

**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 Smyles \$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 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 indicated one 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 Briese, 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