

**Ames Public Library Board of Trustees
Agenda – March 28, 2019
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) Resolution approving donations
- 2) Claims 1/1/2019 – 1/31/2019
- 3) Claims 2/1/19 – 2/28/19
- 4) Minutes of the regular meeting of January 17, 2019
- 5) Minutes of the Regular Meeting of February 21, 2019
- 6) Minutes of the special meeting of March 7, 2019
- 7) Minutes of the special meeting of March 11, 2019
- 8) Minutes of the special meeting of March 12, 2019
- 9) Minutes of the special meeting of March 22, 2019

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.)

Activity Reports

- 10) Ames Public Library Friends Foundation (APLFF) – Logsdon
- 11) Director Transition Plan – Briseno
- 12) Administrative Staff – Logsdon

Policy Review

- 13) Records Retention Policy
- 14) Social Media Policy
- 15) Authority Policy
- 16) Mission, Values, and Strategic Planning Policy

New Business

- 17) Recognition of Retiring Trustees

Trustee Comments

Adjournment

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.

Next regular meeting: Thursday, April 18, 2019

Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MARCH 28, 2019**

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

- 1) From the Ames Garden Club, to purchase four gardening books
for the library collection \$93.90
- 2) From Anonymous "in honor of great library service" \$10.00
- 3) From Cinian Zheng-Durbin and Paul Durbin for Adult Programming \$600.00
- 4) In honor of Lynne Carey from Anonymous for the Welcome Pillar \$200.00
- 5) In memory of Maurice Anderson for Project Smyles from the library staff ... \$40.00
- 6) In memory of Cherryl Boell from Anonymous for books \$75.00
- 7) In memory of Gayle Huey from Barbara and Bill Mengeling \$100.00
- 8) In memory of Dottie Tschopp McGee from Playmakers, to purchase
two theater books for the library collection \$72.03

Charles Glatz, President

Sarah Barchman, Secretary

Library Claims
January 1, 2019 - January 31, 2019

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 44,232.49
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 240.00
PAYROLL SUMMARY	TIME AND 1/2	\$ 657.29
PAYROLL SUMMARY	SICK LEAVE	\$ 6,978.86
PAYROLL SUMMARY	VACATION	\$ 8,368.58
PAYROLL SUMMARY	IPERS DISABILITY	\$ 222.47
PAYROLL SUMMARY	LIFE INSURANCE	\$ 74.25
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,562.74
PAYROLL SUMMARY	MEDICARE FICA	\$ 869.15
PAYROLL SUMMARY	FICA	\$ 3,716.32
PAYROLL SUMMARY	IPERS	\$ 4,260.27
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 135.46
OCT/NOV/DEC MESSENGER CHG	MESSENGER SERVICE	\$ 1,355.05
DEC 2018 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 8.25
DECEMBER LONG DISTANCE	CITY LONG DISTANCE	\$ 3.61
NOV 2018 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 875.35
NOV 2018 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,219.00
DECEMBER POSTAGE	POSTAGE/FREIGHT	\$ 6.63
BANK OF AMERICA	TRAINING	\$ 290.00
BANK OF AMERICA	CONFERENCES	\$ 713.60
AMES CONVENTION & VISITOR	DUES/MEMBERSHIPS	\$ 150.00
AMES MAIN STREET	DUES/MEMBERSHIPS	\$ 225.00
YOUR TECHY FRIEND	RECRUITING COSTS	\$ 849.00
YOURMEMBERSHIP.COM	RECRUITING COSTS	\$ 199.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 6,061.10
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 242.85
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 198.12
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 678.75
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$ 389.42
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 190.89
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 1,531.79
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,008.00
CENT IA DISTRIBUTING INC	EQUIPMENT REPAIRS	\$ 272.45
BANK OF AMERICA	EQUIPMENT REPAIRS	\$ 113.80
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$ 300.00
CONVERGINT TECHNOLOGIES L	TECHNOLOGY MAINT/SUPPORT	\$ 2,627.50
ZOBEAN INC	TECHNOLOGY MAINT/SUPPORT	\$ 914.58
XEROX CORPORATION	RENTALS/LEASES	\$ 1,023.62
LAWNPRO	NON-CITY SERVICE	\$ 2,008.75
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 7,631.99
CINTAS LOC 22M	NON-CITY SERVICE	\$ 135.00
CH ISSUES	OFFICE SUPPLIES	\$ 40.70
VERNON CO	OFFICE SUPPLIES	\$ 737.85

Library Claims
January 1, 2019 - January 31, 2019

BANK OF AMERICA	OFFICE SUPPLIES	\$ 74.69
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 263.51
OFFICE DEPOT INC	MINOR OFFICE EQUIPMENT	\$ 80.12
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 34.48
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 563.20
BANK OF AMERICA	CLEANING SUPPLIES	\$ 56.33
O DONNELL ACE HARDWARE IN	CLEANING SUPPLIES	\$ 30.70
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 285.70
O DONNELL ACE HARDWARE IN	EQUIPMENT PARTS/SUPPLIES	\$ 33.64
BANK OF AMERICA	FOOD	\$ 102.56
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 173.34
	Total Administration	\$ 111,017.80
Resource Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 22,625.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 83.63
PAYROLL SUMMARY	LIFE INSURANCE	\$ 57.76
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,272.44
PAYROLL SUMMARY	MEDICARE FICA	\$ 298.28
PAYROLL SUMMARY	FICA	\$ 1,275.28
PAYROLL SUMMARY	IPERS	\$ 2,135.82
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 27.16
BANK OF AMERICA	CONFERENCES	\$ 325.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 100.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 484.13
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 16.00
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 77.60
BIBLIOTHECA LLC	EQUIPMENT PARTS/SUPPLIES	\$ 4,919.85
FINDAWAY WORLD LLC	EQUIPMENT PARTS/SUPPLIES	\$ 51.90
MIDWEST TAPE	ELECTRONIC COLLECTION	\$ 4,671.51
BANK OF AMERICA	ELECTRONIC COLLECTION	\$ 119.96
OVERDRIVE	ELECTRONIC COLLECTION	\$ 2,926.82
BANK OF AMERICA	PERIODICALS	\$ 49.95
DES MOINES REGISTER	PERIODICALS	\$ 113.40
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 3,129.83
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 1,196.69
AMAZON	YOUTH COLLECTION	\$ 511.06
MIDWEST TAPE	YOUTH COLLECTION	\$ 386.80
BANK OF AMERICA	YOUTH COLLECTION	\$ 192.67
AMAZON	AUDIO-VISUAL COLLECTION	\$ 701.14
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 6,815.62
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 5,400.73
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 308.59
AMAZON	ADULT PRINT COLLECTION	\$ 295.57
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 694.12

Library Claims
January 1, 2019 - January 31, 2019

	Total Resource Services	\$ 65,264.31
Youth Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 37,082.69
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 837.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 178.94
PAYROLL SUMMARY	LIFE INSURANCE	\$ 82.52
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,294.42
PAYROLL SUMMARY	MEDICARE FICA	\$ 525.19
PAYROLL SUMMARY	FICA	\$ 2,245.77
PAYROLL SUMMARY	IPERS	\$ 3,579.61
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 58.90
DEC 2018 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 8.64
DECEMBER LONG DISTANCE	CITY LONG DISTANCE	\$ 1.82
BANK OF AMERICA	CONFERENCES	\$ 270.00
BANK OF AMERICA	OFFICE SUPPLIES	\$ 25.45
BANK OF AMERICA	FOOD	\$ 269.47
	Total Youth Services	\$ 51,460.42
Adult Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 31,541.92
PAYROLL SUMMARY	IPERS DISABILITY	\$ 138.57
PAYROLL SUMMARY	LIFE INSURANCE	\$ 71.52
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,007.10
PAYROLL SUMMARY	MEDICARE FICA	\$ 446.34
PAYROLL SUMMARY	FICA	\$ 1,908.48
PAYROLL SUMMARY	IPERS	\$ 2,977.56
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 37.84
DEC 2018 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 8.25
DECEMBER LONG DISTANCE	CITY LONG DISTANCE	\$ 4.81
DECEMBER POSTAGE	POSTAGE/FREIGHT	\$ 0.91
BANK OF AMERICA	TRAINING	\$ 200.00
BANK OF AMERICA	RECRUITING COSTS	\$ 325.00
	Total Adult Services	\$ 41,668.30
Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,496.87
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 9,988.24
TRACY BRISENO-JURY DUTY	PAYROLL ADJUSTMENT	\$ (30.00)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 184.01
PAYROLL SUMMARY	LIFE INSURANCE	\$ 107.29
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,019.38
PAYROLL SUMMARY	MEDICARE FICA	\$ 724.90
PAYROLL SUMMARY	FICA	\$ 3,099.67
PAYROLL SUMMARY	IPERS	\$ 4,954.53
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 132.84
DEC 2018 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 11.00

Library Claims
January 1, 2019 - January 31, 2019

DECEMBER LONG DISTANCE	CITY LONG DISTANCE	\$ 11.38
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 304.82
DECEMBER POSTAGE	POSTAGE/FREIGHT	\$ 1,287.33
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 16.12
CHOATE, ERIKA	TRAVEL/MEETINGS	\$ 4.08
ONESOURCE	RECRUITING COSTS	\$ 90.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 241.65
	Total Customer Account Services	\$ 69,644.11
	Grand Total:	\$ 339,054.94
Charles Glatz, President	Sarah Barchman, Secretary	Date

Library Claims**February 1, 2019 to February 28, 2019**

Administration			
PAYROLL SUMMARY	PERMANENT SALARIES/W	\$	37,575.51
PAYROLL SUMMARY	TEMPORARY SALARIES/W	\$	960.00
PAYROLL SUMMARY	TIME AND 1/2	\$	576.96
PAYROLL SUMMARY	SICK LEAVE	\$	35,656.25
PAYROLL SUMMARY	VACATION	\$	20,461.54
PAYROLL SUMMARY	IPERS DISABILITY	\$	192.21
PAYROLL SUMMARY	LIFE INSURANCE	\$	63.25
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,272.42
PAYROLL SUMMARY	MEDICARE FICA	\$	1,374.25
PAYROLL SUMMARY	FICA	\$	5,876.03
PAYROLL SUMMARY	IPERS	\$	3,692.23
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	139.85
JANUARY MESSENGER CHG	MESSENGER SERVICE	\$	430.78
JAN 2019 PRINTING CHRGS	PRINT SHOP SERVICES	\$	53.25
JANUARY LONG DISTANCE CHG	CITY LONG DISTANCE	\$	4.79
DEC 2018 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	1,600.65
DEC 2018 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,219.00
BIGGS, STEVEN	OUTSIDE PROFESSIONAL	\$	200.00
FLEX CLAIMS PROCESS FEE	FLEX ADMINISTRATION	\$	158.40
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$	18.86
JANUARY POSTAGE CHARGES	POSTAGE/FREIGHT	\$	1.36
CAREY, LYNNE D *	CONFERENCES	\$	133.37
BANK OF AMERICA	CONFERENCES	\$	986.80
BARCHMAN, SARAH	CONFERENCES	\$	1,118.25
GLATZ, CHUCK	CONFERENCES	\$	904.34
AMER LIBRARY ASSOCIATION	DUES/MEMBERSHIPS	\$	120.00
BANK OF AMERICA	ADVERTISING	\$	219.45
BANK OF AMERICA	RECRUITING COSTS	\$	315.00
ONESOURCE	RECRUITING COSTS	\$	35.00
YOUR TECHY FRIEND	RECRUITING COSTS	\$	(849.00)
YOURMEMBERSHIP.COM	RECRUITING COSTS	\$	849.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	6,324.98
CENTURYLINK	OUTSIDE PHONE SERVIC	\$	242.85
VERIZON WIRELESS	OUTSIDE PHONE SERVIC	\$	265.84
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVIC	\$	678.75
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	404.38
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$	190.89
ALLIANT ENERGY/IPL	NATURAL GAS	\$	2,604.87
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACT	\$	1,008.00
CENT IA DISTRIBUTING INC	EQUIPMENT REPAIRS	\$	108.16
COMFORT SYSTEMS USA MIDWE	EQUIPMENT REPAIRS	\$	7,483.39
RMC IMAGING INC	TECHNOLOGY MAINT/SUP	\$	845.00
XEROX CORPORATION	RENTALS/LEASES	\$	1,019.78
LAWNPRO	NON-CITY SERVICE	\$	3,965.00

Library Claims

February 1, 2019 to February 28, 2019

NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$	7,970.57
CINTAS LOC 22M	NON-CITY SERVICE	\$	81.00
CH ISSUES	OFFICE SUPPLIES	\$	145.25
DEMCO INC	OFFICE SUPPLIES	\$	27.93
OFFICE DEPOT INC	OFFICE SUPPLIES	\$	31.97
QUILL CORP	OFFICE SUPPLIES	\$	6.41
BANK OF AMERICA	OFFICE SUPPLIES	\$	73.07
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	60.51
OFFICE DEPOT INC	MINOR OFFICE EQUIPME	\$	40.06
BANK OF AMERICA	MINOR COMPUTER EQUIP	\$	126.79
BANK OF AMERICA	STRUCTURAL MATERIAL	\$	75.18
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	651.50
BANK OF AMERICA	EQUIPMENT PARTS/SUPP	\$	531.05
INDICA INTERIORS	EQUIPMENT PARTS/SUPP	\$	113.00
CAREY, LYNNE D *	FOOD	\$	101.91
BANK OF AMERICA	FOOD	\$	80.26
BANK OF AMERICA	SPECIAL PROJECT SUPP	\$	294.47
Total Administration		\$	155,912.62
Resource Services			
PAYROLL SUMMARY	PERMANENT SALARIES/W	\$	22,625.00
PAYROLL SUMMARY	IPERS DISABILITY	\$	83.63
PAYROLL SUMMARY	LIFE INSURANCE	\$	57.76
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,272.44
PAYROLL SUMMARY	MEDICARE FICA	\$	298.28
PAYROLL SUMMARY	FICA	\$	1,275.28
PAYROLL SUMMARY	IPERS	\$	2,135.82
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	27.16
JANUARY LONG DISTANCE CHG	CITY LONG DISTANCE	\$	1.06
BANK OF AMERICA	OUTSIDE PROFESSIONAL	\$	381.47
FLEX CLAIMS PROCESS FEE	FLEX ADMINISTRATION	\$	115.20
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPP	\$	451.10
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPP	\$	16.00
DEMCO INC	EQUIPMENT PARTS/SUPP	\$	1,176.12
MIDWEST TAPE	EQUIPMENT PARTS/SUPP	\$	99.05
BANK OF AMERICA	EQUIPMENT PARTS/SUPP	\$	617.52
ELM USA INC	EQUIPMENT PARTS/SUPP	\$	577.45
MIDWEST TAPE	ELECTRONIC COLLECTIO	\$	5,108.48
BANK OF AMERICA	ELECTRONIC COLLECTIO	\$	(29.99)
OVERDRIVE	ELECTRONIC COLLECTIO	\$	744.89
DES MOINES REGISTER	PERIODICALS	\$	113.40
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	1,727.33
RECORDED BOOKS LLC	YOUTH COLLECTION	\$	90.06
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	434.61
AMAZON	YOUTH COLLECTION	\$	483.92
MIDWEST TAPE	YOUTH COLLECTION	\$	655.15

Library Claims

February 1, 2019 to February 28, 2019

BANK OF AMERICA	YOUTH COLLECTION	\$	246.95
FINDAWAY WORLD LLC	YOUTH COLLECTION	\$	209.97
AMAZON	AUDIO-VISUAL COLLECT	\$	281.61
MIDWEST TAPE	AUDIO-VISUAL COLLECT	\$	7,109.47
BAKER & TAYLOR INC	ADULT PRINT COLLECTI	\$	6,609.30
RECORDED BOOKS LLC	ADULT PRINT COLLECTI	\$	160.75
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTI	\$	525.42
AMAZON	ADULT PRINT COLLECTI	\$	1,058.19
BANK OF AMERICA	ADULT PRINT COLLECTI	\$	129.93
IA CITY PUBLIC LIBRARY	REFUNDS	\$	18.00
Total Resource Services		\$	60,887.78
Youth Services			
PAYROLL SUMMARY	PERMANENT SALARIES/W	\$	37,120.83
PAYROLL SUMMARY	TEMPORARY SALARIES/W	\$	2,017.00
PAYROLL SUMMARY	IPERS DISABILITY	\$	178.94
PAYROLL SUMMARY	LIFE INSURANCE	\$	82.52
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,294.42
PAYROLL SUMMARY	MEDICARE FICA	\$	542.86
PAYROLL SUMMARY	FICA	\$	2,321.30
PAYROLL SUMMARY	IPERS	\$	3,694.59
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	79.24
JAN 2019 PRINTING CHRGS	PRINT SHOP SERVICES	\$	5.99
JANUARY LONG DISTANCE CHG	CITY LONG DISTANCE	\$	1.64
FLEX CLAIMS PROCESS FEE	FLEX ADMINISTRATION	\$	57.60
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	40.00
BANK OF AMERICA	OFFICE SUPPLIES	\$	37.68
HEID, JERRI	OFFICE SUPPLIES	\$	13.16
BANK OF AMERICA	MINOR OFFICE EQUIPME	\$	14.99
BANK OF AMERICA	FOOD	\$	61.34
Total Youth Services		\$	52,564.10
Adult Services			
PAYROLL SUMMARY	PERMANENT SALARIES/W	\$	35,163.60
PAYROLL SUMMARY	IPERS DISABILITY	\$	138.57
PAYROLL SUMMARY	LIFE INSURANCE	\$	71.52
PAYROLL SUMMARY	HEALTH INSURANCE	\$	4,007.10
PAYROLL SUMMARY	MEDICARE FICA	\$	498.85
PAYROLL SUMMARY	FICA	\$	2,133.03
PAYROLL SUMMARY	IPERS	\$	3,319.45
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	42.19
JANUARY LONG DISTANCE CHG	CITY LONG DISTANCE	\$	9.14
JANUARY POSTAGE CHARGES	POSTAGE/FREIGHT	\$	1.87
BANK OF AMERICA	RECRUITING COSTS	\$	38.16
Total Adult Services		\$	45,423.48

Library Claims

February 1, 2019 to February 28, 2019

Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/W	\$ 42,983.81
PAYROLL SUMMARY	TEMPORARY SALARIES/W	\$ 12,206.20
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$ 86.15
IPERS REFUND-ANDREWS,TARA	PAYROLL ADJUSTMENT	\$ (86.15)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 184.01
PAYROLL SUMMARY	LIFE INSURANCE	\$ 107.29
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,019.38
PAYROLL SUMMARY	MEDICARE FICA	\$ 764.13
PAYROLL SUMMARY	FICA	\$ 3,267.32
PAYROLL SUMMARY	IPERS	\$ 5,209.93
IPERS REFUND-ANDREWS,TARA	IPERS	\$ (129.29)
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 139.24
JANUARY LONG DISTANCE CHG	CITY LONG DISTANCE	\$ 13.52
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL	\$ 341.54
FLEX CLAIMS PROCESS FEE	FLEX ADMINISTRATION	\$ 187.20
JANUARY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,596.43
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 11.99
CHOATE, ERIKA	TRAVEL/MEETINGS	\$ 12.24
HUMPHREY, JULIA	TRAVEL/MEETINGS	\$ 4.34
ONESOURCE	RECRUITING COSTS	\$ 35.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 295.35
Total Customer Account Services		\$ 73,249.63
Grand Total:		\$ 388,037.61
Charles Glatz, President	Sarah Barchman, Secretary	Date

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
January 17, 2019**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, January 17, 2019, in the Dale H. Ross Board Room, 515 Douglas Avenue, with Barchman, Briese, Butler, Glatz, Kluesner, Marshall and Wang in attendance. Linch and Raman were excused. Library Director Carey, Volunteer Services Coordinator Bohlke, and Librarians Hawes and Logsdon were also present.

Call to Order: Board President Glatz called the meeting to order at 7:00 p.m.

Consent Agenda:

Moved by Barchman, seconded by Butler, to approve the following items on the consent agenda:

- 1) Resolution accepting donations:
 - a) From Rosemary and Steven Wilson \$25.00
 - b) From Worldly Goods fundraiser for Project Syles..... \$204.15
 - c) From Bob and Rosemary Bulman for the INSPIRE Program one used iPad
- 2) Motion approving minutes of the Regular Meeting of December 20, 2018
- 3) Motion approving payment of claims for 12/1/2018 – 12/31/2018

Vote on Motion: 6-0. Approved unanimously. Resolution No. 2019-L001 adopted.

Public Forum: None.

Financial Reports: Trustee Briese said the committee met last week to review the reports. Nothing is out of whack or of concern; spending is tracking along the typical monthly pattern.

Moved by the committee to recommend approval of the Second Quarter FY20 Financial Reports.

A question was raised as to why the percentage of budget spent for Internal Services was so low. Staff replied that the City tends to pay outside vendors first and leave transfers between departments for later, and some internal payments are not made monthly. Funds earmarked for computer replacement, for example, are normally transferred at the very end of the year, after it is clear that sufficient funds remain.

Vote on Motion: 6-0. Carried unanimously.

Administrative Staff Report: Library Director Carey stated that Administrative Assistant Thompson is retiring this month and expressed appreciation for her years of service by sharing brownies with the group. Carey reported that four interviews have been scheduled for the open Librarian position. Applications for the Secretary 1 position just closed; interviews and testing will begin soon.

Year-end statistics from fiscal year 2017/18 were distributed. Carey said the numbers are incorporated into the Annual Report, which the Board talked about, but explained that the more detailed data is used by the managers as they discuss budget, make decisions, and watch trends. She said the Iowa Urban Public Library Association (IUPLA) libraries share and compare their statistics. That group—and most libraries across the country—are seeing a decrease in print circulation and a smaller increase in electronic use than had been anticipated, because there are now so many opportunities to attain electronic materials outside of a library setting.

Carey said the IUPLA group had quite a discussion about which statistics the State Library asks public libraries to track. It continues to look closely at circulation, but that does not tell the whole story. Libraries also look at programming, meeting room usage, volunteerism, engagement and involvement in the community, but the State Library has stopped asking for much of that data.

Carey said a conversation with City Manager Schainker about the 2018/19 budget adjustments and 2019/20 requests took place in late December. She said he appreciates that the Library is a team player and that the Board is able to follow the City's common process. She said she just learned that the request for an additional quarter-time employee (.25 FTE) for Youth Services (in order to move a half-time person to three-quarters time) has been approved. The increase in pay to help with recruitment and retention of Library Aides was also approved. Those changes will go into effect once the budget is approved by City Council. Carey said the Library's budget presentation is scheduled on February 5 at 5:15pm.

Carey spoke briefly about a well-attended program/animated discussion on climate change held on January 16, about mental health first aid training that the Person-In-Charge (PIC) Team is engaged in, and about Staff Development Day, which will be held on February 18. She explained that APL has experienced several weeks of very puzzling issues with its two boilers. Both of them went out at the same time and the building had no heat for a few days. It was determined that each boiler had a different issue. One boiler is working now and a replacement part has been ordered for the other; unfortunately, the parts were no longer under warranty.

Carey advised that she and Trustees Barchman and Glatz will attend the American Library Association Midwinter Meeting next week and reminded the group that Mayor Haila will be recruiting for new City Boards and Commission members.

Glatz reported that Trustee Linch's term is up this spring and he will be retiring from the Board. Trustee Wang's position will also be open, as she will be moving away from Ames.

Director Search Committee Report: Glatz informed the Board that the applications are currently being sought and the deadline is February 11. After that, the Search Committee will meet to review applications and determine who will be interviewed by video conference.

New Library Website: Resource Services Manager Alissa Dornink Hawes said the launch of the Library's new website was the culmination of about a year's worth of work. It is now fully compliant with Americans with Disability Act (ADA) standards, includes a new calendar system, a new room booking system, and the Farwell T. Brown Photographic Archive is much more accessible. While displaying new features on the wall monitor, Hawes showed how different the new pages are from the old ones and demonstrated the new features and navigation.

Hawes gave credit to Library staff members Jillian Ocken, Daniel Ramey, and Julie Hanson for doing the heavy lifting on the project. She said they put in long hours creating the design, graphics, navigation paths and transferring an enormous amount of content.

Hawes said the next project will be an update the catalog pages. The catalog is a different vendor's product. The web design team will need to work with the catalog vendor to see if its pages can be matched to the new style or, at least, be made to look more similar to the new pages. Hawes said that staff is just starting to get new reports, but behind-the-scenes work is much easier and webmasters can readily add, delete and modify pages.

Glatz remarked that the new topic heading, Learn and Explore, which now leads a person into the databases, makes much more sense to him.

Carey gave kudos to Hawes for her leadership on the project. She said the Library has received many compliments and zero complaints to date.

Art Collection Policy:

Moved by Butler, seconded by Wang, to re-approve the Art Collections Policy without changes.

Vote on Motion: 6-0. Approved unanimously.

Volunteer Services Policy: Volunteer Services Coordinator Sarah Bohlke spoke about one proposed change, which is that that children age 16 or older would no longer need a parent's signature on their volunteer applications. She said that practice would match APL's employment policy; furthermore, she found that requiring parental signatures of all minors was prohibiting success when students came to the Library to complete service learning projects.

Moved by Marshall, seconded by Barchman, to adopt a resolution approving revisions to the Volunteer Services Policy as presented/amended.

Carey complimented Bohlke for bringing to her position a level of professionalism that focuses on giving people incredible experiences and also paying attention to risk mitigation.

Vote on Motion (as presented): 6-0. Approved unanimously. Resolution No. 2019-L002 adopted.

Circulation and Customer Accounts Policy:

Moved by Briese, seconded by Wang, to adopt a resolution approving revisions to the Circulation and Customer Accounts Policy as presented/amended.

Vote on Motion (as presented): 6-0. Approved unanimously. Resolution No. 2019-L003 adopted.

Authority Policy: No discussion.

Mission, Values, and Strategic Planning Policy: Glatz suggested that the information about the City's organizational culture might be useful when that topic comes up in the director search.

Records Retention Policy: Trustee Kluesner asked if the library accreditation process included records retention; Carey replied that it did not.

Americans with Disabilities Act (ADA) Checklist Priority 3:

Moved by Butler, seconded by Barchman, to approve the Priority 3 Checklists prepared by staff.

Carey stated that one of the four priorities in the ADA checklist needed to be completed, reviewed by the Board, and submitted to the State Library with the FY20 Application for Accreditation. She said there is no requirement to answer "yes" to every question, but Boards are asked to go through the exercise of seeing how close their facilities are to ADA compliance in order to raise their awareness about any barriers to accessibility.

Carey said staff chose Priority 3, Toilet Rooms, thinking it would be relatively simple in a nearly new building, but it turned out that several checklists had to be completed because of the different configurations of the public restrooms. She noted that APL had asked the renovation project architects to design to the ADA standards that were coming out in 2012, so there may be some discrepancies with the 2010 guidelines that were used in the accreditation checklists.

Carey stated that APL is not compliant in just a few things. Some grab bars were found to be an inch out of compliance in some stalls, for example. In some instances, Carey said, Facilities Superintendent Bo Duckett made corrective changes. Carey also noted that staff decided that it disagreed with the requirement to have pull handles on both sides of self-closing doors and chose not to make any changes.

When asked if she had heard any complaints or practical concerns from customers, Carey said no. However, she feels having more hooks available on the restroom doors always seems welcome, so it's good that there are now hooks at different heights. What Carey has heard, she said, are requests for gender neutral restrooms, but that is a separate matter.

Carey explained that accreditation takes place every three years and, in the future, the Library will have to choose one priority each time. She said the State Library recommends that Boards take time to address one priority each year.

Trustee Marshall suggested that staff consult the book called *The Use of Everyday Things*, by Don Norman, which includes practical discussions on topics such as door handles.

Vote on Motion: 6-0. Approved unanimously.

Committee Appointments: Glatz stated that Trustees Barchman and Raman had agreed to serve on the Nominating Committee and prepare a slate of potential officers for next year.

Glatz also reported that Trustee Butler now has a conflict with Ames Public Library Friends Foundation meeting times, so Trustee Wang will attend them for the rest of this term.

Trustee Comments: Thompson was congratulated on her upcoming retirement, Logsdon was thanked for attending the meeting, and Carey was praised for being so positive and complimentary of her team.

Adjournment:

Moved by Brieze, seconded by Wang, to adjourn at 8:02 p.m.

Vote on Motion: 6-0. Motion carried unanimously.

The next regular meeting will be on Thursday, February 21, 2019, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Karen C. Thompson, Administrative Assistant

Sarah Barchman, Board Secretary

**Ames Public Library Board of Trustees
Agenda – February 21, 2019
Dale H. Ross Board Room, 515 Douglas Avenue**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, February 21, 2019 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Glatz, Barchman, Briese, Raman, and Linch (via telephone) present. Butler, Kluesner, Marshall, and Wang were excused. Library Director Carey, Librarians Briseño and Logsdon, and Scott Dermont from the State Library of Iowa with wife Jane Kennedy were also present.

Let the record reflect that a quorum was not present at the scheduled start time. Various staff and board members attempted to contact absent board members in order to establish a quorum.

Director Search Committee:

President Glatz updated those present on the status of the Director Search Committee while waiting for the quorum to be established. The committee held Skype interviews with seven individuals throughout the day. The committee decided unanimously to extend invitations for in-person interviews to two of the candidates. The in-person interviews are scheduled for March. A third candidate was chosen as an alternate to move forward with the interview process in the event that one of the first two candidates declines the invitation to interview.

Call to Order: Board President Glatz called the meeting to order at 7:19 p.m.

The agenda was modified striking consent agenda items, activity reports, and policy review items. No members of the public were present to address the board. New business items were moved to the beginning of the agenda with the presentation from Dermont to follow.

Public Forum: None

New Business (Action Items):

Appointment of Interim Director:

Moved by Raman, seconded by Barchman to adopt a resolution appointing Mary Logsdon as Interim Director.

Vote on Motion: 5-0. Approved unanimously.

Moved by Raman, seconded by Barchman to include the salary of \$95,769 while working out of class, effective February 23, 2019 to the previous motion appointing Mary Logsdon as Interim Director as written in resolution 2019-L004 in the Board materials.

Vote on Motion: 5-0. Approved unanimously. Resolution No. 2019-L004 adopted

The board congratulated Logsdon and thanked her for her willingness to serve as the Interim Director.

Nominating Committee Report:

Moved by Barchman to appoint Kluesner as Board President, Briese as Vice-President, and Marshall as Secretary for 2019. No second is needed. All nominees have agreed to accept the appointments.

Vote on Motion: 5-0. Approved unanimously.

Set the date of the next Regular meeting:

Moved by Briese, seconded by Barchman to move the March Ames Public Library Board of Trustees meeting to Thursday, March 28, 2019 at 7:00 p.m.

Vote on Motion: 5-0. Approved unanimously.

Approval of Final Budget Adjustments and Requests:

Moved by Briese, seconded by Raman to adopt a resolution approving the final budget adjustments and requests as written in resolution 2019-L005 in the Board materials.

Barchman did note her title on the signature line is incorrect and should be corrected from Vice-President to Board Secretary

Vote on Motion: 5-0. Approved unanimously. Resolution No. 2019-L005 adopted

2019/20 APLFF Funding Request:

Moved by Raman, seconded by Barchman, to adopt a resolution approving the 2019/20 APLFF Funding request as written in resolution 2019-L006 in the Board materials.

Carey reported the funding request is very similar to year's past. There is a slight increase in the digital expenses.

Vote on Motion: 5-0. Approved unanimously. Resolution No. 2019-L006 adopted

At 7:28 p.m. Linch disconnected the call. A quorum was no longer present adjourning the meeting by default.

Glatz invited everyone present to remain for the presentation by Dermont for informational purposes; no deliberation occurred and no action was taken.

Board Education

Director Carey introduced Dermont, State Library of Iowa.

Dermont gave a presentation on the Accreditation program. Some key issues from the presentation included the following:

- The State Library established the accreditation program to establish and administer standards for state agency libraries and public libraries.
- The accreditation program allows libraries to identify their strengths and areas of improvement, be used as a planning tool, be used as a list of best practices, and provides consistent library services.
- Direct state aid is only available to libraries that are at least a tier 1 (including Open Access).

Dermont entertained questions after his presentation regarding the application process, funding mechanisms, commission structure, Master of Library Science degree requirements, and the ability for libraries to submit a request for a waiver to the library commission.

Maryann Mori in the State Library of Iowa Central District Office and Dermont are both available to answer questions.

Dermont was thanked for his presentation.

All were dismissed at this time.

The next regular meeting will be on Thursday, March 28, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Melissa Johannes, Administrative Assistant

Sarah Barchman, Board Secretary

Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail:
libraryboard@amespubliclibrary.org

**Ames Public Library Board of Trustees
Minutes of the Special Meeting
March 7, 2019**

The Ames Public Library (APL) Board of Trustees met in special session on Thursday, March 7, 2019, in the Dale H. Ross Board Room, with Barchman, Butler, Glatz, Kluesner, Marshall, and Raman in attendance; Briese arrived late. Assistant City Manager Phillips, Customer Account Services Manager Briseño, and Library Director Candidate Amy Phillips were also present.

Call to Order: Board President Glatz called the meeting to order at 7:00 p.m.

Phillips had been advised of the option to request a closed session, but had declined; the interview would proceed in open session.

Director Candidate Interview: Phillips answered a series of prepared questions that were posed by the trustees in round-robin fashion.

Phillips was invited to ask questions in return and the interview team responded.

Moved by Raman, seconded by Barchman, to adjourn at 8:05 p.m.

Vote on Motion: 7-0. Motion approved unanimously.

The next Special Meeting will be on Monday, March 11, 2019 at 8:00 p.m., in the Dale H. Ross Board Room of Ames Public Library, 515 Douglas Avenue.

The next Regular Meeting will be on Thursday, March 28, 2019, at 7:00 p.m., in the Dale H. Ross Board Room of Ames Public Library, 515 Douglas Avenue.

Melissa Johannes, Library Secretary

Sarah Barchman, Board Secretary

**Ames Public Library Board of Trustees
Minutes of the Special Meeting
March 11, 2019**

The Ames Public Library (APL) Board of Trustees met in special session on Monday, March 11, 2019, in the Dale H. Ross Board Room, with Barchman, Butler, Glatz, Kluesner, Marshall, and Raman in attendance; Briese was in attendance via telephone. Assistant City Manager Phillips, Customer Account Services Manager Briseño, and Library Director Candidate Shelia Schofer were also present.

Call to Order: Board President Glatz called the meeting to order at 8:00 p.m.

Moved by Kluesner, seconded by Raman, to enter into closed session in accordance with the provisions of Sections 21.5(1)(i) and 21.9, Code of Iowa, for the purpose of interviewing a candidate for the position of Library Director as requested by Sheila Schofer. Roll Call Vote: 7-0. (Voting aye: Barchman, Briese, Butler, Glatz, Kluesner, Marshall, Raman). Motion carried unanimously.

The meeting was closed at 8:01 p.m. and would not reconvene in open session.

The next Special Meeting will be on Tuesday, March 12, 2019 at 8:00 p.m., in the Dale H. Ross Board Room of Ames Public Library, 515 Douglas Avenue.

The next Regular Meeting will be on Thursday, March 28, 2019, at 7:00 p.m., in the Dale H. Ross Board Room of Ames Public Library, 515 Douglas Avenue.

Melissa Johannes, Library Secretary

Sarah Barchman, Board Secretary

**Ames Public Library Board of Trustees
Minutes of the Special Meeting
March 12, 2019**

The Ames Public Library (APL) Board of Trustees met in special session on Tuesday, March 12, 2019, in the Dale H. Ross Board Room, with Barchman, Butler, Glatz, Kluesner, Marshall, and Raman in attendance; Briese was in attendance via telephone. Assistant City Manager Phillips, Customer Account Services Manager Briseño were also present.

Call to Order: Board President Glatz called the meeting to order at 8:00 p.m.

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

Roll Call Vote: 7-0. Voting aye: Barchman, Briese, Butler, Glatz, Kluesner, Marshall, Raman; Voting nay: none; Absent: Linch, Wang. Motion carried unanimously.

The meeting was closed at 8:00 p.m and reconvened in open session at 9:53 p.m.

Moved by Marshall, seconded by Butler, to offer the position of the Ames Public Library Director to the candidate at the level as indicated in closed session.

Vote on Motion: 7-0. Motion approved unanimously.

Moved by Raman, seconded by Kluesner, to adjourn.

Vote on Motion: 7-0. Motion approved unanimously.

The next Regular Meeting will be on Thursday, March 28, 2019, at 7:00 p.m., in the Dale H. Ross Board Room of Ames Public Library, 515 Douglas Avenue.

Melissa Johannes, Library Secretary

Sarah Barchman, Board Secretary

**Ames Public Library Board of Trustees
Minutes of the Special Meeting
March 22, 2019**

The Ames Public Library (APL) Board of Trustees met in special session on Friday, March 22, 2019, in the Dale H. Ross Board Room, with Butler, Glatz, Kluesner, and Raman in attendance; Barchman, Briese, and Marshall were in attendance via telephone. Assistant City Manager Phillips, Interim Director Logsdon, Resource Services Manager Dornink, Customer Account Services Manager Briseño, and Michael Crumb from the Ames Tribune were also present.

Call to Order: Board President Glatz called the meeting to order at 1:00 p.m.

Moved by Butler, seconded by Raman, to approve the appointment of Sheila Schofer to the position of Library Director under the terms of the signed agreement including a starting annual salary of \$123,000.

Schofer will receive fifteen days of vacation, up to \$2,000 reimbursement for documented expenses related to a housing search visit, up to \$12,300 reimbursement for relocation within the corporate limits of the City of Ames, and will be eligible to participate in the benefit programs through the City. Schofer has already successfully completed a background check and will undergo a physical once here. The anticipated start date is May 31, 2019; Logsdon will remain Interim Director until that time.

Roll Call Vote: 7-0. Voting aye: Barchman, Briese, Butler, Glatz, Kluesner, Marshall, Raman; Voting nay: none; Absent: Linch, Wang. Motion carried unanimously.

The Board thanked the search committee for all of their hard work.

**Moved by Raman, seconded by Barchman, to adjourn at 1:05 pm.
Vote on Motion: 7-0. Motion approved unanimously.**

The next Regular Meeting will be on Thursday, March 28, 2019, at 7:00 p.m., in the Dale H. Ross Board Room of Ames Public Library, 515 Douglas Avenue.

Melissa Johannes, Library Secretary

Sarah Barchman, Board Secretary

Records Retention Policy

One change is being recommended for this policy. Photo Release Forms are not considered to be records by other City of Ames departments, so this line has been dropped.

Action: The change described above is consistent with on-going efforts to standardize Library policies and conform to the City of Ames format. Administration recommends approval of the proposed change.

Social Media Policy

A proposed revision was brought to the Board in August and referred to staff for further research. Staff consulted with the American Library Association, City of Ames management, the Iowa State Law Library, and City of Ames Attorney Mark Lambert.

Action: Administration recommends approval of the proposed changes.

Authority Policy

No changes are being recommended for this policy. A motion to retain it without changes is requested; staff will simply update the review date.

Mission, Values, and Strategic Planning Policy

No changes are being recommended for this policy. A motion to retain it without changes is requested; staff will simply update the review date.

Records Retention Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MARCH 28, 2019**

Be it resolved that the Board of Trustees, Ames Public Library, approves the Records Retention Policy as presented/amended.

Charles Glatz, President

Sarah Barchman, Secretary



Records Retention Policy

Section: Administration

Approved: 3/19/2009

Reviewed: 3/17/2011

Revised: 4/19/2012, 10/24/2013, 3/17/2016, 3/28/2019

Library records consist of information documented in performance of the Library’s official business. The Records Retention Policy exists in order to:

- provide appropriate records to staff and the public;
- comply with laws on privacy, confidentiality, and open records;
- conform to the City’s policy;
- address security and space concerns; and
- ensure that the library keeps necessary records.

Library records must be routinely maintained for legally accountable periods of time and routinely destroyed under the scheduled record retention periods.

The records retention schedule is applicable without regard to the format of a record. Certain records may be maintained in one or more formats and, at certain times, library staff may be in the process of transferring records from one format to another.

Electronic records that are deleted in accordance with the appropriate record series retention schedule may be stored on library backup servers for a period before they are completely unrecoverable. Recoverable deleted electronic records may be accessed only with permission of the Library Director. However, electronic records cannot be destroyed if they have been requested under *Code of Iowa Chapter 22*, or if they are part of ongoing litigation, even if their retention period has expired.

Responsibility

The Records Manager for the City of Ames is the City Clerk. Compliance with Library policy and implementation of public record law is the responsibility of the Library Director. Members of staff and volunteers may be appointed to assist in records management.

Schedule

A. ADMINISTRATIVE

Record Title	Retention Period	Reason
Agreements, Leases, and Contracts for Equipment or Services	Permanent	Continuing administrative value
Borrowers’ accounts and database files CONFIDENTIAL	Purge after 3 years of patron inactivity, unless debts are outstanding	Administrative value ends (per State Library)
Contract and Project Administration Files	5 years after project completion	Administrative and legal value ends
Key Log	Permanent, updated, as	Continuing administrative value

	necessary, for life of locks	
Log of Public Information Requests & Responses	5 years, unless required because of pending litigation	Administrative and legal value ends
Photo Release Forms	5 years	Administrative value ends
Reports and Studies	Permanent	Continuing administrative and historical value, possible legal value
Statements of Concern	5 years after resolution of the concern	Administrative value ends

B. BUILDING/EQUIPMENT

Record Title	Retention Period	Reason
Capital Projects (building plans and specifications, construction documents, blueprints, and as-built or photographic documentation)	Permanent	Continuing administrative and historical value
Fixed equipment (operating manuals, inspection logs, maintenance records, operating permits)	Life of equipment plus 5 years	Administrative value ends

C. FINANCIAL

Record Title	Retention Period	Reason
Bequests and Endowments	Permanent	Continuing administrative, historical, and legal value
Grants	Permanent	Continuing administrative and historical value
Requests for bids or proposals, responses, and evaluation materials, if not handled by City of Ames Purchasing Division	5 years after date of award	Administrative and legal value ends

D. HISTORICAL

Record Title	Retention Period	Reason
Ames Library Association Minutes, Records & Correspondence	Permanent	Continuing historical value

E. LIBRARY BOARD OF TRUSTEES

Record Title	Retention Period	Reason
Audio recordings of open meetings	1 year from date of meeting	Administrative value ends
Audio recordings of closed sessions CONFIDENTIAL	1 year from date of meeting, unless litigation is pending	Code of Iowa §21.5(4) (2009)
Board meeting packets (agenda,	5 years; appraise for	Administrative value ends

action forms, reports and correspondence distributed for Board meetings)	permanent retention	
Correspondence	3 years	Administrative value ends
Library Policies	Permanent	Continuing administrative, historical and legal values
Long Range Plans	Permanent	Continuing historical value
Minutes of closed sessions CONFIDENTIAL	1 year from date of meeting, unless litigation is pending	Code of Iowa §21.5(4) (2009)
Minutes of open meetings	Permanent	Continuing administrative, historical, and legal values
Signed Resolutions	Permanent	Continuing administrative, historical, and legal values

F. PERSONNEL

Record Title	Retention Period	Reason
Applications for temporary positions	6 months	Administrative value ends
Employee Files (application, position description at time of hire, written reprimands, performance evaluations.) CONFIDENTIAL	5 years after end of employment (Service records of permanent employees retained permanently by Human Resources; payroll information kept permanently by Finance Dept.)	Administrative value ends
Recruitment Files (search committee and interview notes) CONFIDENTIAL	5 years after position filled (Note: all electronic applications are retained by Human Resources.)	Administrative value ends

References

[Code of Iowa Section 304.2\(6\)](#)

[Code of Iowa Section 22](#)

[Record Retention Manual for Iowa Cities](#), Iowa League of Cities, October 2012

Ames Public Library's [Confidentiality and Library User Records Policy](#).

Social Media Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MARCH 28, 2019**

Be it resolved that the Board of Trustees, Ames Public Library, approves revisions to the Social Media Policy as presented/amended.

Charles Glatz, President

Sarah Barchman, Secretary



Social Networking Media Policy

Section: Library Resources

Approved: 9/16/2010

Reviewed:

Revised: 5/16/2013, 9/17/2015, 3/28/2019

Ames Public Library ~~may utilize~~uses online social networking sites ~~including, but not limited to, blogs, applications, and video sharing,~~ to further its mission to connect library users and community residents to the world of ideas.

~~The Library participates in social media to facilitate sharing of news and information about Library services, programs, and resources to the widest possible audience. They also create welcoming online spaces where library users may interact amongst themselves and with Library staff, avail themselves of certain Library services, and exchange thoughts and opinions about library-related subjects and issues in a public forum. Since Ames Public Library's online presence reflects and extends Library programming, the goals of the Library's sponsored social networking sites mirror those found in the Programs Policy.~~

Ames Public Library participation in ~~a~~online social network~~ing service~~ does not constitute endorsement of the content or views expressed by the participants, including staff. The Library is not liable or responsible for content posted by any participant ~~in a Library-sponsored social networking service~~ or for any event or interaction that takes place through any online social network~~ing service~~. The Library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of these services.

~~Posting in Ames Public Library social networking services implies agreement with all Library policies and the following guidelines.~~

Terms of Use Guidelines

~~Comments posted to Ames Public Library's social networking sites will be monitored and inappropriate content will be removed as soon as possible and without prior notice.~~ The Library reserves the right to remove inappropriate content, including, but not limited to content that:

- Is profane
- Is sexual in nature
- Threatens or defames any person or organization
- Incites violence
- Violates copyright or the legal ownership interest of another party
- Promotes or advocates illegal activity
- Is repetitive, ~~or~~ duplicative, or unrelated to the topic of the post or thread
- Promotes commercial services or products, proselytizes, or is spam~~SPAM~~
- ~~Promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, gender identity, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability, ~~or~~ sexual orientation, or veteran status.~~
- ~~Is off topic~~

- Reveals personally identifying information including, but not limited to: email address, phone numbers, addresses, medical information, etc.
- Is considered ~~organized political campaign~~ activity

The Library disclaims any and all responsibility and liability for any ~~materials content~~ deemed inappropriate for posting ~~which cannot be removed in an expeditious and otherwise timely manner~~. The Library is not responsible for the removal of content by online social media sites.

~~Any use of the "like" feature between Ames Public Library and a private person does not indicate endorsement of that person's actions or comments.~~

~~If a user continues to post inappropriate items after being warned of the violation of the "Terms of Use," that user may be banned from the site.~~

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

[City of Ames Social Media Policy](#)

[City of Ames Terms of Use Guidelines on Facebook](#)

[Conduct in the Library Policy](#)



Approved: 6/19/1997

Reviewed: 6/18/1998, 10/22/1998, 6/24/1999, 3/28/2002, 3/27/2003, 8/21/2008, 4/21/2016, 3/28/2019

Revised: 10/21/2010, 6/21/2012

The following is [Chapter 15](#) of the Municipal Code of Ames, granting the Board of Trustees the authority to operate Ames Public Library.

LIBRARIES

15.1 COMPOSITION OF BOARD OF TRUSTEES.

The board of trustees of the Ames public library consists of nine (9) members.

(Ord. No. 784, Sec. 1; Code 1956, Sec. 17-1) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.3] (Ord. No. 4024, 3-2-10)

15.2 APPOINTMENT, TERM OF TRUSTEES.

Members of the board of trustees of the public library shall be appointed by the mayor, by and with the approval of the city council, and the term of office for each trustee shall be for a three (3) year period. Terms begin on April 1 of the year of appointment. No member shall serve more than two full consecutive terms.

(Ord. No. 784, Sec. 2; Code 1956, Sec. 17-2) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.3, 378.4] (Ord. No. 4024, 3-2-1) (Ord. No. 4109, 4-24-12)

15.3 QUALIFICATIONS OF TRUSTEES.

All members of the board of trustees shall be bona fide citizens and residents of the city and over the age of eighteen (18) years.

(Ord. No. 784, Sec. 3; Code 1956, Sec. 17-3; Ord No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.5, Ch. 140, Sec. 41-1st 65GA]

15.4 COMPENSATION OF TRUSTEES.

Members of the board of trustees shall receive no compensation for their services.

(Ord. No. 784, Sec. 6; Code 1956, Sec. 17-6) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.8]

15.5 GROUNDS FOR REMOVAL OF TRUSTEE.

The removal of any trustee permanently from the city, or absence from three (3) consecutive regular meetings of the board, except in case of sickness or temporary absence from the city, without due explanation of the absence shall render the office as trustee vacant.

(Ord. No. 784, Sec. 5; Code 1956, Sec. 17-5) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.7] (Ord. No. 3974, 11-25-08)

15.6 VACANCIES ON THE BOARD OF TRUSTEES.

Vacancies on the board shall be filled by appointment by the mayor, by and with the approval of the city council. Such appointees shall fill out the unexpired term for which the appointment is made.

(Ord. No. 784, Sec. 4; Code 1956, Sec. 17-4) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.6]

15.7 POWERS, DUTIES OF TRUSTEES.

The board of the library trustees has and exercises the following powers:

- (1) To meet and organize by the election of one of their number as president of the board, and by the election of a secretary and such other officers as the board may deem necessary.
- (2) To have charge, control and supervision of the public library, its appurtenances and fixtures, and rooms containing the same, directing and controlling all the affairs of such library.
- (3) To employ a librarian and authorize the librarian to employ, such assistants and employees as may be necessary for the proper management of the library, and fix their compensation; provided however, that prior to such employment, the compensation of such librarian shall be fixed for the term of employment by a majority of the members of the board voting in favor thereof.
- (4) To remove such librarian by a vote of two-thirds (2/3) of such board for misdemeanor, incompetency, or inattention to the duties of such employment and to provide procedures for the librarian to remove assistants or employees for the same reasons.
(Ord. No. 4047, 9/28/10)
- (5) To select or authorize the librarian to select and make purchases of library materials for the collection, furniture, fixtures, stationery, and supplies for such library.
- (6) To authorize the use of such libraries by nonresidents of the city and to fix charges therefor.
- (7) To make, adopt, amend, modify, or repeal bylaws, rules and regulations, not inconsistent with law, for the care, use, government, and management of the library and business of the board, and fixing and enforcing penalties for the violation thereof.
- (8) To have exclusive control of the expenditures of all portions of the municipal enterprise fund of the city allocated for library purposes by the council, and of the expenditure of all moneys available by gift or otherwise for the erection of library buildings, and of all other moneys, including fines and rentals collected under the rules of the board of trustees.
- (9) To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title of said property in the name of said library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts for the improvement of said library.
(Ord. No. 784, Sections 7--7.9; Code 1956, Sections 17-7--17-7.9) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.10] (Ord. No. 4024, 3-2-10)

15.8 TRUSTEES TO KEEP RECORDS OF PROCEEDINGS.

The board of trustees shall keep a record of its proceedings.

(Ord. No. 784, Sec. 8; Code 1956, Section 17-8) [State Law Ref. Iowa Code chapter 28A]

15.9 TRUSTEES TO PROPOSE BUDGET.

The board of trustees shall, in accord with such schedule and procedure as may be announced by the director of finance, file with the director of finance a proposed budget of its funds for the following year.

(Ord. No. 784, Sec. 10; Code 1956, Sec. 17-10; Ord. No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.1, 392.5; Code 1973, Sec. 378.10 (8)]

15.10 ANNUAL REPORT OF TRUSTEES.

The board of trustees shall, immediately after the close of each municipal fiscal year, make to the council a report containing a statement of the condition of the library, the number of books added thereto, the number circulated, the number not returned or lost, the amount of fines collected, and the amount of money expended in the maintenance thereof during such year, together with such information as required by the council.

(Ord. No. 784, Sec. 11; Code 1956, Sec. 17-11; Ord. No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.18]

15.11 LIBRARY FUNDS; EXPENDITURES.

All moneys allocated by the council for the maintenance of the library shall be deposited in the treasury of the city to the credit of the library fund, and shall be kept by the treasurer separate and apart from all other moneys, and shall be paid out upon the order of the board of trustees, signed by its president and secretary.

(Ord. No. 784, Sec. 9; Code 1956, Sec. 17-9; Ord. no. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1975, Sec. 378.17]

15.12 LIBRARY REGULATIONS; PENALTY.

It is unlawful for any person, to take from any public school, or library, within the city, any book, pamphlet, periodical, paper or other property, except in accordance with the rules of such library; or to take or borrow from such library any book, pamphlet, periodical, paper or other property and neglect or refuse to return the same within one week after receiving notice to do so; or to willfully cut, mutilate, mark, tear, write upon, deface, or otherwise destroy or injure any book, pamphlet, periodical, map, document, picture, or other property of such library; or who violates any other rule of the such library, or to violate any rule of the said library or to disturb the peace and quiet thereof by disorderly conduct.

(Ord. No. 812, Sec. 76; Code 1956, Sec. 76-76; Ord. No 3003, Sec 12, 2-23-88)

15.13 POWER TO CONTRACT: METHOD OF USE.

Contracts may be made between the board of trustees of the Ames library and other boards of trustees of free public libraries, and any city, town, school corporation, township or county or with the trustees of any county library district for its use by their respective residents.

Such use shall be accomplished by one or more of the following methods in whole or in part:

- (1) By lending the books and other library materials of the Ames Public Library to such residents on the same terms and conditions as to the residents of the City of Ames.
- (2) By the establishment of depositories of books and other library materials of the Ames Public Library to be loaned to such residents at stated times and places.
- (3) By the transportation of books and other library materials of the Ames Public Library by mobile or other conveyance for lending the same to such residents at stated times and places.
- (4) By the establishment of branch libraries for lending books and other library materials to such residents.

(Ord. No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.11; Sec. 378.12] (Ord. No. 3975, 11-25-08)

15.14 RATE OF TAX.

Such contracts shall provide for the rate of tax to be levied during the period thereof. They may, by mutual consent of the contracting parties, be terminated at any time. They may also be terminated by a majority of electors, represented by either of the contracting parties, voting on a proposition to terminate which shall be submitted by the governing body upon a written petition of electors in a number not less than five (5) per cent of those who voted in the area for governor at the last general election.

The proposition may be submitted at any election provided by law which covers the area of that seeking to terminate the contract. The petition shall be presented to the governing body not less than forty days before the election at which the question is to be submitted.

(Ord. No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.13] (Ord. No. 4024, 3-2-10)

15.15 UNITING WITH HISTORICAL ASSOCIATIONS.

Whenever a local county historical association shall be formed in Story County, the trustees of the Ames Public Library are hereby authorized to unite with such historical association and to set apart the necessary room and to care for such articles as may come into possession of said association; the library trustees are also authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of historical and educational nature and pay for the same out of the library fund.

(Ord. No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.16] (Ord. No. 4024, 3-2-10)

Authority for Chapter 15 under Iowa law:

- *Article III, Section 38A of the [Constitution of the State of Iowa](#)* states that “municipal corporations are granted home rule power and authority, not inconsistent with the laws of the general assembly, to determine their local affairs and government.”
- *[Section 392.5 of the State Code of Iowa](#)* states: “A city library board of trustees functioning on the effective date of the city code shall continue to function in the same manner until altered or discontinued as provided in this section. In order for the board to function in the same manner, the council shall retain all applicable ordinances, and shall adopt as ordinances all applicable state statutes repealed by 64GA, Chapter 1088.”
- *[Section 392.5 of the State Code of Iowa](#)* states that “A proposal to alter the composition, manner of selection, or charge of a library board or to replace it with an alternate form of administrative agency, is subject to the approval of the voters of the city. . . If a majority of those voting approves the proposal, the city may proceed as proposed. If a majority of those voting does not approve the proposal, the same or similar proposal may not be submitted to the voters of the city for at least four years from the date of the election at which the proposal was defeated.



Mission, Values, and Strategic Planning Policy

Section: History, Authority, Mission

Approved: 6/19/1997

Reviewed: 3/27/2003, 12/20/2007, 3/28/2019

Revised: 3/28/2002, 11/18/2010, 3/17/2016

Mission Statement

Ames Public Library: We connect you to the world of ideas.

Values

As a department of the City, Ames Public Library embraces the Excellence Through People Values, which are:

- Continuous Improvement
- Creativity and Innovation
- Customer Driven
- Data Driven
- Employee Involvement
- Excellence
- Fiscal Stewardship
- Honesty and Integrity
- Leadership
- Positive Attitude
- Respect One Another
- Safety and Wellness
- Teamwork

Strategic Planning

The Ames Public Library Board of Trustees is committed to the process of strategic planning and will meet the standards established by the State Library of Iowa for Tier 3 Library accreditation.