

**Ames Public Library Board of Trustees  
Agenda – March 19, 2026  
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) Motion approving minutes of the regular meeting February 19, 2026
- 3) Motion approving payment of claims 2/1/26 – 2/28/26

**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**

- 4) Assistant City Manager's Office – Eames (Reinvigorating Neighborhoods)
- 5) Administration – Schofer
- 6) APLFF – Gordillo/Myers

**Policy Review**

- 7) Library Security Cameras (Action)
- 8) Meeting Rooms/Study Rooms (Discussion)

**New Business**

- 9) Recognition of Retiring Trustees
- 10) 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.
- 11) Approval of the Director's salary (Action)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, April 16, 2026  
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 2026/27 was presented by the Nominating Committee:

- Richard Johnson, President
- Monica Gordillo, Vice President
- Deb Gibson, 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.

**Minutes**  
**Ames Public Library Board of Trustees**  
Dale H. Ross Board Room  
515 Douglas Ave, Ames IA 50010  
February 19, 2026

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, February 19, 2026, in the Dale H. Ross Board Room with Dennis, Gibson, Gordillo (virtual), Johnson (virtual at 7:05 pm), Myers, Reger, and Reynolds in attendance. Arora and Thorbs-Weber were excused. Director Schofer was also in attendance.

**Call to Order:** President Gibson called the meeting to order at 7:02 p.m.

**Consent Agenda:**

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

A. Resolution accepting donations as follows:

- Angie Shirk-Tewes (credit refund 7/2/25).....\$26.99
- Annie Barbour (credit refund 7/29/25).....\$ 5.99
- Laura Mogler (credit refund 7/29/25) .....\$ 5.99
- Leysan Mubarakshina (credit refund 7/29/25) .....\$48.00
- Neva Hinzman (credit refund 8/4/25) .....\$11.19
- Kris Scheppler (credit refund 8/5/25) .....\$13.25
- Laura Schinnow (credit refund 8/5/25).....\$18.99
- Jeremy Schweitzer (credit refund 9/27/25) .....\$16.99
- Young Park (credit refund 10/8/25) .....\$16.50
- Samantha Nimmo (credit refund 10/12/25).....\$38.97
- Heidi Chopskie (credit refund 12/15/25)..... \$30.00

B. Motion approving minutes of the regular meeting January 15, 2026

C. Motion approving payment of claims 1/1/26 – 1/31/26

Vote on Motion: 5-0 (Gibson abstained; Arora, Johnson, and Thorbs-Weber were excused). Approved unanimously. Resolution 2026-L005 adopted.

**Public Forum:** None.

**Activity Reports:**

A. Assistant City Manager: Goldbeck was unable to attend but sent a written report that Schofer shared.

- The Ames Animal Shelter and Animal Control Division is seeking community input on a proposed pet licensing program through an online survey available until February 27. The survey is available at [www.CityOfAmes.org/PetLicense](http://www.CityOfAmes.org/PetLicense). The proposal sets licenses at \$12 per year for altered (spayed or neutered) pets and \$24 per year for unaltered (not spayed or neutered) pets.

- Parks and Recreation will be holding its annual hiring tailgate event on Saturday, February 28 from 10 a.m. to noon at Homewood Course Clubhouse, 401 E 20th Street. This is the kickoff event for hiring part-time summer help. Fitch Aquatic Center is expected to open this spring.
- Mark the third Thursday of each month on your calendar and join Ames City Council members and City of Ames staff at 10 a.m. for a cup of coffee at Sixty Forward , 205 S. Walnut Avenue. City staff or an elected official will be available to connect with community members every third Thursday of the month going forward.
- The City has a new podcast called “From Agenda to Action” dedicated to helping residents stay informed about Ames City Council meetings and decisions. Regular City Council meetings are held on the second and fourth Tuesday of each month. Each meeting cycle includes two episodes. On the Friday before each City Council meeting, the Mayor will provide a preview on key agenda items and upcoming topics for discussion. Then on the Friday after each meeting, there will be a recap of the actions taken by Council, including votes, next steps, and what those decisions mean for the community.
- At the February 10, 2026, Council meeting, the Council approved updates to Ordinance Chapter 14: Human Relations stating that discrimination on the basis of gender identity is prohibited. The penalty would be municipal infraction - \$750 for the first violation and \$1,000 for repeat violations. The City has not investigated discrimination complaints since 2018, so staff is working to establish updated procedures on doing this work. The City would only manage discrimination complaints on the basis gender identity.
- The Warming Place was able to operate for several days in January. Ames First United Methodist Church has provided the space. The Romero House has provided volunteers. HOST members have helped with check-ins at night. Most nights saw about 6-10 people using the service. The team will re-evaluate this for next year if needed.

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

- Schofer and Klein-Hewett had the budget presentation on February 3, 2026. Schofer made a comment about the partnership with the Ames Community School District that was shared on the news.
- Schofer and a former practicum student attended Capital Day. Schofer was able to talk to Quirnbach, Wessel-Kroeschell, and Wilburn. She asked to talk to Green, but he didn't come by. There are pieces of legislation moving to subcommittee that negatively impact libraries that she is watching. Schofer gave testimony at the School Library/ Bookmobile subcommittee. The Des Moines Register covered it, and the Ames Tribune picked it up.
- Staff day was February 16 which included an update from City IT staff, the Sustainability Team, Accessibility Team on Sensory Training, a budget update, Homelessness 501 training discussion, a review of the Library Champions series, and workgroup meetings.
- The bid for design work for the additional study rooms in Adult Services was awarded to ISG Inc.

- Staff are working with a furniture vendor to create a list for replacement needs for Adult Services and additional tables for the auditorium.
- A landscaping design was created pro bono. The next step will be to secure some quotes to see if the work will require going to bid.
- Klein-Hewett and Olson did some podcasts on the Carnegie Grant and History, Seed Library and America 250.
- Schofer recorded her part for the PBS American Stories: a Reading Road Trip filming. It airs on March 10.

C. Ames Public Library Friends Foundation (APLFF) Report: No meeting in February.

D. Nominating Committee: Reynolds presented the slate to the Board.

- President – Johnson
- Vice President – Gordillo
- Secretary – Gibson

It was opened to the floor for other nominations to be made, receiving none, the Slate will be included in the Consent Agenda next month for approval.

**Board Education:** Schofer presented the Iowa Urban Public Library Statistics from fiscal year 2025. These statistics show how the Ames Public Library ranks against other libraries of similar sizes in Iowa. The Board discussed the statistics.

**Policy Review:**

A. Conduct in the Library: This policy was brought to the Board last month for discussion and reviewed by staff. Schofer introduced the policy. Recommended changes include amending the bullet starting Maliciously accessing, damaging, or destroying by adding “library technology or data” and removing “computers or peripheral equipment, or altering, deleting, damaging, or destroying the computer system, computer network, computer programs or data”, changing “in-line skates” to “scooters” in the next bullet, adding a bullet “Charging e-bikes or similar transportation in non-designated areas”, and removing the bullet “not wearing shoes”. Another change is removing “after one warning” in the second bullet under Consequences. The Board discussed the policy.

Moved by Myers, seconded by Reger, to approve the revisions to the Conduct in the Library Policy as presented.

Vote on Motion: 6-0 (Gibson abstained; Arora and Thorbs-Weber were excused). Approved unanimously. Resolution 2026-L006 adopted.

B. Library Security Cameras: Schofer introduced the policy. The Board discussed the policy. This policy will be reviewed by staff and brought back next month for action.

**Trustee Comments:**

- Myers – it’s been the longest month and half. She’s happy to be part of such a professional team that wants to provide wonderful services to the public.
- Reynolds – happy to be here this month.
- Dennis – thank you to Schofer for advocating for the library. The notes are so helpful. It’s Important to keep passing them along and stay on top of them. The effort is not going to waste. People are responding on the Facebook link.
- Reger – it is nice to be able to come to a warm, dry library facility. He also wants to note how awesome it is that Carnagie, who lived years ago, still has money coming in to support libraries today.
- Gordillo – she has been so impressed with all the information Schofer has been sending out. Thank you for sharing the IUPLA statistics. It is so interesting to see how we are doing versus other libraries.
- Johnson – thankful that the link got sent out for the meeting tonight. The wipers on his car weren’t working well and there was a wreck just past where he was. It’s good to meet, even virtually. Stay safe everyone.

**Adjournment:**

Moved by Reger, seconded by Dennis, to adjourn at 7:55 p.m.

Vote on Motion: 6-0 (Gibson abstained; Arora and Thorbs-Weber were excused).  
Approved unanimously.

The next regular meeting will be on Thursday, March 19, 2026, at 7:00 p.m. in the Dale H. Ross Board Room.

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Melissa Johannes, Library Secretary

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Richard Johnson, Board Secretary

LIBRARY CLAIMS  
FEBRUARY 1-28, 2026

**Administration FY26**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	37,149.16
PAYROLL SUMMARY	DENTAL INSURANCE	\$	335.44
PAYROLL SUMMARY	IPERS DISABILITY	\$	149.91
PAYROLL SUMMARY	LIFE INSURANCE	\$	47.03
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,290.32
PAYROLL SUMMARY	MEDICARE	\$	528.39
PAYROLL SUMMARY	SOCIAL SECURITY	\$	2,259.30
PAYROLL SUMMARY	IPERS	\$	3,506.86
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	147.90
DEC 2025 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	389.79
NOV 2025 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	2,007.60
DEC 2025 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,264.00
NOV 2025 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,264.00
DEPT ALLOCATIONS	INTERDEPARTMENTAL SVCS	\$	29.38
DEPT POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$	9.33
BANK OF AMERICA	TRAINING	\$	114.00
4IMPRINT INC	ADVERTISING	\$	465.24
ONESOURCE	RECRUITING COSTS	\$	752.00
UB ADJ. UPDATE	ELECTRIC SERVICE	\$	(0.43)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	6,075.03
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	270.89
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	10,058.73
MIDWEST ALARM SERVICES	OUTSIDE PHONE/DATA SVCS	\$	900.00
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	456.01
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	254.56
ALLIANT ENERGY/IPL	NATURAL GAS	\$	2,434.09
ACI MECHANICAL INC	EQUIPMENT REPAIRS	\$	717.54
BANK OF AMERICA	SOFTWARE LIC/SUBS/SUPPORT	\$	428.63
THE QUIPU GROUP LLC	SOFTWARE LIC/SUBS/SUPPORT	\$	2,600.00
XEROX FINANCIAL SERVICES	LEASES	\$	516.00
XEROX BUSINESS SOLUTIONS	LEASES	\$	595.89
ABM JANITORIAL NORTH CENT	OTHER NON-CITY SERVICES	\$	7,747.23
LAWNPRO	OTHER NON-CITY SERVICES	\$	1,805.00
VESTIS SERVICES, LLC	OTHER NON-CITY SERVICES	\$	64.80
CH ISSUES	OFFICE SUPPLIES	\$	94.65
QUILL CORP	OFFICE SUPPLIES	\$	39.73
BANK OF AMERICA	OFFICE SUPPLIES	\$	32.37
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	11.49
ULINE	OFFICE SUPPLIES	\$	100.63
ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$	19.09
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	100.29

LIBRARY CLAIMS  
FEBRUARY 1-28, 2026

CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	558.00
BANK OF AMERICA	CLEANING SUPPLIES	\$	107.83
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	629.86
BANK OF AMERICA	FOOD	\$	62.60
<b>Total Administration</b>		<b>\$</b>	<b>96,390.16</b>

**Resource Services FY26**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	32,389.32
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	149.00
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,085.14
PAYROLL SUMMARY	MEDICARE	\$	441.90
PAYROLL SUMMARY	SOCIAL SECURITY	\$	1,889.41
PAYROLL SUMMARY	IPERS	\$	3,057.54
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	38.86
BANK OF AMERICA	TRAINING	\$	247.50
BANK OF AMERICA	CONFERENCES	\$	239.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	137.50
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	9.99
DEMCO INC	EQUIPMENT PARTS/ SUPPLIES	\$	923.53
BANK OF AMERICA	EQUIPMENT PARTS/ SUPPLIES	\$	84.00
OVERDRIVE	ELECTRONIC COLLECTION	\$	5,992.65
KANOPIY LLC	ELECTRONIC COLLECTION	\$	1,156.00
BANK OF AMERICA	SPECIAL PJCT COLLECTIONS	\$	223.72
AMAZON CAPITAL SERVICES	SPECIAL PJCT COLLECTIONS	\$	93.86
USA TODAY	PERIODICALS	\$	118.80
PERMA BOUND	YOUTH COLLECTION	\$	503.24
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	4,469.27
BANK OF AMERICA	YOUTH COLLECTION	\$	212.41
CAVENDISH SQUARE	YOUTH COLLECTION	\$	186.03
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$	700.33
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	1,274.81
LIBRARY IDEAS LLC	AUDIO-VISUAL COLLECTION	\$	58.52
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$	383.85
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	5,364.28
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	44.36
GALE GROUP	ADULT PRINT COLLECTION	\$	1,334.79
AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$	819.36
LI, YING	REFUNDS	\$	25.00
<b>Total Resource Services</b>		<b>\$</b>	<b>69,985.45</b>

LIBRARY CLAIMS  
FEBRUARY 1-28, 2026

<b>Youth Services FY26</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	46,218.48
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	1,362.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	360.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	148.38
PAYROLL SUMMARY	LIFE INSURANCE	\$	76.75
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,923.44
PAYROLL SUMMARY	MEDICARE	\$	666.08
PAYROLL SUMMARY	SOCIAL SECURITY	\$	2,848.05
PAYROLL SUMMARY	IPERS	\$	4,491.59
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	57.09
BANK OF AMERICA	RECRUITING COSTS	\$	60.00
BANK OF AMERICA	OFFICE SUPPLIES	\$	150.01
BRIANNE ANDERSON PCARD	PURCHASE CARD CLEARING	\$	(341.08)
BANK OF AMERICA	PURCHASE CARD CLEARING	\$	341.08
<b>Total Youth Services</b>		<b>\$</b>	<b>64,362.61</b>

<b>Adult Services FY26</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	52,861.78
PAYROLL SUMMARY	DENTAL INSURANCE	\$	371.40
PAYROLL SUMMARY	IPERS DISABILITY	\$	243.17
PAYROLL SUMMARY	LIFE INSURANCE	\$	84.16
PAYROLL SUMMARY	HEALTH INSURANCE	\$	8,499.08
PAYROLL SUMMARY	MEDICARE	\$	745.57
PAYROLL SUMMARY	SOCIAL SECURITY	\$	3,187.87
PAYROLL SUMMARY	IPERS	\$	4,990.14
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	63.42
DEPT POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$	4.41
BANK OF AMERICA	TRAVEL/MEETINGS	\$	9.50
<b>Total Adult Services</b>		<b>\$</b>	<b>71,060.50</b>

<b>Customer Account Services FY26</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	56,266.64
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	13,268.22
PAYROLL SUMMARY	DENTAL INSURANCE	\$	405.16
PAYROLL SUMMARY	IPERS DISABILITY	\$	242.31
PAYROLL SUMMARY	LIFE INSURANCE	\$	96.55
PAYROLL SUMMARY	HEALTH INSURANCE	\$	9,089.00
PAYROLL SUMMARY	MEDICARE	\$	956.95
PAYROLL SUMMARY	SOCIAL SECURITY	\$	4,091.89
PAYROLL SUMMARY	IPERS	\$	6,564.10
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	83.48
AUTOMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$	64.39

LIBRARY CLAIMS  
FEBRUARY 1-28, 2026

DEPT POSTAGE ALLOCATION	POSTAGE/FREIGHT	\$	798.74
MATOS, BETSY	TRAVEL/MEETINGS	\$	101.00
UTOMO, ERWIN	TRAVEL/MEETINGS	\$	5.60
NEAL, JESSIE	TRAVEL/MEETINGS	\$	11.20
VAN ROEKEL, GRACE	TRAVEL/MEETINGS	\$	16.24
SCACE, KENDRA	TRAVEL/MEETINGS	\$	115.06
UNIQUE MANAGEMENT SERVICE	OTHER NON-CITY SERVICES	\$	29.55
<b>Total Customer Account Services</b>		<b>\$</b>	<b>92,206.08</b>

<b>Total FY26:</b>		<b>\$</b>	<b>394,004.80</b>
Deb Gibson, President	Richard Johnson, Secretary	Date	

Approved: 10/23/2008  
Reviewed: 8/20/2015  
Revised: 1/19/2012, 8/20/2018, 7/15/2021, 8/17/2023

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Ames Public Library takes reasonable precautions to assure a safe and secure environment for its patrons and staff. Security cameras and real-time monitors are placed at selected locations in order to observe and record activities on library premises.

## **Library Practices**

The Library will post signage advising that security cameras are in use.

Camera placement will be determined by the Library Director or their designee.

Cameras will not be placed in areas where there is a reasonable expectation of privacy or in areas prohibited by Iowa Code, such as restrooms.

Cameras will not be monitored continuously by library staff. Cameras will not monitor or record audible communication.

Cameras will record activities in real time and images will be saved to internal storage. Software currently in use deletes images automatically as the capacity of the hard drive is reached. The Library may retain copies of certain images as needed for legal or operational purposes.

The Library Director holds the authority to designate library staff members who may access security camera imagery. Designated staff may use live surveillance, still shots, or selected portions of recorded data to assess the security risk of a specific individual, to investigate a crime or injury on library property, to consult with law enforcement officials, to validate policy violations, to alert staff to banned or disruptive individuals, or to address internal security, safety, or operational concerns. In the discharge of such duties, designated staff members are permitted to connect the recorded digital images with identification data available on the Library's user database.

Images that are saved or shared may be destroyed when no longer useful; however, images that become part of an official record will become the responsibility of the appropriate authority for the duration of the applicable record retention period.

## **Confidentiality**

Any recorded images that include identifiable persons checking out identifiable items or requesting identifiable items or identifiable information shall be treated as confidential to the extent provided in [Iowa Code § 22.7\(13\)](#).

Only designated library staff may view real-time images or screen recorded images to determine if they contain protected information. Any inadvertent views of protected information shall be held in confidence by the library staff, in accordance with the [Library's Confidentiality Policy](#).

Images that include records protected by [Iowa Code § 22.7](#) will not be released without a court order.

## **Requests for Access to Security Camera Images**

All requests to view or obtain security camera imagery must be presented to the Library Director. If the Library Director is unavailable, such requests must be presented to a designated member of staff. Law enforcement and City officials may view recorded images, unless they include records protected by [Iowa Code § 22.7\(13\)](#).

Any security camera imagery provided to law enforcement agencies or other external persons or agencies will be with the knowledge and authorization of the Library Director, when practicable.

If recorded images include records protected by [Iowa Code § 22.7\(13\)](#), authorized staff will provide access to criminal or juvenile justice agencies when pursuant to a valid search warrant, subpoena or court order, or when otherwise required by law. Authorized staff will consult with legal counsel to determine if the request for confidential records is permitted by law.

All requests for public disclosure of recorded images must be presented to the Library Director or the staff member designated to act in their stead. Guidelines for public disclosure of security camera video imagery shall follow the procedures established by the Library Director in accordance with [Iowa Code chapter 22](#).

## **References**

[Ames Public Library Confidentiality Policy](#)

[Ames Public Library Conduct in the Library Policy](#)

[State Code of Iowa chapter 22](#)

**Library Security Cameras Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
March 19, 2026**

Be it resolved that the Board of Trustees, Ames Public Library, approves the review of the Library Security Cameras Policy as presented with no changes.

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Deb Gibson, President

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Richard Johnson, Secretary

Approved: 8/21/1996

Reviewed: 2/20/2003

Revised: 3/25/2004, 8/18/2005, 7/20/2006, 10/15/2009, 4/19/2012, 5/15/2014, 8/21/2014, 1/19/2017, 8/15/2019, 8/19/2021, 9/21/2023

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Ames Public Library offers meeting rooms and study rooms to further the Library's mission (Ames Public Library – We connect you to the world of ideas). These rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Provision of Library meeting rooms and study rooms does not constitute an endorsement by the Library of the content of the programs or the views expressed by the participants. Topics, speakers and resource materials are not excluded from Library meeting rooms because of possible controversy.

## **Scheduling and Use Priorities**

The Ames Public Library provides multiple meeting rooms to meet community need and strives to provide broad access for use by the public. When necessary, use of meeting rooms for Elections, program and activities of the Ames Public Library and APL Friends Foundation, and programs and activities of the City of Ames, will have prioritized access to available spaces.

Allocation of Library meeting rooms and study rooms may be adjusted at staff discretion.

## **Guidelines for Meeting Room Use**

- Library meeting rooms are available for educational, informational, or cultural meetings during the hours the Library is open.
- All gatherings must be free and open to the public except events sponsored by Ames Public Library, Ames Public Library Friends Foundation, or City of Ames, and meetings of state library groups. Exceptions to this may be made at the discretion of the Library Director.
- Admission fees, donations, or other fees may not be charged or solicited. Meeting rooms are not available for fundraising, selling merchandise or services, soliciting for later sales, or placing orders.
- One exterior facing sign (no larger than 11" x 17") indicating the meeting time, date, and location may be taped to a window or glass wall at the entry of a meeting room during the time the room is reserved.
- Nothing may be taped to non-glass walls.
- Items may be taped to windows or glass walls, but cannot obstruct staff's ability to monitor the room for security purposes and must be facing inward.
- Rooms may be rearranged, as needed, but are to be returned to their original configuration and condition and all signs and adhesives must be removed at the end of each meeting.
- Reservations are available for groups twice per month; additional use may be accommodated if rooms are available.

## **Guidelines for Study Room Use**

- Library study rooms are available for use by individuals and by small groups.

- Admission fees, donations, or other fees may not be charged or solicited. Study rooms are not available for fundraising, selling merchandise, soliciting for later sales or placing orders.
- Reservations are available for select study rooms up to four times per month; additional use may be accommodated if rooms are available.

## **Conduct and Liability**

- The Library’s policy on Conduct in the Library applies to use of the meeting rooms and study rooms.
- The Library Board and the City of Ames or their employees or agents are not liable for any claims arising from the use of these facilities.
- Failure to abide by Library policies and procedures may result in denial of future meeting room and study room requests.
- If the Library Director deems that, in the interest of public safety, additional security is required for an event, the cost of such security shall be borne by the group(s) or individual(s) reserving the room.

## **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:

[“Library Bill of Rights”](#)

[“Meeting Rooms: An Interpretation of the Library Bill of Rights”](#)

[Ames Public Library Expressions of Concern Policy](#)  
[Conduct in the Library Policy](#)



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

**Rick Reger, Kate Reynolds, and  
Brenda Thorbs-Weber**

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 19, 2026**

Be it resolved that the Board of Trustees, Ames Public Library, sets the Director's salary effective July 1, 2026 at \$\_\_\_\_\_.

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Deb Gibson, President

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Richard Johnson, Secretary