynolds, President

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Richard Johnson, Secretary



Approved: 5/18/1903

Reviewed:

Revised: 4/20/2006, 4/15/2010, 6/17/2010, 4/19/2012, 3/7/2013, 3/21/2013, 8/21/2014, 6/16/2016, 8/15/2019, 01/20/2022

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Following are the bylaws of the Ames Public Library Board of Trustees:

## Article I: Composition of the Board

In accordance with Chapter 15 of the Municipal Code of the City of Ames, the Ames Public Library Board of Trustees will have nine (9) members who are residents of the City of Ames and over the age of eighteen (18). The members are appointed by the Mayor, with the approval of the City Council, and the term of office for each trustee shall be a three-year term commencing on April 1. Trustees are eligible to be reappointed to a second consecutive full term.

## Article II: Powers and Duties

1. The Ames Public Library Board of Trustees shall have the powers and duties specified in [Chapter 15](#) of the *Municipal Code of the City of Ames* and [Chapter 392](#), Section 5 of the *Iowa Code*.
2. The Board will exercise its powers and duties as follows:
  - a. Employ a competent and qualified librarian to serve as Director.
  - b. Evaluate the performance and effectiveness of the Director in fulfilling their duties and responsibilities as prescribed in the Director Performance Evaluation Policy.
  - c. Determine and adopt written policies to govern all operations and programs of the library, in consultation with the Director as necessary.
  - d. Report to and cooperate with other public officials, boards, and the Ames community in support of a good public relations program within the community.
  - e. Approve the annual budget and seek adequate support for library operations and special projects.
  - f. Participate in the development of long-range goals for the Library and work toward the achievement of these goals.
  - g. Accept gifts and approve all library expenditures.
  - h. Authorize the use of the library by nonresidents of the city.
3. No member of the Board of Trustees shall be financially interested, directly or indirectly, in any contract, sale, or transaction that comes before the Board of Trustees for approval or other official action that pertains to the Library, unless an exception listed in *Iowa Code* [Section 362.5](#) applies.
4. Trustees shall receive no compensation, but will be reimbursed for necessary expenses related to their service as trustees.

## Article III: Officers

1. Positions: The officers of the Board will be President, Vice President, and Secretary. Together they will serve as the Executive Committee.
2. Election and Term of Office: At the March meeting of the Board, officers will be elected from a slate of candidates presented by the Nominating Committee (see Article V, Section 2, subsection b) in February or other nominations offered from the floor. They will be installed at the end of the March meeting for a term that expires at the end of the next March meeting. Officers may succeed themselves in office, but may serve no more than a total of three terms in the same office. An officer must be a Trustee during their term in office.
3. Officers' Duties:
  - a. The President shall:
    - i. preside at all meetings of the Board
    - ii. appoint all standing and ad hoc committees
    - iii. approve the agenda for Board meetings
    - iv. serve as Chair of the Executive Committee
    - v. sign monthly library claims lists and resolutions, following approval by the Board
    - vi. execute all documents authorized by the Board
  - b. The Vice President shall:
    - i. perform all the functions of the President in their absence or incapacity
    - ii. serve as a member of the Executive Committee
  - c. The Secretary shall:
    - i. sign monthly library claims lists, resolutions, and minutes, following approval by the Board
    - ii. serve as a member of the Executive Committee
    - iii. record proceedings and prepare minutes of any closed session, as needed
    - iv. perform all the functions of the President in the simultaneous absence or incapacity of the President and Vice President
4. Vacancies: In the event of the death or resignation of any officer, the Board shall choose a successor at the first meeting following the vacancy and that person shall hold office until the next regular election of officers.

## Article IV: Meetings

1. Regular meetings. Regular meetings of the Board will be held on the third Thursday of each month at 7:00 PM Central Time at the Library, unless otherwise changed by a vote of the Board or Executive Committee.
2. Special Meetings. Special meetings may be held at any time, at the call of either the President or any three (3) members of the Board; however, at least twenty-four (24) hours advance notice of the special meeting must be given to all Trustees. The provisions of *Iowa Code* [Chapter 21.4](#) also apply.
3. Quorum. A quorum at any regular or special meeting will consist of five (5) or more Trustees. In the event that all members of the Executive Committee are incapacitated, the remaining Trustees shall select a President pro tem.

4. Public Notice. Notice of the time, date, and place of each regular or special meeting and its tentative agenda shall be given to the news media who have requested such notice and posted on a bulletin board in places reasonably accessible to the public at least twenty-four (24) hours prior to the commencement of the meeting, under the terms of the [Iowa Open Meetings Law](#) (*Iowa Code*, § 21.4). A good-faith effort will be made to notify the press and advise the public in the event of a cancellation.
5. Agenda. An agenda for each regular Board meeting will be made available to the Trustees prior to the meeting, together with necessary discussion materials.
6. Order of Business. The order of business for regular meetings may include but is not limited to the following items:
  - a. Call to Order
  - b. Consent Agenda
    - i. Donations
    - ii. Approval of Minutes
    - iii. Library Claims
  - c. Public Forum
  - d. Financial Reports
  - e. Ames Public Library Friends Foundation Report
  - f. Administrative Staff Reports
  - g. Board Education
  - h. Policy Review
  - i. Unfinished Business
  - j. New Business
  - k. Trustee Comments
  - l. Adjournment

At the President's discretion, routine matters that are expected to be non-controversial and on which there are likely to be no questions may be listed on a consent agenda. Financial Reports shall be reviewed and approved by the Board apart from the consent agenda at least quarterly. Hearings must be held when required by state law.

7. Participation. All meetings of the Board are open to anyone who may wish to observe the proceedings in accordance with the Iowa Open Meetings Law, *Iowa Code* [Chapter 21](#), and the Ames Public Library Policy on Public Participation. Anyone who is not a member of the Board who wishes to address the Board will be given the opportunity to do so during the Public Forum.
8. Procedural Rules. The latest edition of *The Standard Code of Parliamentary Procedure* by Alice Sturgis will govern the parliamentary procedures of the Board.
9. Voting. A vote will be decided by a simple majority of the Trustees voting, except in the case where other criteria are required by ordinance or statute. 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. Votes may be received via electronic means or telephone when the Trustee has been involved in deliberation or conversation leading up to the vote. Trustees may not vote by proxy.

10. Telephone and Electronic Meetings. A regular meeting, a special meeting, or a continued meeting may be held by telephone or electronic means only in circumstances where such a meeting in person is impossible or impractical, and must be conducted in accordance with *Iowa Code* [Chapter 21.8](#). Minor variations in meeting procedures shall be employed, as follows:
  - a. Any electronic connection must permit simultaneous participation by all Trustees involved.
  - b. A quorum must be established through a roll call.
  - c. Members must state their names before speaking.
  - d. At the chair's discretion, discussion will take place on a rotating basis.
  - e. Votes will be taken by roll call or general consent.
  - f. Trustees must be present telephonically, electronically, or in person in order to participate in any vote or decision-making procedure.
  
11. Minutes. Minutes of all regular and special meetings of the Board of Trustees must include the requirements of *Iowa Code* [Chapter 21.3](#) and be distributed to all Trustees.

## **Article V: Committees/Board Liaison Appointments**

Each committee shall act in an advisory capacity only, unless granted specific power to act by the Board, and shall report its progress or recommendations to the full board.

1. Executive Committee. The Executive Committee will consist of the President, Vice President, and Secretary. The full Executive Committee may act on emergency matters prior to a regularly scheduled meeting or when an assembly of the full Board is impractical. Any action taken by the Executive Committee must be approved by a majority vote and shall be reported to the full Board at its next regularly scheduled meeting. The Executive Committee may serve as liaison to the library staff.
  
2. Standing Committees.
  - a. Art Committee: At the May meeting of the Board, the President shall appoint an Art Committee to review gifts of art donated for the Library's art collection; make recommendations on purchase, selection, or deacquisition of artwork; and advise Library staff on placement and duration of displays of artwork from the Library collection. Appointees shall include at least two (2) Trustees and may include additional members selected from the community or Library staff.
  - b. Budget and Finance Committee (BFC): At the May meeting of the Board, the President shall appoint a committee of at least two (2) Trustees to the BFC. With the assistance of the Director, the BFC shall prepare annual budget requests for Board approval in November, monitor revenues and expenditures throughout the year, recommend any necessary spring budget amendments, and review capital improvement plan projects.
  - c. Director Evaluation Committee (DEC): At the May meeting of the Board, the President shall appoint a three-person committee to conduct the director's annual performance evaluation, in accordance with the process described in the Director Performance Evaluation Policy. Appointees shall include at least one member of the Executive Committee, at least one non-member of the Executive Committee, and at least one individual who has previously participated in a DEC. (The qualifications of one trustee may satisfy two of the conditions.)
  - d. Nominating Committee: At the May meeting of the Board, the President will appoint a Nominating Committee consisting of two (2) Trustees to prepare a slate of candidates for



- office. The slate, chosen from the Board members, will be presented to the Board at the February meeting.
- e. Additional standing committees may be established or dissolved by a vote of the Board.
3. Ad Hoc Committees. The President may appoint ad hoc committees as needed.
  4. Board Representatives.
    - a. In May of each year, the President shall appoint two (2) Trustees to serve as representatives to the Ames Public Library Friends Foundation Board of Directors.
    - b. If liaisons are requested by City boards, commissions, or other entities, the President may make appointments or solicit volunteers.

## Article VI: The Director

The Director's duties and responsibilities are detailed in the Director's General Job Duties Policy in the Ames Public Library Policy Manual.

## Article VII: Amendments to Bylaws

Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of the Board, provided that notice of the proposed amendments has been made available to the Trustees at least seven (7) days prior to the meeting.

## References

This policy has been developed in concert with:

- [Iowa Library Trustee's Handbook 2021](#), published by the State Library of Iowa
- *The Standard Code of Parliamentary Procedure, 4th Edition*, by Alice Sturgis
- *Iowa Code*, especially:
  - [Chapter 21](#), Open Meetings Law
  - [Chapter 362](#), Definitions and Miscellaneous Provisions
    - Definitions, §362.2
    - Publication of Notices, §362.3
    - Interest in Public Contract Prohibited – Exceptions, §362.5
    - Conflict of Interest, §362.6
  - [Chapter 392](#), City Administrative Agencies
    - Library Board, §392.5
- *Municipal Code of the City of Ames*:
  - [Chapter 2](#), Administration
  - Appointments to Administrative Agencies, Boards, and Commissions, §2.10
  - [Chapter 15](#), Libraries
- Ames Public Library
  - [Director Performance Evaluation Policy](#)
  - [Director's General Job Duties Policy](#)