

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
January 18, 2024**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, January 18, 2024, in the Dale H. Ross Board Room with Crain, Gibson, Johnson, Myers, and Reynolds in attendance. Mitchell-Conway, Reger and Thorbs-Weber and Torres III were excused. Adult Services Manager, Klein-Hewett, Library Cataloging Clerk Tuckness, and citizen Deyo were also in attendance.

**Call to Order:** President Reynolds called the meeting to order at 7:04 pm

**Consent Agenda:**

**Moved by Myers, seconded by Johnson, to approve the consent agenda as follows:**

1. Motion approving minutes of the regular meeting December 21, 2023
2. Motion approving payment of claims 12/1/23 – 12/31/23

**Vote on Motion: 5-0 (Mitchell-Conway, Reger, Thorbs-Weber, and Torres III excused). Approved unanimously.**

**Public Forum:** Deyo wanted to know when the Library's budget hearing with City Council was scheduled. He stated he is not being allowed to speak at City Council meetings and would like the opportunity to do so. He is upset about being trespassed last summer and doesn't understand why he can't give out dollar bills with "Let's be naked" written on them.

**Activity Reports:**

Administrative Staff Report: Klein-Hewett gave a report to the Board.

- Anderson and Johannes met with City Manager Schainker, Assistant City Manager Phillips, and Budget Manager Mastellar on January 4<sup>th</sup> for the budget review. Additional money will be made available for the Capital Improvement Plan carpet project.
- Strategic Plan staff lead teams started meeting. They had the first all-team strategic plan meeting with Managers on Tuesday, January 9. The team focusing on Staff/Board/Volunteer engagement is planning a staff feedback session for the February staff day. The survey, which has been translated into four languages, will roll out this week.
- Osborn was promoted from Customer Accounts Clerk to Customer Accounts Library Assistant as of January 15, creating an open Customer Accounts Clerk position which received 143 applicants. Sixteen of those applicants were then selected for phone interviews. In-person interviews will be conducted soon.
- Reaman submitted her resignation from her position as Youth Services Clerk with her last day being January 21. That position will be posted soon.
- The Library delayed opening until 11 am on Tuesday, January 9, due to the snowstorm; opened from 10 am – 2 pm on Friday, January 12, due to the snowstorm; and closed early at 5 pm on Monday, January 15 due to extreme cold. The bookmobile service was also disrupted. These decisions were made in

conversation with Schofer and with the excellent information received from the City Public Works department regarding weather and road conditions.

- Thank you to Duckett, Lawnpro, and the City for getting our parking lots and Douglas cleared so we could open. The biggest thank you to our amazing staff who continue to show up, even when the weather is challenging.

Ames Public Library Friends Foundation (APLFF) Report: Myes gave a report to the Board.

- The Holiday Campaign has been successful.
- The recent booksale, Literary Ground sales, and online sales have also been successful.
- APLFF will be switching from Salsa to Donor Perfect software.
- APLFF will be reviewing the long-standing agreement with APL.

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

- Financial reports show overall spending at 48%. There are no unexpected expenses. Everything is tracking nicely.
- There is an encumbrance of almost \$70,000 for the replacement structure that will be in the Youth Services area thanks to the Ames Public Library Friends Foundation.
- The FY25 budget review went well. Schofer and Anderson will present to City Council on Tuesday, February 6<sup>th</sup>.

**Moved by Johnson, no second needed, to approve the financial report as presented.**

**Vote on Motion: 5-0 (Mitchell-Conway, Reger, Thorbs-Weber, and Torres III excused). Approved unanimously.**

#### **Board Education:**

Tuckness introduced herself to the board and gave a presentation on the Inspire, Design, Explore, Archive Center (IDEA Center). The IDEA Center started out as a Novel Idea and was funded by Ames Public Library Friends Foundation. The IDEA Center features three stations that are each reservable for specific time slots. The Image and Slide Conversion Station can be used to scan and edit photos, negatives, and slides. The Audio and Video Conversion Station can be used to convert VHS, audio cassette, and microcassettes to digital files. The final station is the Editing Station which can be used to edit photos or videos or to do creative work.

#### **Policy Review:**

Donations: This policy was brought to the Board last month for discussion. The policy was reviewed and approved by the Legal Department. Changes included removing the last sentence under "Monetary Donations" regarding the Endow Iowa Tax Credit Program and removing "During specific campaigns" from the second paragraph under "Donor Recognition." The board discussed the policy.

**Moved by Myers, seconded by Gibson, to approve the changes to the Donations Policy as presented.**

**Vote on Motion: 5-0 (Mitchell-Conway, Reger, Thorbs-Weber, and Torres III excused). Approved unanimously. Resolution No. 2024-L001 adopted.**

Art: Klein-Hewett introduced the policy. The Board discussed the policy. This policy will be brought back next month for action after being reviewed. No changes are expected. Reynolds noted that the colon is underlined in the first sentence under "Authority."

**New Business:**

Agreement with the Ames Public Library Friends Foundation: Reynolds introduced the agreement. No changes were made to the agreement. The agreement outlines the relationship between the Ames Public Library and the Ames Public Library Friends Foundation. This agreement was last reviewed at the November 19, 2020, Board meeting. Kluesner, who was Ames Public Library Board of Trustees President at that time, was part of creating the agreement years ago along with the Memorandum of Understanding to ensure that there was separation between the two entities.

**Moved by Crain, seconded by Johnson, to approve the review of the APL-APLFF agreement as presented.**

**Vote on Motion: 5-0 (Mitchell-Conway, Reger, Thorbs-Weber, and Torres III excused). Approved unanimously. Resolution No. 2024-L002 adopted.**

**Trustee Comments:**


- Crain - appreciates that staff made it in to work during the winter conditions. Here's to some warmer weather.
- Gibson – has found a new addiction to the Literary Grounds bookstore.
- Johnson – Thank you to everyone, glad everyone made it here and had a quorum. He hopes everyone makes it home safely. Thank you to Klein-Hewett who did well filling in for Schofer, and to Anderson for her work with the budget.
- Reynolds – appreciated the Volunteer Spotlight highlighting the Special Olympics award winner. She was excited for him.
- Myers – nothing to add. Thank you to Klein-Hewett, Johannes, and to Tuckness for the presentation.

**Adjournment:**

**Moved by Gibson, seconded by Myers, to adjourn at 8:24 pm.**

**Vote on Motion: 5-0 (Mitchell-Conway, Reger, Thorbs-Weber, and Torres III excused). Approved unanimously.**

The next regular meeting will be on Thursday, February 15, 2024, at 7:00 p.m. in the Dale H. Ross Board Room.

  
Melissa Johannes, Library Secretary

  
Richard Johnson, Board Secretary