

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
July 16, 2020**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, July 16, 2020, via Zoom, with Barchman, Butler, Glatz, Looft, Myers, Raman, and Thorbs-Weber in attendance. Kluesner and Marshall were excused. Director Schofer and Assistant City Manager Schildroth were also in attendance. Schildroth arrived late due to technical difficulties; Raman lost connection during the closed session and was unable to reconnect.

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

**Consent Agenda:**

**Moved by Butler, seconded by Thorbs-Weber, to approve the consent agenda items as follows:**

1. Resolution approving donation:
  - A. For books for Ames school children provided in spring 2020 from:
    - Fellows Elementary School PTO..... \$728.91
    - Kate Mitchell PTA..... \$728.90
    - Sawyer Elementary School PTO..... \$728.90
  - B. From Ames Golden K Kiwanis for STEM kits..... \$2,000.00
  - C. From Kiwanis Club of Ames for STEM kits ..... \$1,000.00
  - D. From the Rotary Club of Ames for Summer Literacy Program books ..... \$5,250.00
  - E. In honor of Herb Harmison from Theodore Hutchcroft (two gifts)..... \$75.00
  - F. In memory of William "Bill" Carlson from:
    - Deborah and Stephen Adams ..... \$25.00
    - Jim and Judy Amfahr..... \$25.00
    - Cynthia Larson Anderson..... \$25.00
    - Kim and Mike Andresen ..... \$50.00
    - Karen Ball, Elizabeth Burnell, Kathy McCormack, Daniel Ball, and Amy Thomas Paul and families ..... \$50.00
    - Pat Brown..... \$25.00
    - Trudy Hodson..... \$50.00
    - Len Thiede ..... \$50.00
2. Motion approving minutes of the regular meeting June 18, 2020
3. Motion approving payment of claims 6/1/20 – 6/30/20

**Vote on Motion: 7-0. Approved unanimously. Resolution No. 2020-L016 adopted.**

**Public Forum:** None

**Financial Reports:** Myers gave a report to the Board. The Budget & Finance Committee met on July 14 and reviewed the reports through June 30, 2020. These numbers are not final year end numbers since the City uses a 13 month accounting system. Final reports are expected to be available in August. The budget is on track, following the same curve of expenses as the last two fiscal years. Myers highlighted savings in the library's electrical expense line and noted that this is mainly because of the continued efforts of Duckett, Facilities Manager, who works hard at conserving energy and keeping the facility systems running as efficiently as possible. The Board discussed the financial reports with the Budget & Finance Committee members and Director entertaining questions.

**Moved by Thorbs-Weber, seconded by Looft to approve the financial reports as presented. Vote on Motion: 7-0. Approved unanimously.**

### **Activity Reports:**

Administrative Staff Report: Schofer gave a report to the Board.

- Executive Leadership Team, Emergency Operations Team, and City Council have been discussing masks this week and the ability to mandate masks in City buildings. They will be discussing this further. They continue to monitor the number of cases. They are working with Iowa State to participate in the Cyclones Cares campaign.
- Staff are anxious about the school's return to learn plan. The City is considering some sort of small group tutoring for employees' children. Schofer is advocating for the ability for some staff to have the flexibility to work some hours from home while balancing these childcare issues.
- The library is still in a lobby only phase. Grab and Go bags, quick picks, tax forms, remote printing, and retrieving holds are services currently available. The biggest gap in service is with the computer use. We will be exploring ways to accommodate some very limited computer access hopefully starting next week.
- Staff are wearing masks while working in the library unless they are alone in their office. Returned items are either quarantined for 72 hours or wiped down before being made available to patrons.
- On average about 360 people a day are coming to the library where pre-COVID was approximately 1,300 a day.
- 25,702 physical items have been checked out in the last two weeks which is about half of our normal; this does not include electronic resources. We still have 3,000 holds on the shelf.
- We are continuing with video content. We may shift to include some school support resources such as Brainfuse (online tutoring), Tumblebooks (read-along books), Dial-a-Story, and an online reader's advisory service.

- The managers and team leaders from the various groups for the Strategic Plan have reconvened and got some general feedback about what was emerging. Civic engagement, diversity and inclusion, access, and community wellness seem to be some of the larger categories. They will have a more in depth meeting Tuesday in person in the auditorium.

Assistant City Manager Schildroth: Schildroth gave a report to the Board.

- Last Tuesday, City Council talked about COVID 19 and what they can do within legal parameters to continue to promote safety and positive healthy behaviors within the community. One of the outcomes of this conversation was the decision to partner with Iowa State on the Cyclones' Care campaign. This will help with consistent messaging around the City and County.
- The Council is talking about requiring face coverings in all City buildings. They will be adding this to their workshop agenda and consider taking action.
- The Council talked about having that broader authority in the community to require masks. At this time municipalities do not have the authority outside of City buildings; a letter will be sent to the Governor requesting that authority.
- This morning Schildroth participated in the Community Childcare forum with Iowa State, Ames School District, United Way, and other individuals. The school district is purchasing more hotspots for families that may not have internet access. The school is discussing making space available for families to use their WiFi for online learning. Schildroth did mention the library had extended the WiFi to the north parking lot. The Community Childcare group is looking for space for potential childcare if needed.

Schofer added that the library has also purchased additional hotspots to help fill that need.

- They City is pulling together an internal task force to look at some kind of learning program for City employees' children in the event that schools have to partially close or close all together.

APLFF Report: Myers gave a report to the Board.

- The APLFF has secured more money for the summer meals program including money for the books that they are giving away at all the distribution sites.
- They discussed the hotspots. First National Bank donated \$10,000 towards the hotspots. APLFF's goal is to raise \$20,000 before Beck retires.
- The teen council is holding their Menstruation Celebration on July 21. It was scheduled for July 14 but had to be rescheduled due to tornado sirens going off at the start of the program.
- The teens are still doing their book club on anti-racism and are currently reading the book "Stamped".
- The teens are planning on having a veggie and vegan educational discussion on August 15.

- The finances for APLFF have decreased due to not being able to have books sales and other fundraisers. They have been discussing the Author Cafes. They are holding the Pub Fiction virtually on the four Thursdays in August.
- The APLFF nominating committee is looking for more board members; they would love some diverse candidates.
- Beck's last day will be September 10.

Schofer added that she had put together a PowerPoint as a visual for the APLFF Board to highlight areas where funding is spent. The Park Packs, STEAM kits, Hotspots, etc. They are looking at creating a pitch deck where someone could take the laminated cards to show potential donors what a difference their donation could make such as \$500 provides one year of internet service for 4 hotspot devices, or buys 5 new hotspots.

### **New Business:**

Board Education: Kluesner had brought this to Schofer's attention. With electronic meetings it is easy to lose track of Board Education. Board education is part of the requirements for accreditation. The State Library of Iowa has some trainings that may be an option but Schofer is open to Board suggestions.

Butler feels it would helpful for her to be more informed about what things we are offering at our library. Glatz agrees and endorses returning to the monthly Board Education to meet the accreditation requirement. Barchman reiterated for the August Board meeting to have a Programming 101 Board education session.

Director Performance Evaluation Policy: The Board discussed the current policy and the timeline for the Director's annual evaluation. The timeline for this year's evaluation got off track. The previous committee completed a six month review in January. Per the timeline a second review should have been completed shortly thereafter but was not due to confusion around role of the current committee and the new committee coming on. The timeline laid out in the policy is correct, but reminders for the committee would help facilitate keeping the evaluations on track. No changes were made to the existing policy.

Director's Evaluation:

**Moved by Butler, seconded by Myers to go into closed session in accordance with the provisions of Sections 21.5(1)(i) and 21.9, Code of Iowa, for the discussion of the Director's evaluation.**

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

The Board left the open Zoom session at 8:10 p.m. and entered a private Zoom session to discuss the Director's evaluation. Barchman, Butler, Glatz, Looft, Myers, Raman, and Thorbs-Weber attended the closed session.

**Moved by Glatz, seconded by Looft, to return to open session at 9:20 p.m.  
Vote on motion: 7-0. Motion approved unanimously.**

Raman did not return to open session due to technical difficulties.  
Approval of the Director's salary (Action)

**Moved by Glatz, seconded by Butler, to increase the Director's salary by 4%  
to \$133,025 effective July 1, 2020.**

**Vote on motion: 6-0. Motion approved unanimously. Resolution No. 2020-L016  
adopted.**

**Trustee Comments:**

- Myers – no additional comments other than good job on the short time frame for the Director's evaluation. She appreciates the committee's hard work.
- Butler – appreciates everyone's input and ideas, not only for this round but for how we can do this in a more effective and inclusive manner in the future.
- Thorbs-Weber – thanks to the committee for all their work.
- Glatz – thanks to the current and previous committees for handling the unusual schedule of reviews this year that called for a thorough review at midterm and then subsequently followed on by this one that very much compressed everything and made it a challenge. He is glad that could do as well they did.
- Looft – no comments, just have a good night all
- Barchman – thank everyone for their patience with her tonight since she isn't used to running the meetings and for the late meeting.

**Adjournment:**

**Moved by Glatz, seconded by Looft, to adjourn at 9:25 pm.  
Vote on Motion: 6-0. Motion approved unanimously.**

The next regular meeting will be on Thursday, August 20, 2020, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

  
Melissa Johannes, Library Secretary

  
Sandra Looft, Board Secretary

