

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
May 16, 2019**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, May 16, 2019, in the Dale H. Ross Board Room, with Briese, Butler, and Marshall in attendance. Glatz, Looft, and Myers were in attendance via telephone. Barchman, Kluesner, and Raman were excused. Interim Director Logsdon and Facilities Manager Duckett were also present.

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

Consent Agenda:

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

- Resolution approving donations
 - a) In honor of Herb Harmison
 - 1. from Etha Hutchcroft\$100.00
 - 2. from Beverly McMahon\$50.00
 - b) From the ISU Women’s Club Genealogy Division for books, materials, or programs of genealogical interest.....\$100.00
 - c) From the Friday Afternoon Group of friends in memory of Phillip B. Zaring for flower gardening/design books\$100.00
- Minutes of the regular meeting of April 18, 2019
- Payment of claims 4/1/19 – 4/30/19

Vote on Motion: 6-0. Approved unanimously. Resolution No. 2019-L013 adopted.

Public Forum: None

Administrative Staff Report: Logsdon gave a brief report to the board.

- Youth Services Intern Langenfeld and Library Aide Tjernagel have joined the library staff. Library Aides Bai and Cate, and Interns Schmidt and Wohlers have left. More interns will be hired for the summer.
- The new Director, Schofer, will begin her tenure May 31, 2019. There will be an informal staff and volunteer welcome in the staff breakroom on Monday, June 3, from 4-6 pm. A public welcome reception will be held on Tuesday, June 18 in the library auditorium from 4-6 pm. Board members are asked to attend if able.
- Customer Account Services manager Briseño has worked really hard along with Assistant City Manager Phillips to make sure Schofer has a methodical introduction to key city and library staff during her first month.
- The summer reading programs for readers of all ages and stages will begin in June.
- The book mobile will be at the Main Street Farmers’ Market on the second Saturday of each month from June through September.
- We are actively taking applications for summer volunteers. These volunteers have been a large part of making our summer youth programs successful.
- Summer lunches will be provided again this year in partnership with the USDA Summer Food Service Program, United Way, and the Boys and Girls Club of Ames with food provided from the Nevada Community School System. Meals are served free to all youth 18 years and younger (baby formula is not included), Monday-Friday from 11:30 a.m. to 12:15 p.m. in the library auditorium between June 3 and August 20. Adult meals are available for purchase at the low cost of \$3.50 per meal.

- The VELO Race will be held on June 29. This is not a library program however the library will be affected by the streets closing beginning at 4:00 p.m. that day.
- Logsdon gave an update on the Small Talk Program to the APLFF (Ames Public Library Friends Foundation) Finance Committee last week. They are in the process of extending the Small Talk program through October 2019, with final reporting to be completed by January 2020. They are awaiting an amended agreement from the foundation handling the anonymous donation, and will bring a request to the Board to extend the Financial Sponsorship Agreement between the APL and APLFF in the near future. They have a Small Talk session running right now and will be recruiting for another program this summer. At this time there is no plan in place for sustainability.

Briese thanks Logsdon for the report.

Ames Public Library Friends Foundation Report: Barchman and Myers attended the last meeting. Myers gave the board a brief update.

- Myers reported that the APLFF is planning another Pub Fiction Pub Crawl for August 1.
- They are discussing having more author cafes in the future since the last one was very well attended.
- They have raised \$55,000 of their fundraising goal of \$62,000; five lapsed donors have returned.
- There will be two more book sales upcoming, travel books will be on sale in May and children's books in June.

Briese thanked Myers for the report.

Policy Review: Logsdon briefed the Board on the Financial Limits Authority policy. The policy was reviewed by the City Finance Department and the City Legal Department. The recommended changes are minimal and do not change the meaning of the policy.

Moved by Butler, seconded by Marshall to approve the revisions to the Financial Limits Authority Policy as presented. Vote on Motion: 6-0. Approved unanimously. Resolution No. 2019-L014 adopted.

Committee Appointments: The Board reviewed the 2019/2020 committee appointments. Briese thanked everyone for their willingness to serve or continue to serve on these committees.

June Meeting Date: The Board discussed the June meeting date. It currently conflicts with the American Library Association conference scheduled for June 20-25. Schofer and Myers both plan on attending the conference.

Moved by Butler, seconded by Looft to change the date of the June Ames Public Library Board of Trustees to Tuesday, June 18 at 7:00 p.m. Vote on Motion: 6-0. Approved unanimously.

Custodial Contract: The Board reviewed the custodial contract and received a summary report from Duckett. A preliminary meeting with a building walk through was held with good attendance. Two companies submitted bids for the contract on time; a third bid was received after the closing and not opened. ABM had the low bid. Staff from ABM have been in to meet with Duckett and Logsdon. They are happy to be coming to the library and seemed very professional.

Moved by Marshall, seconded by Butler to recommend that the City Council award the FY20 contract for library custodial services to ABM in the amount of \$91,541.70. Vote on Motion: 6-0. Approved unanimously. Resolution No. 2019-L015 adopted.

2019/20 OCLC Subscription Renewal: Logsdon gave a brief update to the Board on the importance of this subscription service.

Moved by Myers, seconded by Butler to approve the renewal of OCLC Subscription Services for fiscal year 2019/20 in the amount of \$32,377.20. Vote on Motion: 6-0. Approved unanimously. Resolution No. 2019-L016 adopted.

Trustee Comments:


- Briese thanked Duckett for attending the meeting.
- Glatz thanked Briese for running an efficient meeting.
- Butler thanked Logsdon for keeping everything running smoothly while serving as the Interim Director and Johannes for stepping in to her position.
- Marshall agreed with Butler's comments.
- Briese also thanked Logsdon again for accepting the Interim Role and doing such a great job.
- Logsdon (Interim Director) thanked Duckett for her great work pointing out the new building is five years old but has been very well maintained under Duckett's management.

Adjournment:

**Moved by Glatz, seconded by Butler, to adjourn at 7:33 pm.
Vote on Motion: 6-0. Motion approved unanimously.**

The next regular meeting will be on Tuesday, June 18, 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