

**Ames Public Library Board of Trustees**  
**Agenda – March 20, 2025**  
**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) Election of Officers
- 2) Resolution approving donations
- 3) Motion approving minutes of the regular meeting February 13, 2025
- 4) Motion approving payment of claims 2/1/25 – 2/28/25

**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**

- 5) Assistant City Manager – Goldbeck
- 6) Administration – Schofer
- 7) APLFF – Gibson/Myers

**Board Education**

- 8) Battle of the Books - Anderson

**Policy Review**

- 9) Display and Exhibit (Action)
- 10) Public Participation (Discussion)

**New Business**

- 11) Recognition of Retiring Trustees
- 12) Closed session in accordance with the provisions of Sections 21.5(1)(i) and 21.9, Code of Iowa, for the discussion of the Director's evaluation.
- 13) Approval of the Director's salary (Action)

**Trustee Comments**

**Adjournment**

Next regular meeting: Thursday, April 17, 2025  
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.

In February, the following slate of officer candidates for 2025/26 was presented by the Nominating Committee:

- Deb Gibson, President
- Ben Rearick, Vice President
- Richard Johnson, Secretary

Ben Rearick's term expires on 3/31/25 making him ineligible for Vice President. The Nominating Committee amends the slate as follows:

- Deb Gibson, President
- Carolyn Myers, Vice President
- Richard Johnson, Secretary

Further nominations may be made from the floor at this meeting by removing the Slate from the Consent Agenda otherwise the Slate will be approved as presented.

Some notes from *The Standard Code of Parliamentary Procedure*, Chapter 18:

- An election becomes effective immediately if the candidate is present and does not decline.
- Election of a candidate who is absent and has consented to nomination becomes effective as soon as the person is notified.
- Officers assume office when declared elected; no formal installation is necessary.

**Donations**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
MARCH 20, 2025**

Be it resolved that the Board of Trustees, Ames Public Library, accepts the following donations:

1) Ames Playmakers .....\$61.87

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Richard Johnson, President

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Brenda Thorbs-Weber, Secretary

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
February 13, 2025**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, February 13, 2025, in the Dale H. Ross Board Room with Gordillo, Myers, Rearick, Reger, Reynolds, and Thorbs-Weber in attendance. Gibson, Johnson, and Mitchell-Conway were excused. Assistant City Manager Goldbeck and Director Schofer were also in attendance.

**Call to Order:** Secretary Thorbs-Weber called the meeting to order at 7:05 p.m.

**Consent Agenda:**

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

1. Resolution approving donations:
  - a. Ames Optimist Club (Parent Packs) .....\$300.00
2. Motion approving minutes of the regular meeting January 16, 2025
3. Motion approving payment of claims 1/1/25 – 1/31/25

**Vote on Motion: 5-0 (Thorbs-Weber abstained; Gibson, Johnson, and Mitchell-Conway excused). Approved unanimously. Resolution No. 2025-L005 adopted.**

**Public Forum:** None

**Activity Reports:**

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

- The City Council approved the FY26 budget proposed by the City Manager.
- The Homeless Action Plan Consultant, Dr. Amy Flowers from Analytic Insight, is in town and met with about thirty-six service providers. Dr. Flowers will be meeting with key stakeholders in the community. She will also be talking to individuals experiencing homelessness, as well as individuals at Romero House, and Food at First.
- There is a lot going on with Parks and Rec. The Fitch Aquatic Center construction continues on schedule. There will be a splash pad built at Daley park as well as playground equipment at various parks and an agility course at Carr park and some picnic tables by the pickleball courts.
- Boards and commissions recruitments are in the works now. The Mayor will make appointments in March.

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

- The budget presentation to the Story County Board of Supervisors and Ames City Council were both on February 4th. The Board of Supervisors did approve a 5% increase for the libraries. Both the Board and City Council had a lot of positive things to say about the library.
- The carpet replacement project went well. They had great crews of people installing carpet and moving shelves. Duckett took advantage of the closed spaces to do some painting, change some lighting, clean chiller beams, and other repairs and

cleaning. Holds for materials tripled while areas were closed. We didn't have volunteers enter the project areas but staff were able to pull holds. The project was completed more than two weeks earlier than expected. A ribbon cutting is being planned for April 9, 2025 at 4 p.m.

- There will be a Story County Library Trustee training on April 10, 2025 on A.I.
- Staff day is Monday, February 17, 2025. The Library will be closed to the public.
- The ad is up at the mall. We will change it out periodically.
- Staff are applying for the Library of Congress Literacy Award for Project Smyles. Prizes up to \$150,000 are awarded to the winners.
- Joe Monahan has filed a lawsuit against Iowa Public Information Board (IPIB) since they denied his request for judicial review. He named Schofer, Klein-Hewett, and the Ames Public Library in this suit. Monahan is representing himself. The City Attorney is involved and filed motions to dismiss Schofer, Klein-Hewett, and the Ames Public Library since they are not part of IPIB or their decision making process. Schofer has been forwarding correspondences to the Board.
- There is a legislative meet and greet scheduled on Saturday, February 15, 2025 from 9:30 a.m. – 11:00 a.m. at the Nevada Public Library.

Ames Public Library Friends Foundation (APLFF) Report: No report to the Board.

- Myers was not at the APLFF meeting. Gibson is excused tonight.

Nominating Committee: The Nominating Committee presented the Slate as follows:

- President – Deb Gibson
- Vice President – Ben Rearick
- Secretary – Richard Johnson

Thorbs-Weber opened the floor to additional nominations. No additional nominations were received.

### **Board Education:**

Schofer discussed community engagement ideas with the Board. Some ideas included attending Library, APLFF, and community programs and events like the book sales, Repair Cafes, League of Women Voters Programs, English Conversation Circle, Terrific Tuesdays, Pub Fiction, Senior Expo, Rock on Retirement, Farmer's Market, National Night Out, Juneteenth, the Mayor's Bike Ride, Bandshell concerts, open houses, etc. Dates for some events will be added to upcoming dates sent out with the Board packet.

### **Policy Review:**

Records Retention: This policy was brought to the November 21, 2024 meeting for discussion and put on hold until the City completed their update to the City's Records Retention Policy. It was brought back to the Board last month for discussion. Several changes are recommended to reflect updates the City adopted by Resolution 24-6741 on December 17, 2024. The Board discussed the policy.

**Moved by Reger, seconded by Gordillo, to approve the review of the Records Retention Policy as presented.**

**Vote on Motion: 5-0 (Thorbs-Weber abstained; Gibson, Johnson, and Mitchell-Conway excused). Approved unanimously. Resolution No. 2025-L006 adopted.**

Display and Exhibit: Schofer introduced the policy. The Board discussed the policy. This policy will be reviewed by staff and brought back next month for action. The Board recommends adding the Expression of Concern policy link in the references.

**Trustee Comments:**

- Rearick – thank you everyone for the thoughtful discussion.
- Myers – stated she is under a lot of stress at work right now and appreciates the openness with everything that is going on. Thank you everyone.
- Reynolds – shared empathy with Myers as her husband is in a similar situation. She hopes Schofer feels supported by the Library Board. It's incredibly frustrating.
- Gordillo – thank you Schofer for handling this the best way possible. It's sad to have this in our community. It is a treat to be here. She just wants to second what Reynold's was saying. She would also like to show support, she's just not sure how to at this point. The Library does a lot more than what is being drawn at this point. He is being loud but we need other louder voices to show what the Library is about.
- Reger – ditto. He appreciates the transparency and trusts your judgement.
- Thorbs-Weber – thanked Schofer for keeping the Board abreast to things as they unfold. She likes the ideas of how the Board can be more active and believes it's good to be making more connections in the community for things such as this coming down the pipeline. This one person is the loudest even when they can be a minority.

**Adjournment:**

**Moved by Reynolds, seconded by Gordillo, to adjourn at 8:25 p.m.**

**Vote on Motion: 5-0 (Thorbs-Weber abstained; Gibson, Johnson, and Mitchell-Conway excused). Approved unanimously.**

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

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Melissa Johannes, Library Secretary

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Brenda Thorbs-Weber, Board Secretary

**Library Claims**  
**February 1 - February 28, 2025**

<b>Administration FY25</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	50,717.98
PAYROLL SUMMARY	DENTAL INSURANCE	\$	517.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	233.31
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	10,485.10
PAYROLL SUMMARY	MEDICARE FICA	\$	725.53
PAYROLL SUMMARY	FICA	\$	3,102.27
PAYROLL SUMMARY	IPERS	\$	4,787.78
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	160.70
DEC 2024 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	2,348.48
DEC 2024 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,265.00
BANK OF AMERICA	TRAINING	\$	50.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	30.00
BANK OF AMERICA	ADVERTISING	\$	153.00
UB ADJ. UPDATE	ELECTRIC SERVICE	\$	(0.48)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	6,885.64
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$	(99.99)
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	349.55
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,196.63
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	403.65
ASPEN WASTE SYSTEM OF IOWA	WASTE DISPOSAL	\$	242.44
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	854.47
THE QUIPU GROUP LLC	TECHNOLOGY MAINT/SUPPORT	\$	1,500.00
PREMIER OFFICE EQUIPMENT	LEASES	\$	473.80
XEROX GOVERNMENT SYSTEMS	LEASES	\$	516.00
PREFERRED PEST MANAGEMENT	NON-CITY SERVICE	\$	175.00
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	6,840.17
LAWNPRO	NON-CITY SERVICE	\$	711.25
VESTIS SERVICES, LLC	NON-CITY SERVICE	\$	86.40
CH ISSUES	OFFICE SUPPLIES	\$	324.62
QUILL CORP	OFFICE SUPPLIES	\$	101.46
BANK OF AMERICA	OFFICE SUPPLIES	\$	328.25
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	69.56
ULINE	OFFICE SUPPLIES	\$	200.83
BANK OF AMERICA	STRUCTURAL MATERIAL	\$	236.28
BANK OF AMERICA	CLEANING SUPPLIES	\$	89.53
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	115.18
O DONNELL ACE HARDWARE IN	EQUIPMENT PARTS/SUPPLIES	\$	3.42
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	21.90
BANK OF AMERICA	FOOD	\$	984.02
<b>Total Administration</b>		<b>\$</b>	<b>99,261.30</b>
<b>Resource Services FY25</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	30,908.04

**Library Claims**  
**February 1 - February 28, 2025**

PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	142.18
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,560.28
PAYROLL SUMMARY	MEDICARE FICA	\$	419.19
PAYROLL SUMMARY	FICA	\$	1,792.37
PAYROLL SUMMARY	IPERS	\$	2,917.72
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	37.08
BANK OF AMERICA	CONFERENCES	\$	1,069.97
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	125.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	640.90
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	9.49
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	1,083.79
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	179.09
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	140.10
AMAZON CAPITAL SERVICES	EQUIPMENT PARTS/SUPPLIES	\$	21.75
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	8,626.14
OVERDRIVE	ELECTRONIC COLLECTION	\$	327.54
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,155.00
BANK OF AMERICA	SPECIAL PJCT COLLECTIONS	\$	832.97
AMAZON CAPITAL SERVICES	SPECIAL PJCT COLLECTIONS	\$	139.16
USA TODAY	PERIODICALS	\$	118.80
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	2,397.54
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,758.09
BOOK FARM INC	YOUTH COLLECTION	\$	28.10
CAVENDISH SQUARE	YOUTH COLLECTION	\$	186.03
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$	255.07
BAKER & TAYLOR INC	AUDIO-VISUAL COLLECTION	\$	610.35
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	351.01
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	3,997.31
AMAZON CAPITAL SERVICES I	AUDIO-VISUAL COLLECTION	\$	188.26
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	7,324.68
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	4,291.13
GALE GROUP	ADULT PRINT COLLECTION	\$	278.89
AMAZON CAPITAL SERVICES I	ADULT PRINT COLLECTION	\$	431.95
ROHRBACK, SUSAN	REFUNDS	\$	20.00
DAKE, DOROTHY	REFUNDS	\$	16.99
REFUNDS TAKEN AS DONATION	REFUNDS	\$	77.08
<b>Total Resource Services</b>		<b>\$</b>	<b>79,790.52</b>
<b>Youth Services FY25</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	42,225.44
PAYROLL SUMMARY	DENTAL INSURANCE	\$	498.60
PAYROLL SUMMARY	IPERS DISABILITY	\$	137.22
PAYROLL SUMMARY	LIFE INSURANCE	\$	74.27
PAYROLL SUMMARY	HEALTH INSURANCE	\$	10,094.30



**Library Claims**  
**February 1 - February 28, 2025**

PAYROLL SUMMARY	MEDICARE FICA	\$	581.32
PAYROLL SUMMARY	FICA	\$	2,485.64
PAYROLL SUMMARY	IPERS	\$	3,986.08
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	50.68
BANK OF AMERICA	RECRUITING COSTS	\$	355.00
BANK OF AMERICA	OFFICE SUPPLIES	\$	24.26
<b>Total Youth Services</b>		<b>\$</b>	<b>60,512.81</b>

<b>Adult Services FY25</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	50,026.94
PAYROLL SUMMARY	DENTAL INSURANCE	\$	371.40
PAYROLL SUMMARY	IPERS DISABILITY	\$	206.20
PAYROLL SUMMARY	LIFE INSURANCE	\$	84.16
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,869.44
PAYROLL SUMMARY	MEDICARE FICA	\$	717.10
PAYROLL SUMMARY	FICA	\$	3,066.19
PAYROLL SUMMARY	IPERS	\$	4,722.56
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	60.06
BANK OF AMERICA	TRAVEL/MEETINGS	\$	12.25
BANK OF AMERICA	TRAINING	\$	47.40
BANK OF AMERICA	OFFICE SUPPLIES	\$	62.81
BANK OF AMERICA	FOOD	\$	15.39
<b>Total Adult Services</b>		<b>\$</b>	<b>67,261.90</b>

<b>Customer Account Services FY25</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	52,293.10
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	15,508.54
PAYROLL SUMMARY	DENTAL INSURANCE	\$	336.56
PAYROLL SUMMARY	IPERS DISABILITY	\$	239.24
PAYROLL SUMMARY	LIFE INSURANCE	\$	91.60
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,571.88
PAYROLL SUMMARY	MEDICARE FICA	\$	942.71
PAYROLL SUMMARY	FICA	\$	4,030.61
PAYROLL SUMMARY	IPERS	\$	6,400.51
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	81.32
AUTOMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$	65.64
BANK OF AMERICA	RECRUITING COSTS	\$	355.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	59.10
BANK OF AMERICA	OFFICE SUPPLIES	\$	114.14
BANK OF AMERICA	FOOD	\$	214.66
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	13.98

<b>Total Customer Account Services</b>		<b>\$</b>	<b>88,318.59</b>
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	<b>Total FY25:</b>	<b>\$</b>	<b>395,145.12</b>
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<b>Richard Johnson, President</b>	<b>Brenda Thorbs-Weber, Secretary</b>	Date



# Display and Exhibit Spaces Policy

Section: Library Resources

Approved: 5/21/2009

Reviewed:

Revised: 10/21/2010, 03/21/2013, 08/21/2014, 09/17/2015, 03/23/2017, 09/17/2020, 8/18/2022

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Ames Public Library offers display and exhibit spaces to connect Library visitors to the world of ideas.

Materials displayed or distributed in the Library do not constitute Library endorsement of the ideas, issues, or events promoted by those materials. The Library reserves the right to accept, reject, or request modifications to any materials displayed or exhibited.

The scheduling of displays and exhibit spaces for Ames Public Library, City of Ames, and Ames Public Library Friends Foundation takes priority over scheduling for others.

There is no charge for the use of display and exhibit space and no fees may be charged to view displays in the Library.

Political campaign signs cannot be displayed, per [Iowa Code](#).

Ames Public Library assumes no responsibility for the protection, damage, or theft of displayed materials, exhibits, or loaned works of art.

## **Displays**

Spaces within the Library may be provided for posting flyers or notices of an informational, educational, cultural, civic, or recreational nature. Display space for these items will be made available regardless of the beliefs or affiliations of the individual or group requesting its uses provided they comply with the general guidelines.

### **General Guidelines:**

- Items must be submitted to the Welcome Desk for consideration. Only one item may be posted per event.
- All posting and placement of materials will be done by Ames Public Library personnel.
- Materials for posting must include date, sponsoring person or organization, place and time.
- Petitions are not allowed.
- Preference will be given to items no larger than 8½"x 11." Larger items will be considered as space allows.
- Preference will be given to events or services in Ames or Story County.
- Items will remain posted until the event has occurred or for a maximum of 30 days as space allows.
- Materials will not be returned.

### **Wall-Mounted Display Cases:**

Specific display cases have been designated for flyers and posters that provide information about community events such as programs, meetings, performances, leisure activities, and educational opportunities.

### **Community Bulletin Board:**

Some materials will not be posted in the display cases, but may be submitted for posting on a bulletin board designated for general community information sharing including:

- items promoting a continuing service
- miscellaneous postings that include, but are not limited to:
  - items for sale
  - roommate wanted
  - advertisements for lessons (music, martial arts, tutoring, etc.) or services (babysitting, painting, lawn care, etc.)

### **Brochure Racks:**

Library-provided display racks hold multi-copy informational handouts. Preference is given to Ames Public Library, City of Ames, Ames Public Library Friends Foundation, government and non-profit information.

### **Free-Standing Display Cases/ Electronic Display Monitors:**

Library-provided free-standing display cases/ electronic display monitors may be utilized exclusively by the Ames Public Library, City of Ames, and Ames Public Library Friends Foundation.

### **Floor Space:**

Floor spaces may be utilized for temporary free-standing displays exclusively by the Ames Public Library, City of Ames, and Ames Public Library Friends Foundation.

### **Exhibits**

Library exhibits are planned public displays that support the Library's mission and strategic priorities and are presented by the Library or in partnership with a community group, agency or individual.

Exhibits in designated Library spaces, Bookmobile, or online, provide an opportunity for artists and designers to display their work within the limits of the space, with an understanding that the space is used regularly by people of all ages.

The purpose of Library exhibit space is to:

- Encourage the use of the Library, its resources and programs.
- Present information on issues of current interest.
- Foster cultural awareness, diversity, and equitability.
- Foster civic engagement and discourse.
- Facilitate the sharing of local talent, knowledge, and expertise.

## General Guidelines:

- Applications for exhibits may be submitted online.
- Applications will be reviewed and approved by the Programming & Exhibitions Team.
- The scheduling of displays and exhibit spaces for Ames Public Library, City of Ames, and Ames Public Library Friends Foundation takes priority over scheduling for others.
- The Library will not engage in selling or negotiating for the sale of work on behalf of an artist or designer. However, the artist's or designer's name and contact information may be displayed with the artwork.
- Exceptions to the above may be made at the discretion of the Library Director.

## Expressions of Concern

The Ames Public Library Director and the Board of Trustees welcome feedback from customers. Any customer concerns will be handled promptly and courteously as detailed in the Expressions of Concern Policy.

## References

American Library Association guidance documents:

[Library Bill of Rights](#)

["Exhibit Spaces and Bulletin Boards, An Interpretation of the Library Bill of Rights"](#)

[Iowa Code §68A.406](#) Campaign Signs – Yard Signs

2. a. Campaign signs shall not be placed on any of the following:

(1) Any property owned by the state or the governing body of a county, city, or other political subdivision of the state, including all property considered the public right-of-way.

Ames Public Library [Programs Policy](#)

[Ames Public Library Expression of Concerns Policy](#)

## **Records Retention Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
March 20, 2025**

Be it resolved that the Board of Trustees, Ames Public Library, approves the revisions to the Display and Exhibit Spaces Policy as presented.

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Richard Johnson, President

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Brenda Thorbs-Weber, Secretary



# Public Participation Policy

Section: Administration

Approved: 12/18/2003

Reviewed: 8/20/2009, 3/19/2015, 9/17/2017, 9/15/2022

Revised: 12/21/2006, 10/20/2011, 10/15/2020

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The Ames Public Library Board of Trustees encourages community members to share their views. The Board agenda includes time at each meeting for comments. In order for the Board to fulfill its obligation to complete the scheduled agenda and conduct library business in an effective and efficient manner, a maximum of 30 minutes of public participation will be permitted. Comments from community members will not change the scheduled meeting agenda.

## Visitors

All visitors are required to sign in. Community members wishing to speak must complete a card with their full name and address. The card shall be given to the recording secretary prior to the call to order. Community members wishing to speak at an electronic meeting shall use the chat feature to submit their full name and address. Those who have indicated a desire to speak will be recognized in the order in which they signed in.

Each speaker is given a maximum of three (3) minutes to share their views with the Board. If several community members wish to speak, the presiding officer will determine how much time each will be allotted until the total public participation time of 30 minutes is used. The rules may be suspended at the presiding officer's discretion.

No person may speak more than once per meeting. All remarks shall be addressed to the Board of Trustees as a body and not to any Trustee specifically. Public comments must be relevant to the operation of the Library. The presiding officer shall rule on the relevancy of public comments. Behavior that is abusive, personal, impertinent, irrelevant, loud, threatening, slanderous or profane shall not be allowed. Persons not following this policy may be asked to leave the meeting.

If a community member wishes to share additional comments, or did not have the opportunity to speak due to time constraints, they may put their comments in writing. All communication with the Library Director or Board of Trustees is public information.

## Trustees

The presiding officer recognizes each registered speaker. The presiding officer introduces each speaker and keeps track of time. The trustees listen and may ask questions.

## References

[Iowa Code Section 21](#), Open Meetings Law



The Ames Public Library trustees and staff express  
their deepest thanks and gratitude to

**Ianka Mitchell-Conway  
and Ben Rearick**

for their years of dedication and service.

Move to enter into closed session in accordance with the provisions of Sections 21.5(1)(i) and 21.9, Code of Iowa, for the discussion of strategy in matters relating to employment.



## **Director's Salary**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
MARCH 20, 2025**

Be it resolved that the Board of Trustees, Ames Public Library, sets the Director's salary effective July 1, 2025 at \$\_\_\_\_\_.

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Richard Johnson, President

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Brenda Thorbs-Weber, Secretary