

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
June 16, 2022**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, June 16, 2022, in the Dale H. Ross Board Room with Christy, Johnson, Kluesner, Marcu, Myers, Reynolds, and Thorbs-Weber in attendance. Mitchell-Conway and Torres III were excused. Director Schofer was also in attendance.

Call to Order: President Myers called the meeting to order at 7:03 p.m.

Consent Agenda:

Moved by Marcu, seconded by Thorbs-Weber, to approve the consent agenda as follows:

1. Motion approving minutes of the regular meeting May 19, 2022
2. Motion approving payment of claims 5/1/22 – 5/31/22

Vote on Motion: 6-0 (Myers abstaining; Mitchell-Conway and Torres III excused). Approved unanimously.

Public Forum: None

Activity Reports:

Assistant City Manager: Schildroth was not able to attend but sent updates for Schofer to share.

- National Night Out (NNO) will be held on Tuesday, August 2nd beginning at 6pm at Friendship Baptist Church (2400 Mortensen). The event is being hosted by the Ames Police Department and Hope in Christ Back to School. NNO encourages residents to strengthen community connections, build neighborhood spirit and police-community partnerships, and learn about community crime prevention efforts. There will be activities for people of all ages; school supplies giveaway, food/treats, etc. Information can be found on cityofames.org website as well as the City of Ames and Ames Police Facebook and Twitter pages.
- Rummage RAMPage will be held July 29 – August 6 at the Ames Intermodal Facility located at 129 Hayward Ave. Rummage RAMPage is a community garage sale designed to keep reusable items out of our waste stream. Proceeds go to local non-profit organizations. This link contains the Rummage RAMPage schedule, lists of acceptable and unacceptable items to donate, the history of the event, etc.: <https://www.cityofames.org/living/rummage-rampage>. If you or someone you know is interested in volunteering, sign-up begins next Monday, June 20th on the Rummage RAMPage website.
- Indoor Aquatic Center update: The proposed location is on property located on Lincoln Way across from the DOT. The purchase has not been finalized as City

Staff continue working with a consultant on the environmental assessment of the property.

- Climate Action Plan update: The City's internal technical team is analyzing each of the proposed low carbon tasks associated with the six big moves to determine; cost, funding, feasibility of achieving task, amount of administrative effort needed to carry out the task, legal feasibility, impact on residents and inclusion, and cost comparison to the tonnage of carbon reduced. Once this analysis is completed, a staff report will be provided to City Council to further develop the Climate Action Plan.

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

- Staffing:
 - Harris retired June 1, staff had a small gathering in the breakroom. The I.T. Systems Administrator position is posted
 - Interviews are underway for a Customer Account Services Clerk position.
 - Fifteen phone interviews were conducted for the Adult Services Assistant position. Six of these candidates will have in-person interviews.
 - A Youth Intern and an APL-Y Intern both just started. A Public Relations Intern is starting next week. An Adult Services Intern is cued up for the summer.
 - The Library is making efforts to improve the recruitment process:
 - including more diverse posting opportunities
 - encouraging sharing in networks
 - creating a more accessible process (no longer requiring a cover letter, asking fewer supplemental questions, adding a word count for guidance to make expectations more clear, and reviewing education equivalence)
 - Adding a more prominent DEI statement
 - Conducting phone interviews prior to in-person interviews
 - Annual performance evaluations were submitted, managers will be scheduling reviews and goal setting including DEI goals.
- Spaces,
 - The cushions that were reupholstered for the teen space have arrived. The other teen furniture is on order and expected to arrive in August.
 - The teen space is open regular hours.
 - The solar charging bench has arrived. Several people have already taken advantage of the wireless charging ability.
 - The plexiglass has been removed from the Youth Services desk.
 - Did you see the monster reading a book in the alley? The Public Arts Commission sponsored a contest for artists to create designs for vinyl wraps to cover select transformer boxes like the one near our alley entrance. If it looks familiar it's because it's by Tim Read who did the mural in the youth area.
 - Duckett has been working on a glycol leak.
 - The new remote control for the heat recovery chiller was installed.
 - A Request For Proposal (RFP) for the 2nd floor window repairs is posted.

- City Electric called to talk about EV charging in the parking lot and the potential for solar
- The Bookmobile is on a summer schedule to allow for more community involvement. It is still stopping at Sawyer Elementary, Fareway, and ISU but will not be going to the after-school stops (Edwards, Kate Mitchell, and St. Cecilia) during the summer. Watch for the bookmobile at these locations:
 - park storytimes June 20-August 8
 - All Aboard for Kids camp June 22-July 20
 - Parks and Rec summer program June 21 and again in July
 - Juneteenth June 18th from 3-5 pm.
 - Farmers Market June 25, July 23, and August 20
 - 4th of July parade
 - Boys and Girls Club July 12
 - National Night Out August 2
- Programming
 - Summer Reading is going well. 562 adults, 161 teens, 928 kids, and 122 babies and toddlers are signed up online for the Summer Reading Challenge. Together, they have already logged about 7,000 hours of reading since June 1! The prize books, stickers, and book lights are huge hits.
 - Schofer highlighted past programs including a scavenger hunt, Mikayla OZ's program, and a Pop Art Collage program.
 - Step Into Storybooks in partnership with Raising Readers in Story County, ACPC, Ames Moring Rotary and United Way was last Saturday at North Grand Mall with approximately 1,100 people attending.
 - Juneteenth Celebration at Bandshell Park is this Saturday from 3-10 pm. Staff have made a joint effort to identify, pull and stock materials in the bookmobile including over 700 items that are already pulled and over 5,300 identified for the record set.

APLFF Report: Myers gave a report to the Board.

- Sales are continuing to go well.
- The Development Director position remains open.
- Pub Fiction is scheduled for August 11. The committee is working on sponsorship letters.

Board Education: Gent holds a unique position with both the Ames Public Library and Iowa State University as the Community Engagement Specialist. This is a shared position paid for by the Iowa State University Foundation and the Ames Public Library Friends Foundation. Gent works 20 hours at each location each week sharing her talents to plan events, programs, and displays at both locations. Gent provided information about her position and the work she does. Gent has worked on many program including Black Lives Matter, climate action programming, Removing the Frontier, the George Jackson Culture Center exhibit, MLK programming, Archives programming, and the upcoming Juneteenth Celebration to name a few. Gent attends training and team meetings for both organizations, and uses both strategic plans as a

guideline for program planning as well as being part of the Ames public Library's Programming Team. The Board thanked Gent for the presentation.

Policy Review:

Programs Policy: Schofer reviewed the policy. It was brought to the Board last month for discussion. Recommended changes include shorting the list of program examples, adding fostering diversity and equitability to the purpose, adding diversity of ideas, cultures, and experiences to partnership criteria, and updating the reference links.

Moved by Johnson, seconded by Reynolds, to approve the policy as presented with the addition of a reference to the APL website program proposal form.

Vote on Motion: 6-0 (Myers abstaining; Mitchell-Conway and Torres III excused). Approved unanimously. Resolution No. 2022-L024 adopted.

Display and Exhibit Policy: Schofer introduced the policy and the Board reviewed and discussed it. The Board provided guidance to create a form similar to that used for Program Proposals for displays and exhibits including a question on how the proposed exhibit or display relates to the library's mission or strategic plan. Another suggestion to use the Art Committee as a resource if needed. The policy will be reviewed by the Programming and Managers Teams and brought back to the Board next month for action.

New Business:

Professional Name Tag Proposal: Thorbs-Weber recommended Trustees have a professional name tags after attending previous events without identification. Johannes will research options and bring them back to the Board next month.

Staffing Analysis: Managers have been working on a staff analysis, documenting the number of hours available, the hours needed to complete the work as stated in job descriptions, and the difference between the two. Process improvements and discussions about ways to maximize the time available have taken place. Schofer will be taking the information to the City Manager for an initial discussion about a phased approach to adding staff to offset the shortage.

The Board fully supports Schofer and appreciated the information.

Trustee Comments:

- Christy - no comments
- Johnson - no comments
- Reynolds – came to the library to meet with Schofer for a one-on-one meeting and really enjoyed it.
- Thorbs-Weber – had come in May and hit different departments. One of her take-a-ways was the desire of staff to have funding available for those interested in pursuing graduate school. Thorbs-Weber was told this funding was previously

available and asked if it was still available. It is currently not available but something that could possibly be taken to APLFF for consideration.


- Kluesner -thank you for having Gent come.
- Marcu – it was a great meeting, always great to be here with everyone.
- Myers – seconds everything Marcu said.

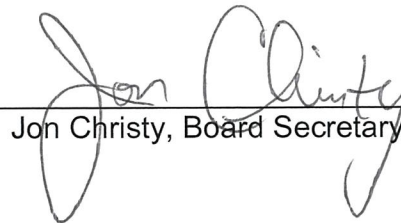
Adjournment:

Moved by Reynolds, seconded by Marcu, to adjourn at 9:01 p.m.

Vote on Motion: 6-0 (Myers abstaining; Mitchell-Conway and Torres III excused). Approved unanimously.

The next regular meeting will be on Thursday, July 21, 2022, at 7:00 p.m. in the Dale H. Ross Board Room.


Melissa Johannes, Library Secretary


Jon Christy, Board Secretary