

**Ames Public Library Board of Trustees
Agenda – August 15, 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) Motion approving minutes of the regular meeting July 18, 2019
- 3) Motion approving payment of claims 7/1/19 – 7/31/19

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

- 4) Administration – Schofer
- 5) APLFF – Barchman/Myers

Policy Review

- 6) Bylaws (Action)
- 7) Meeting Rooms and Study Rooms Policy (Action)

Trustee Comments

Adjournment

**Next regular meeting: Thursday, September 19, 2019
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org**

Please note that this Agenda may be changed up to 24 hours before the meeting time as

Donations

BOARD OF TRUSTEES AMES PUBLIC LIBRARY August 15, 2019

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

- 1) In memory of Ella Marten from
 - Mavis Butler..... \$25.00
 - Shirley and Marvin Davis \$20.00
 - Catherine Divine-Koch..... \$25.00
 - Ellen Fisher..... \$50.00
 - Mary Frahm \$20.00
 - Gene and Sue Glass \$30.00
 - Chris Hunziker \$100.00
 - Dixie and Alan Jones \$25.00
 - Susan and Edward Jones..... \$25.00
 - Kristen Mangels and Murray Buchheit..... \$25.00
 - Cynthia Marten and Dallas Theis..... \$255.00
 - Susan and Paul Meenan \$24.00
 - Patricia Newman \$25.00
 - Pat and Harriet Patterson \$20.00
 - Jan and Don Payer..... \$25.00
 - Helen and Robert Rod..... 25.00
 - Betsy and Michael Rosenzweig..... \$50.00
 - Olga and Joseph Rosenzweig 25.00
 - Linda Watson..... \$25.00
 - Joan Welch..... \$100.00
 - Glenice Varley and Thomas Wessels..... \$25.00
- 2) From Mary Howard \$100.00

Roger Kluesner, President

Joanne Marshall, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
July 18, 2019**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, July 18, 2019, in the Dale H. Ross Board Room, with Barchman, Briese, Butler, Glatz, Kluesner, Looft, Myers, and Raman in attendance. Marshall was excused. Director Schofer and Customer Accounting Services Manager Briseno were also present.

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

Consent Agenda:

Moved by Raman, seconded by Glatz, to approve the following items on the consent agenda:

- Resolution approving donation:
 - a) From St. Thomas Aquinas Church for the INSPIRE program \$500.00
 - b) In memory of Donelle Meyer from the Story County Genealogical Society for three genealogy books for the library collection \$64.33
- Minutes of the regular meeting of June 18, 2019
- Payment of claims 6/1/19 – 6/30/19

Vote on Motion: 8-0. Approved unanimously. Resolution No. 2019-L019 adopted.

Public Forum: None

Administrative Staff Report:

- Staff attended ALA.
- Staff participated in the City 4th of July activities. Schofer served at the Pancake Breakfast. Briseno drove the bookmobile in the parade accompanied by Schofer, Heid, Smyles the Dog, and about a dozen teen volunteers that walked and handed out bookmarks and tattoos. There were several shout-outs to both Heid and Smyles.
- There was a big bookmobile event at Life Point Church where staff interacted with a lot of families.
- Ames Public Library and the United Way of Story County were acknowledged by the Mayor as he decreed July 8-13 Summer Learning Week.
- The library partnered with United Way and Story County Raising Readers to promote summer reading. There were fun activities at the Furman Aquatic Center on July 11 where Schofer was one of several "star readers" along with city council members, the head of the Parks and Rec department, and the Police Chief.
- The library was honored with two Best of Story County awards this year:
 - Kid Friendly/Family Friendly Place- we have won this several years in row.
 - Community Presence- this is a new one this year.
- Part of the Kid/family friendly space is our new welcome words in multiple languages on the column as you enter the youth area. One little girl got very excited as she saw her language, Ukrainian, included.
- There is new seating in the tween area that has been well received.
- There was a program today "The Dave Pilkey Experience" tying into the very popular Captain Underpants Series that drew 112 people. We have also had a few Wonka Escape rooms programs with more coming in August that have been well received.

- There was a nice article in the Iowa State Daily about Brown's new book club, "View from the Margins" which had about a dozen people attend.
- We will be interviewing for the part-time cataloging clerk tomorrow, July 19.
- We will be posting an adult services librarian position soon in anticipation of Quinn retiring after 35 years in September.
- We will have a two week exhibit of "Wearable Art" featuring some pieces that Iowa State students showcased as part of their course work at Design Week this past spring. The show will run August 14-24 with about a dozen pieces hanging on display in the long entryway, under the grand staircase, in the Studio, and in the gallery. This is a cool opportunity but it is also prompting us to explore how we currently handle request for exhibit space.
- We received an extensive open information request covering a span of four years. We are working with the City Attorney and City Clerk to prepare a cost estimate to send to the requestor.
- We received our accreditation certificate which is valid for three years.

APLFF Report:

No meeting was held due to lack of a quorum however Schofer reminded the Board of an upcoming APLFF event "Pub Fiction". Pub Fiction is a literary pub crawl that will be taking place on Thursday, August 22, benefiting the Ames Public Library Friends Foundation. Participants will dress as literary characters and visit six downtown Ames drinking establishments, all with different themes and exclusive drink specials. This is being advertised through radio ads and flyers.

Policy Review:

The Bylaws review ad hoc committee consisting of Kluesner, Looft, and Schofer met to review the Bylaws; Myers was not able to attend. The Board discussed their recommended changes. Changes to the Bylaws will be drafted and presented at the August Board meeting for approval.

Board Education:

Briseno presented the summary of the staff satisfaction survey that was completed in March of 2019. The previous survey was completed in the fall of 2016. Both surveys had a high participation rate (this one had 90%, last time was 86%) and used the same questions. There was noted improvement in every category. The Board discussed the survey results and thanked Briseno for her time.

Schofer gave a summary of ALA recently attended by Cooney, Dornink, Hanson, Myers, and Schofer. Those available had met for a debriefing session to highlight the sessions they each attended. Schofer shared these highlights with the Board. Everyone came away feeling that the sessions were very worthwhile as well as a great opportunity to network.

New Business:

Request for exemption to MOA Naming Agreement

The Board received a request to modify the previously used Memorandum of Agreement for naming certain areas of the library to allow the room plaque to be displayed after 20% of the donation was received instead of 25%. The Board discussed this request.

Moved by Raman, seconded by Looft to approve modifying the Memorandum of Agreement replacing the 25% required donation with 20% as requested. Vote on Motion: 8-0. Approved unanimously.

2019/20 APLFF Memorandum of Understanding

The Board reviewed the annual MOU.

Moved by Glatz, seconded by Brieese to approve the 2019/20 Memorandum of Understanding between the Ames Public Library and the Ames Public Library Friends Foundation as presented. Vote on Motion: 8-0. Approved unanimously. Resolution No. 2019-L020 adopted.

Trustee Comments:

- Raman commented that it was good to be back and apologized for his absences.
- Glatz commented that everyone is much more enjoyable in person than on the phone.
- Kluesner commented that it was great to have Schofer here and jumping in to community events as well as new Board members that are already engaged.

Adjournment:

**Moved by Barchman, seconded by Myers, to adjourn at 8:17 pm.
Vote on Motion: 8-0. Motion approved unanimously.**

The next regular meeting will be on Thursday, August 15, 2019, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Melissa Johannes, Library Secretary

Joanne Marshall, Board Secretary

Library Claims
July 1, 2019 - July 31, 2019

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	42,480.60
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	1,566.00
REVERSE FY19 WAGE ACCRUAL	TEMPORARY SALARIES/WAGES	-864
PAYROLL SUMMARY	DENTAL INSURANCE	426.06
PAYROLL SUMMARY	IPERS DISABILITY	140.58
PAYROLL SUMMARY	LIFE INSURANCE	74.25
PAYROLL SUMMARY	HEALTH INSURANCE	7,584.10
PAYROLL SUMMARY	MEDICARE FICA	626.91
REVERSE FY19 WAGE ACCRUAL	MEDICARE FICA	-12.53
PAYROLL SUMMARY	FICA	2,680.52
REVERSE FY19 WAGE ACCRUAL	FICA	-53.57
PAYROLL SUMMARY	IPERS	4,158.01
PAYROLL SUMMARY	WORKERS COMPENSATION	159.13
REV PREPAID LIBRARY ADMIN	DUES/MEMBERSHIPS	30
AMER LIBRARY ASSOCIATION	DUES/MEMBERSHIPS	240
BANK OF AMERICA	DUES/MEMBERSHIPS	119
CENTURYLINK	OUTSIDE PHONE SERVICE	249.75
ALLIANT ENERGY/IPL	NATURAL GAS	109.66
OTIS ELEVATOR COMPANY	MAINTENANCE CONTRACTS	3,960.72
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	1,008.00
PAYWARE SRVC 7/19-6/20	TECHNOLOGY MAINT/SUPPORT	1,092.00
REV PREPAID LIBRARY ADMIN	TECHNOLOGY MAINT/SUPPORT	3,343.84
CDW GOVERNMENT LLC	TECHNOLOGY MAINT/SUPPORT	7,977.00
CLIO SOFTWARE	TECHNOLOGY MAINT/SUPPORT	500
ENVISIONWARE INC	TECHNOLOGY MAINT/SUPPORT	5,649.15
WEBCLARITY SOFTWARE INC	TECHNOLOGY MAINT/SUPPORT	3,366.00
BIBLIOTHECA LLC	TECHNOLOGY MAINT/SUPPORT	14,589.82
CH ISSUES	OFFICE SUPPLIES	202.98
FIRST CLASS SIGNS	OFFICE SUPPLIES	36.82
BANK OF AMERICA	OFFICE SUPPLIES	36.49
INTERSTATE ALL BATTERY CE	MINOR COMPUTER EQUIPMENT	-836.4
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	42
EXTRON ELECTRONICS	MINOR COMPUTER EQUIPMENT	3,485.00
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	862.1
BANK OF AMERICA	CLEANING SUPPLIES	27.84
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	71.9
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	12.67
BANK OF AMERICA	FOOD	50.98
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	508.98
ECKERMAN, ALYSSA	SPECIAL PROJECT SUPPLIES	8.88
Total Administration		\$ 105,711.24

Library Claims
July 1, 2019 - July 31, 2019

Resource Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	22,364.04
PAYROLL SUMMARY	DENTAL INSURANCE	256.24
PAYROLL SUMMARY	IPERS DISABILITY	88.17
PAYROLL SUMMARY	LIFE INSURANCE	52.26
PAYROLL SUMMARY	HEALTH INSURANCE	4,818.18
PAYROLL SUMMARY	MEDICARE FICA	299.05
PAYROLL SUMMARY	FICA	1,278.67
PAYROLL SUMMARY	IPERS	2,111.16
PAYROLL SUMMARY	WORKERS COMPENSATION	26.84
OCLC INC	OUTSIDE PROFESSIONAL SVCS	32,000.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	68.04
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	24
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	259
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	96
ELM USA INC	EQUIPMENT PARTS/SUPPLIES	647.3
EBSCO SUBSCRIPTION SERVIC	ELECTRONIC COLLECTION	8,066.00
RECORDED BOOKS LLC	ELECTRONIC COLLECTION	6,950.53
NEWSBANK	ELECTRONIC COLLECTION	7,906.00
PROQUEST LLC	ELECTRONIC COLLECTION	2,380.60
BANK OF AMERICA	ELECTRONIC COLLECTION	76.93
VALUE LINE PUBLISHING LLC	ELECTRONIC COLLECTION	7,000.00
TUMBLEWEED PRESS INC	ELECTRONIC COLLECTION	450
BRAINFUSE INC	ELECTRONIC COLLECTION	5,000.00
OVERDRIVE	ELECTRONIC COLLECTION	4,865.84
ENCYCLOPAEDIA BRITANNICA	ELECTRONIC COLLECTION	2,300.00
BOOKPAGE	PERIODICALS	864
BAKER & TAYLOR INC	YOUTH COLLECTION	1,804.92
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	494.11
AMAZON	YOUTH COLLECTION	71.52
MIDWEST TAPE	YOUTH COLLECTION	491.77
PENWORTHY COMPANY	YOUTH COLLECTION	339.17
LIBRARY IDEAS LLC	YOUTH COLLECTION	1,318.25
AMAZON	AUDIO-VISUAL COLLECTION	64.26
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	4,652.21
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	819.46
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	198.01
AMAZON	ADULT PRINT COLLECTION	110.09
BANK OF AMERICA	ADULT PRINT COLLECTION	741.4
GALE GROUP	ADULT PRINT COLLECTION	299.12
CHARITY WATCH	ADULT PRINT COLLECTION	50
MCCANN, LINDA	ADULT PRINT COLLECTION	20
SCHLUNZ, JIM	REFUNDS	42.72
GORDON, REBECCA	REFUNDS	79.43
Total Resource Services		\$ 121,845.29

Library Claims
July 1, 2019 - July 31, 2019

Youth Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	39,500.42
REVERSE FY19 WAGE ACCRUAL	PERMANENT SALARIES/WAGES	-55.76
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	2,438.00
PAYROLL SUMMARY	DENTAL INSURANCE	342.74
PAYROLL SUMMARY	IPERS DISABILITY	190.85
PAYROLL SUMMARY	LIFE INSURANCE	82.52
PAYROLL SUMMARY	HEALTH INSURANCE	6,090.88
PAYROLL SUMMARY	MEDICARE FICA	582.8
REVERSE FY19 WAGE ACCRUAL	MEDICARE FICA	-0.81
PAYROLL SUMMARY	FICA	2,491.95
REVERSE FY19 WAGE ACCRUAL	FICA	-3.46
PAYROLL SUMMARY	IPERS	3,958.99
PAYROLL SUMMARY	WORKERS COMPENSATION	89.34
CASTLE 2 PRESENTATIONS	OUTSIDE PROFESSIONAL SVCS	150
CHAPMAN 2 PRESENTATIONS	OUTSIDE PROFESSIONAL SVCS	150
MOTION PICTURE LICENSING	OUTSIDE PROFESSIONAL SVCS	128.18
BANK OF AMERICA	FOOD	32.44
CR ADJ FY20	SPECIAL PROJECT SUPPLIES	-1,532.06
SCHOLASTIC INC	SPECIAL PROJECT SUPPLIES	1,456.46
Total Youth Services		\$ 56,093.48
Adult Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	37,302.52
PAYROLL SUMMARY	DENTAL INSURANCE	249.74
PAYROLL SUMMARY	IPERS DISABILITY	144.35
PAYROLL SUMMARY	LIFE INSURANCE	82.52
PAYROLL SUMMARY	HEALTH INSURANCE	4,446.48
PAYROLL SUMMARY	MEDICARE FICA	529.09
PAYROLL SUMMARY	FICA	2,262.28
PAYROLL SUMMARY	IPERS	3,521.36
PAYROLL SUMMARY	WORKERS COMPENSATION	44.78
MOTION PICTURE LICENSING	OUTSIDE PROFESSIONAL SVCS	128.18
Total Adult Services		\$ 48,711.30
Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	45,074.95
REVERSE FY19 WAGE ACCRUAL	PERMANENT SALARIES/WAGES	-441.11
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	13,425.90
REVERSE FY19 WAGE ACCRUAL	TEMPORARY SALARIES/WAGES	-6,676.67
PAYROLL SUMMARY	DENTAL INSURANCE	343.84
PAYROLL SUMMARY	IPERS DISABILITY	208.57
PAYROLL SUMMARY	LIFE INSURANCE	107.29
PAYROLL SUMMARY	HEALTH INSURANCE	5,803.90
PAYROLL SUMMARY	MEDICARE FICA	811.39
REVERSE FY19 WAGE ACCRUAL	MEDICARE FICA	-103.21
PAYROLL SUMMARY	FICA	3,469.35

Library Claims
July 1, 2019 - July 31, 2019

REVERSE FY19 WAGE ACCRUAL	FICA	-441.3
PAYROLL SUMMARY	IPERS	5,522.51
PAYROLL SUMMARY	WORKERS COMPENSATION	173.74
BANK OF AMERICA	TRAINING	43
BANK OF AMERICA	FOOD	9.99

<i>Total Customer Account Services</i>		\$ 67,332.14
Grand Total:		\$ 399,693.45
Roger Kluesner, President	Joanne Marshall, Secretary	Date

An Ad Hoc committee met to review the Bylaws. They reviewed relevant State Codes, reviewed other Boards' Bylaws, and sought guidance from relevant departments. The following proposed changes to the Board of Trustees' Bylaws are presented for approval at this meeting:

- Insertion of "Board Education" as an additional Order of Business item in Article IV (6).
- Changing the committee appointment month from "January" to "May" in Article V (2)(d) and from "April" to "May" in Article V (4)(a) making the committee appoints consistent instead of staggered.



Approved: 5/18/1903

Reviewed:

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

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

Article I: Composition of the Board

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

Article II: Powers and Duties

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

Article III: Officers

1. Positions: The officers of the Board will be President, Vice President, and Secretary. Together they will serve as the Executive Committee.

2. Election and Term of Office: At the March meeting of the Board, officers will be elected from a slate of candidates presented by the Nominating Committee (see Article V, Section 2, subsection b) in February or other nominations offered from the floor. They will be installed at the end of the March meeting for a term that expires at the end of the next March meeting... Officers may succeed themselves in office, but may serve no more than a total of three terms in the same office. An officer must be a Trustee during his/her term in office.

3. Officers' Duties:
 - a. The President shall:
 - i. preside at all meetings of the Board
 - ii. appoint all standing and ad hoc committees
 - iii. approve the agenda for Board meetings
 - iv. serve as Chair of the Executive Committee
 - v. sign monthly library claims lists and resolutions, following approval by the Board
 - vi. execute all documents authorized by the Board

 - b. The Vice President shall:
 - i. perform all the functions of the President in his/her absence or incapacity
 - ii. serve as a member of the Executive Committee

 - c. The Secretary shall:
 - i. sign monthly library claims lists, resolutions, and minutes, following approval by the Board
 - ii. serve as a member of the Executive Committee
 - iii. record proceedings and prepare minutes of any closed session, as needed
 - iv. perform all the functions of the President in the simultaneous absence or incapacity of the President and Vice President

4. Vacancies: In the event of the death or resignation of any officer, the Board shall choose a successor at the first meeting following the vacancy and that person shall hold office until the next regular election of officers.

Article IV: Meetings

1. Regular meetings. Regular meetings of the Board will be held on the third Thursday of each month at 7:00 PM Central Time at the Library, unless otherwise changed by a vote of the Board or Executive Committee.

2. Special Meetings. Special meetings may be held at any time, at the call of either the President or any three (3) members of the Board; however, at least twenty-four (24) hours advance notice of the special meeting must be given to all Trustees. The provisions of *Iowa Code* [Chapter 21.4](#) also apply.

3. Quorum. A quorum at any regular or special meeting will consist of five (5) or more Trustees. In the event that all members of the Executive Committee are incapacitated, the remaining Trustees shall select a President pro tem.

4. Public Notice. Notice of the time, date, and place of each regular or special meeting and its tentative agenda shall be given to the news media who have requested such notice and posted on a bulletin

board in places reasonably accessible to the public at least twenty-four (24) hours prior to the commencement of the meeting, under the terms of the [Iowa Open Meetings Law](#) (*Iowa Code*, § 21.4). A good-faith effort will be made to notify the press and advise the public in the event of a cancellation.

5. Agenda. An agenda for each regular Board meeting will be made available to the Trustees prior to the meeting, together with necessary discussion materials.
6. Order of Business. The order of business for regular meetings may include but is not limited to the following items:
 - a. Call to Order
 - b. Consent Agenda
 - i. Donations
 - ii. Approval of Minutes
 - iii. Library Claims
 - c. Public Forum
 - d. Financial Reports
 - e. Ames Public Library Friends Foundation Report
 - f. Administrative Staff Reports
 - f.g. Board Education
 - g.h. Policy Review
 - h.i. Unfinished Business
 - i.j. New Business
 - j.k. Trustee Comments
 - k.l. Adjournment

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

7. Participation. All meetings of the Board are open to anyone who may wish to observe the proceedings in accordance with the Iowa Open Meetings Law, *Iowa Code* [Chapter 21](#), and the Ames Public Library Policy on Public Participation. Anyone who is not a member of the Board who wishes to address the Board will be given the opportunity to do so during the Public Forum.
8. Procedural Rules. The latest edition of *The Standard Code of Parliamentary Procedure* by Alice Sturgis will govern the parliamentary procedures of the Board.
9. Voting. A vote will be decided by a simple majority of the Trustees voting, except in the case where other criteria are required by ordinance or statute. The presiding officer customarily exercises the right to vote only when the vote is by ballot or when one more vote could alter the outcome. Votes may be received via electronic means or telephone when the Trustee has been involved in deliberation or conversation leading up to the vote. Trustees may not vote by proxy.
10. Telephone and Electronic Meetings. A regular meeting, a special meeting, or a continued meeting may be held by telephone or electronic means only in circumstances where such a meeting in person is impossible or impractical, and must be conducted in accordance with *Iowa Code* [Chapter 21.8](#). Minor variations in meeting procedures shall be employed, as follows:

- a. Any electronic connection must permit simultaneous participation by all Trustees involved.
- b. A quorum must be established through a roll call.
- c. Members must state their names before speaking.
- d. At the chair's discretion, discussion will take place on a rotating basis.
- e. Votes will be taken by roll call or general consent.
- f. Trustees must be present telephonically, electronically, or in person in order to participate in any vote or decision-making procedure.

11. Minutes. Minutes of all regular and special meetings of the Board of Trustees must include the requirements of *Iowa Code Chapter 21.3* and be distributed to all Trustees.

Article V: Committees/Board Liaison Appointments

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

1. Executive Committee. The Executive Committee will consist of the President, Vice President, and Secretary. The full Executive Committee may act on emergency matters prior to a regularly scheduled meeting or when an assembly of the full Board is impractical. Any action taken by the Executive Committee must be approved by a majority vote and shall be reported to the full Board at its next regularly scheduled meeting. The Executive Committee may serve as liaison to the library staff.
2. Standing Committees.
 - a. Art Committee: At the May meeting of the Board, the President shall appoint an Art Committee to review gifts of art donated for the Library's art collection; make recommendations on purchase, selection, or deacquisition of artwork; and advise Library staff on placement and duration of displays of artwork from the Library collection. Appointees shall include at least two (2) Trustees and may include additional members selected from the community or Library staff.
 - b. Budget and Finance Committee (BFC): At the May meeting of the Board, the President shall appoint a committee of at least two (2) Trustees to the BFC. With the assistance of the Director, the BFC shall prepare annual budget requests for Board approval in November, monitor revenues and expenditures throughout the year, recommend any necessary spring budget amendments, and review capital improvement plan projects.
 - c. Director Evaluation Committee (DEC): No later than the June meeting of the Board, the President shall appoint a three-person committee to conduct the director's annual performance evaluation, in accordance with the process described in the Director Performance Evaluation Policy. Appointees shall include at least one member of the Executive Committee, at least one non-member of the Executive Committee, and at least one individual who has previously participated in a DEC. (The qualifications of one trustee may satisfy two of the conditions.)
 - d. Nominating Committee: At the ~~January~~ May meeting of the Board, the President will appoint a Nominating Committee consisting of two (2) Trustees to prepare a slate of candidates for office. The slate, chosen from the Board members, will be presented to the Board at the February meeting.
 - e. Additional standing committees may be established or dissolved by a vote of the Board.
3. Ad Hoc Committees. The President may appoint ad hoc committees as needed.

4. Board Representatives.

- a. In ~~April~~ May of each year, the President shall appoint two (2) Trustees to serve as representatives to the Ames Public Library Friends Foundation Board of Directors.
- b. If liaisons are requested by City boards, commissions, or other entities, the President may make appointments or solicit volunteers.

Article VI: The Director

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

Article VII: Amendments to Bylaws

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

References

This policy has been developed in concert with:

- [Iowa Library Trustee's Handbook 2014](#), published by the State Library of Iowa
- *The Standard Code of Parliamentary Procedure, 4th Edition*, by Alice Sturgis
- *Iowa Code*, especially:
 - [Chapter 21](#), Open Meetings Law
 - [Chapter 362](#), Definitions and Miscellaneous Provisions
 - Definitions, §362.2
 - Publication of Notices, §362.3
 - Interest in Public Contract Prohibited – Exceptions, §362.5
 - Conflict of Interest, §362.6
 - [Chapter 392](#), City Administrative Agencies
 - Library Board, §392.5
- *Municipal Code of the City of Ames*:
 - [Chapter 2](#), Administration
 - Appointments to Administrative Agencies, Boards, and Commissions, §2.10
 - [Chapter 15](#), Libraries

Bylaws, Board of Trustees

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
AUGUST 15, 2019**

Be it resolved that the Board of Trustees, Ames Public Library, approves revisions to its Bylaws as presented.

Roger Kluesner, President

Joanne Marshall, Secretary

After staff have reviewed relevant state coding, sought guidance from the State Law Librarian, reviewed relevant Ames Public Library policies including the Conduct in the Library Policy, Display and Exhibit Spaces Policy, and Programs Policy, the following proposed changes to the Meeting Rooms and Study Rooms Policy are presented for approval:

- Insertion of “exterior facing” after the word “One”, insertion of “at the entry of” after the word “wall”, and deletion of the word “in” before the phrase “a meeting” in the fourth bullet of the Guidelines for Meeting Room Use section.
- Deletion of “Interior facing” at the beginning of the sentence, capitalization of the “i” in the word “item”, and insertion of “and must be facing inward.” after the word “purposes” in the sixth bullet of the Guidelines for Meeting Room Use section.



Meeting Rooms and Study Rooms Policy

Section: Library Resources

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

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 program 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

1. Elections (Ames Public Library is a designated polling place)
2. Library programs and activities
3. Ames Public Library Friends Foundation
4. City of Ames programs and activities
5. General public

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 ~~in~~ a meeting room during the time the room is reserved.
- Nothing may be taped to non-glass walls.
- ~~Interior-facing~~ 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.
- Groups are limited to two meeting room reservations per month.

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.
- Study rooms may not be scheduled in advance.

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”](#)

Meeting Rooms and Study Rooms Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
AUGUST 15, 2019**

Be it resolved that the Board of Trustees, Ames Public Library, approves revisions to the Meeting Rooms and Study Rooms Policy as presented.

Roger Kluesner, President

Joanne Marshall, Secretary