

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

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

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

Oath of Office: Looft and Myers took the oath of office. Both were officially welcomed to the Board and introduced.

Consent Agenda:

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

- Resolution approving donations
 - a) From the Ames NAACP to purchase books for a library program \$407.16
 - b) From Merri Monks \$1.00
 - c) From Squaw Creek VFW Post 674 for the INSPIRE tutoring program \$500.00
 - d) From the Story County Genealogical Society for genealogy books\$159.68
 - e) From the estate of Lawrence Clark Westburg \$896.18
 - f) In memory of Judith Kavanagh from Margaret and Jay Munson \$100.00
 - g) In memory of Doris Ulvestad for Book Club books from:
 - i) Judith Amfahr \$35.00
 - ii) Laurie Greer \$50.00
 - iii) Barbara Koester \$50.00
 - iv) Carol Bailey \$50.00
 - v) Diane Oppedal \$50.00
 - vi) Kathleen Saari \$100.00
- Minutes of the regular meeting of March 28, 2019
- Payment of claims 3/1/19 – 3/31/19

Vote on Motion: 6-0. Approved unanimously. Resolution No. 2019-L011 adopted.

Public Forum: None

Financial Reports: Financial reports ending March 31, 2019, were distributed in the meeting packets. During conversation, it was noted that all expenses are on track.

Presented and moved by Briese, seconded by Looft to approve the 3rd quarter financial reports. Vote on Motion: 6-0. Approved unanimously.

Administrative Staff Report: Logsdon thanked the Board for all of their hard work and dedication involved with the recruitment and hiring of the new director and welcomed the new Board members.

- We just completed National Library Week in April where libraries across the country stepped up their promotions and highlighted our role in the community.
- Several large programs that were hugely successful just took place including the 5th grade Battle of Books with 37 teams, the 6th grade Battle of the Books with 31 teams. These are both heavy with volunteer support and involve teams from schools all across Story County.
- During National Library Week Heid was key in hosting a Youth Services Librarian conference at the Ames Public Library. This brought 184 library staff members from across the state into our library. They had two keynote sessions and breakout sessions. Many of the attendees toured the facility on their own. There were several positive comments posted on Facebook praising our facility.
- The All Ages Drag Show was also held during National Library Week. 280 people were in attendance. It was another successful event held after hours.
- During the same week we celebrated our volunteers with a volunteer luncheon. Bohlke coordinates over 500 volunteers who collectively have donated over 16,000 hours of service within the library. The committee did a beautiful job preparing the luncheon. All volunteers were invited, and even though not everyone was able to make it, the luncheon was well attended.
- Adult Services staff worked from mid-February through mid-April with the AARP VITA program to serve the community with free tax preparation services. Several hundred individuals participated in this program. Each appointment was scheduled through the Adult Services desk and volunteers called to remind individuals of their scheduled appointment time. In addition tax forms have been available at desk, and staff has been very helpful assisting patrons find the correct forms. This is an essential service.
- We have one library aide graduating and leaving in May and have hired one youth services intern.
- The city of Ames does a wonderful job celebrating staff reaching milestones. This year Wanamaker will be recognized for 5 years of service and Quinn will be recognized for 35 years of service at the staff luncheon.
- The custodial contract is currently open for bid. Several companies came for a walk thru of the facility. Bids will be opened April 30 and that contract will be awarded at a future Board meeting.
- After great successes with first ten hot spots, ten more hot spots were just purchased. These allow patrons that are traveling (roughly 30% of use) or those that do not have internet access at home (roughly 70% of use) the opportunity to have a Wi-Fi connection with unlimited data free of charge for one week at a time.
- We are entering into year 2 of Adventure Passes. Patrons are able to check out a pass to places like the Blank park zoo, Reiman Gardens, and the Science Center free of charge.

- Staff has been discussing and planning the onboarding and orientation process for the new Director. Staff is engaged and very positive about Schofer's arrival. A public event welcoming her is being discussed.

Policy Review: The Board discussed the policies to be reviewed and explained the process to the new Board members.

Moved by Barchman, seconded by Briese to table the Bylaws and History Policy reviews until the June Board meeting. Vote on Motion: 6-0. Approved unanimously.

Financial Limits Authority Policy: The Board discussed the Financial Limits Authority. Johannes will seek input from the City Legal Department and Finance Department and bring back as an action item on the May agenda.

Library Fines and Charges Policy: The Board discussed the Library Fines and Charges Policy. Staff recommended lowering the maximum overdue charge for a single item and simplifying wording. These changes will provide better customer service and are in line with our mission in Customer Account Services of helping customers to be successful and responsible library users.

Moved by Raman, seconded by Myers to approve the Library Fines and Charges Policy revisions as presented. Vote on Motion: 6-0. Approved unanimously. Resolution No. 2019-L012 adopted.

FY20 Enrich Iowa Agreement with Iowa Library Services: The Board discussed the annual agreement.

Moved by Raman, seconded by Briese to affirm submission of the FY20 Enrich Iowa Agreement with Iowa Library Services. Vote on Motion: 6-0. Approved unanimously.

Committee Assignments: The Board discussed the various committees. Barchman volunteered to serve on the APLFF committee. Looft volunteered to serve on the Art committee. Myers volunteered to be on the Budget and Finance committee. Johannes will send a survey to all Board members and report back to Kluesner.

June Meeting Date: The Board discussed the June meeting date. The ALA conference is scheduled from June 20-25. The new Director plans on attending the conference and a Board member may also be attending. Johannes will send out a survey to all Board members with alternative dates and place changing the meeting date as an action item on the May agenda.

Trustee Comments:

- Briese – welcome to the new Board members, and thank you to Logsdon for all her work. He appreciated the finance meeting running as smoothly as when Thompson & Carey were here.

- Raman – next meeting is May 16, 2019 not May 19, 2016; he will be traveling and unable to attend. Also welcome to the new members.
- Barchman – thanks to Briese for the finance committee update and recruitment attempt
- Myers – happy to be part of the Board; great first meeting.
- Looft – also happy to be here; she will traveling and need to conference in to the May meeting.
- Kluesner – thank you to both Myers and Looft for joining this board. He is honored to serve as the president.

Adjournment:


Moved by Briese, seconded by Barchman, to adjourn at 8:15 pm.

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

The next regular meeting will be on Thursday, May 16, 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