

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
January 19, 2023**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, January 19, 2023, in the Dale H. Ross Board Room with Christy, Johnson (7:01 pm), Kluesner, Myers, Mitchell-Conway (7:02 pm), Reynolds and Torres III in attendance. Marcu and Thorbs-Weber were excused. Director Schofer was also in attendance.

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

Consent Agenda:

Moved by Christy, seconded by Torres III, to approve the consent agenda as follows:

1. Resolution approving Donations
 - a) Sarah Stark..... \$50.00
 - b) Homer & Sandra Gartz \$100.00
 - c) James & Donna Kienzler \$300.00
 - d) Fern Kupfer in memory of Peg Johnson \$100.00
2. Motion approving minutes of the regular meeting December 15, 2022
3. Motion approving payment of claims 12/1/22 – 12/31/22

Vote on Motion: 5-0 (Johnson, Marcu, Mitchell-Conway and Thorbs-Weber excused). Approved unanimously. Resolution No. 2023-L001 adopted.

Johnson arrived at 7:01 pm; Mitchell-Conway arrived at 7:02 pm.

Public Forum: None

Activity Reports:

Assistant City Manager: Schildroth was not able to attend due to scheduling conflicts.

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

- The budget PROBE meeting took place on January 9, 2023. We successfully advocated for an additional full-time librarian position by starting with a lower overall increase due to strategic reductions and cost savings, and shifted some expenses for interns and programming costs to the Ames Public Library Friends Foundation (APLFF) in order to partially cover the cost. The budget presentation to City Council will be at 5:00 p.m. on Tuesday, February 7, 2023.
- Staff are moving forward with the memory lab project. This will allow patrons to transfer their valuable memories from an obsolete technology into a usable, digital format. This project is being funded by APLFF.
- Staff are talking to vendors and getting ideas to enhance the youth services area. This could potentially be a project for the APLFF to fundraise for.
- We have several staff updates:

- Osborn, Customer Account Services Library Clerk, started December 30, 2022.
- Francom, Customer Account Services Library Assistant, started January 5, 2023.
- Martin, Adult Services Library Assistant, will start January 24, 2023.
- Interviews were just completed for the open Youth Services Librarian. An offer will be made soon.
- The Iowa Library Online Conference (ILOC) will be held January 26. This is a free online conference for library staff and trustees.
- The second Repair Café was held January 13, 2023. It is community lead with engaged and organized volunteers and well attended.
- Get on Boards is scheduled for January 26, 2023. Christy will be representing the Ames Public Library Board of Trustees along with other boards and commissions members. This is a panel discussion for citizens to learn how to apply and serve on City and County boards and commissions as part of our civic engagement efforts. Applications for City boards and commissions will be due the first part of February. Kluesner, Marcu, and Christy will be leaving the APL Board; their seats will be available for appointment.
- Managers are finalizing plans for our February 20, 2023 staff day. Schildroth will be presenting about Analysis of Social Services Evaluation Team (ASSET). Schofer will provide a budget overview and a strategic plan update. There will be sessions on Novel Ideas, the staff survey results, and a DEI team update and all APL read check-in. Workgroup meetings will take place after lunch.
- The APLFF fundraising committee is ramping up a bit more ideas being generated. They have some calls set up with Iowa City, Cedar Rapids and possibly others to share best practices.

APLFF Report: Thorbs-Weber provided a written report for the Board.

- The APLFF meeting was held on Thursday, January 12, 2023.
- The sales committee reported good earnings from online sales and book sales. The Children's Booksale is January 25-31, 2023.
- The APLFF will be giving the second payout of budgeted expenses to the Ames Public Library in January.
- The Finance Committee says December was a great month with the holiday campaign, earnings from investments, and book sales.
- The strategic plan committees were discussed. The Benchmarking and Outreach committee will have a virtual meeting with the Iowa City Library Friday, January 20th. The other strategic plan committees are the Fundraising Committee and Engaging with Larger Community in an Inclusive Way Committee.
- Next meeting is Thursday, February 9th.

Budget and Finance Committee Report: Johnson gave a report to the Board.

Very similar report as last time. We are halfway through budget cycle and mostly on target with no unexpected expenses; internal charges will be billed at the end of the year so it is currently showing as underspent.

Moved by Johnson, no seconded is needed since it is brought from a committee, to approve the review of the financial review as presented.

**Vote on Motion: 6-0 (Myers abstained, Marcu and Thorbs-Weber excused).
Approved unanimously.**

Board Education:

Nahnsen, Human Resources Intern, introduced himself. A confidential online survey to assess employee satisfaction, communication, trust in management, stress, relationship with supervisor, personal feedback, and customer service was administered in 2016, 2019, and 2022 by Iowa State University Industrial-Organizational Psychology interns under the supervision of Dr. Kathy Hanisch. The response rate for the 2022 survey was 88%; an outstanding and impressive participation rate. The participation rate has been around 90% each year. Hannsen highlighted some of the survey results for the Board and compared the results to past years. These results will be presented at the all staff training on February 20.

Policy Review:

Director's General Job Duties Policy: Schofer introduced the policy. No changes are recommended at this time.

Moved by Kluesner, seconded by Reynolds, to approve the review of the Director's General Job Duties Policy without changes.

**Vote on Motion: 6-0 (Myers abstained, Marcu and Thorbs-Weber excused).
Approved unanimously. Resolution No. 2023-L002 adopted.**

Sex Offender Policy: Schofer introduced the policy. No changes are recommended at this time. Legal has reviewed the policy. This policy will be brought back next month for action.

New Business:

Oxen Technology: The Ames Public Library has existing wireless access points that have reached the end of support. The Library worked with the City Purchasing department to submit a request for bid to purchase 41 Cambium Network wireless access points and a subscription for each device which will provide the support services required for configuration and maintenance. These access points will integrate with our current wireless system. The successful low bid came from Oxen Technology in the amount of \$35,517.

Moved by Reynolds, seconded by Christy, to authorizes the Director to execute the agreement with Oxen Technologies for the purchase of 41 Cambium Network wireless access points and a subscription for each device which will provide the support services required for configuration and maintenance in the amount of \$35,517.

**Vote on Motion: 6-0 (Myers abstained, Marcu and Thorbs-Weber excused).
Approved unanimously. Resolution No. 2023-L002 adopted.**

Trustee Comments:

- Torres III - happy to be back; nice to see you everyone.
- Mitchell-Conway – doing great.
- Johnson – sorry to see Christy go but sounds like Christy has great things ahead. The staff survey results was a great presentation. It sounds like employees and management are working well and doing well after everything that has gone on the last few years.
- Myers – The presentation was great. It shows how great this organization is. Without trust in management and getting along with co-workers, organizations crumble, so Myers is glad those scores are high. She is so proud to be part of the Board and a beacon of the community, which is the library.
- Christy – A reminder that an email was sent out to all trustees on Monday from Perry in the Human Resources department with a survey for the Director’s evaluation. Responses are anonymous. Please complete this in the next couple days. It would be great to have a high response rate just like the staff survey. Johnson, Christy, and Thorbs-Weber are on the Director’s Evaluation Committee and would appreciate the feedback.
- Kluesner – Studies have shown that the number one indicator of employees engagement and retention is the relationship with coworkers and managers. To be where we are is really strong. Kudos to Johannes for the key dates and the cycle of policy review schedule. He appreciates them.
- Reynolds – thanks for new book (all APL read – Anti Racist Ally). She has a New Year’s resolution is to read one book each month on growth, development, and learning.

Adjournment:

Moved by Mitchell-Conway, seconded by Reynolds, to adjourn at 8:01 p.m.

**Vote on Motion: 6-0 (Myers abstained, Marcu and Thorbs-Weber excused).
Approved unanimously.**

The next regular meeting will be on Thursday, February 16, 2023, at 7:00 p.m. in the Dale H. Ross Board Room.


Melissa Johannes, Library Secretary


Jon Christy, Board Secretary