

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
October 18, 2018**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, October 18, 2018 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Butler, Glatz, Kluesner, Linch, Marshall, Raman, and Wang in attendance. Briese participated by telephone. Barchman was excused. Library Director Carey and Librarians Anderson, Briseño, and Rastogi were also present.

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

Consent Agenda:

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

- 1) Resolution accepting donations:
 - a) From Paul Durbin and Cinian Zheng-Durbin for programming \$75.00
 - b) From ISU Women’s Club Genealogy Division for books, materials, or programs of genealogical interest..... \$75.00
 - c) In honor of Herb Harmison from Jean Peterson..... \$100.00
 - d) In memory of Doris Richardson from Connie and Glenn Maze..... \$100.00
- 2) Motion approving minutes of the Regular Meeting of September 20, 2018
- 3) Motion approving payment of claims 9/1/2018 – 9/30/2018

Vote on Motion: 7-0. Approved unanimously. Resolution No. 2018-L030 adopted.

Public Forum: None.

Iowa Library Association (ILA) Conference Reports: Librarians Bri Anderson and Tanvi Rastogi reported on presentations they made at the ILA Conference in Cedar Rapids. Ms. Anderson, who is APL’s home school liaison, works with the Ames Community School District’s Home School Assistance Program (HSAP). At ILA, she and Kelly Stern, Youth Services Manager at Cedar Falls Public Library, led a session on “Connecting with Homeschooling Populations in Your Community.”

Ms. Rastogi, who is APL’s Teen Librarian, participated in a session called “Rethinking Themes: Culturally Respectful Programming and Collections.” Others on the panel were: Harrison Inefuku, Scholarly Publishing Services Librarian, and Cara Stone, Instruction Librarian, both at Iowa State University (ISU); and Vera Scrivner, Children’s Librarian at Algona Public Library. Rastogi said that she spoke about cultivating partnerships and tried to challenge people to think more about why diversity in programming is important. Rastogi said she also spoke on this subject at the recent Joint Conference of Librarians of Color in Albuquerque.

Carey noted that the Youth Services Division of ILA has offered a conference called “Kids First” every other year in recent years; however, the conference was cancelled this year. Librarians around the state feel this is such an important event that a group proposed an alternative. It will be called “Kid Matters” and APL’s Youth Services staff has offered to host it.

FY19 First Quarter Financial Reports: Trustee Kluesner stated that the budget is tracking well with 25% spent in the first quarter. He noted that spending on service agreements and annual contracts is heavier early in the year, as can be seen in the graphs. Kluesner also spoke about the sources of APL’s financial assets—private donations that come via Ames Public

Library Friends Foundation (APLFF), from individuals or organizations, and through grants—and noted that all of them are separate from the general fund, which is supported by taxes.

Moved by the Budget and Finance Committee to accept the First Quarter Reports for Fiscal Year 2018/19.

Vote on Motion: 7-0. Motion declared approved.

Ames Public Library Friends Foundation (APLFF) Report: APLFF Trustee Representative Butler reported on the October 11 meeting. The APLFF Development Director reported on a positive meeting with REG and expressed willingness to meet with local service clubs. Butler said income from PrideFest was \$450 and from Literary Grounds sales was \$2,900. The fall book sale will be held November 1-3. APLFF's monthly meetings will be changed to the 4th Thursday starting in January to allow for more timely financial reporting and the November 8 meeting will take place at 5pm because of a possible Director candidate's presentation at 4pm.

Administrative Staff Report: Library Director Carey stated that the Library welcomed new Library Aide Brittney Rebhuhn and Youth Services Intern Elcy Timothy. Goodbyes were said to Laurelle Heimbaugh, who moved out of state, and Andra Castle, who accepted a new job. She said interviews for the Clerk position in Resources Services were just completed.

Carey announced that the Small Talk group is hosting LENA training and will be joined by a Sioux City group that is interested in starting a program. APL was also notified of the award of a \$5,000 grant for Small Talk from Dahl Foundation.

Carey said that she had met with City Manager Steve Schainker and Assistant City Manager Brian Phillips earlier in the day to discuss future Capital Improvements Projects (CIPs). Although APL will not formally submit CIP requests this fall, Carey discussed three ideas that the new director may want to consider in the next five years. They were: replacement of carpet, which was installed in 2014; replacement of front doors, which are heavy and are sometimes affected by interior pressure issues; and the possibility of adding gender neutral restrooms. Carey explained that APL's family restrooms and staff restrooms are gender neutral, but safety was the primary consideration when designing the others. She said she felt some safety factors (such as the absence of hallway doors) might be lost in a gender-neutral design.

Carey stated that currently:

- The budget process is getting underway;
- a Pay Study Committee, which was formed in response to some dissatisfaction that was identified through the Staff Satisfaction Surveys, will be holding meetings for employees to discuss job expectations and pay issues;
- Carey is participating in United Way study on the effects of Ames' low unemployment rate on wages;
- LibraryAware, a product that increases the Selectors' ability to create posters, brochures, and bookmarks to tie into promotions, has been purchased;
- New Innovation suggestions are due in a couple weeks;
- A coil was replaced in the Energy Recovery Ventilator on the roof. It was a major operation that required a crane and an alley closure. Fortunately, the weather was favorable and the job went so smoothly that the installers decided they would charge the Library time and materials, rather than the original quoted price.
- The management team will attend an Ames Chamber of Commerce Diversity Program on October 31.

She said some programming highlights in the last month were:

- ISU President Wintersteen's September 27 presentation, which was very well received;
- The Maximum Ames Music Festival and PrideFest which brought hundreds of people into the building the last weekend in September; and
- A poetry-packed weekend on October 13 and 14, with the Central Iowa Poetry Festival, APLFF's Author Café featuring poets, and an APLFF poetry book sale.

Upcoming events that Carey described included:

- A Harry Potter Night at London Underground on November 15, after which the establishment will donate a portion of the proceeds to APLFF; and
- Ames Community Initiative meetings: one of which was taking place in the Library as she spoke and another coming up at the Water Plant, where she and Briseño will discuss the resources APL has to offer those who are marginalized.

APL's 2017/18 Annual Report was distributed and Carey complimented Jillian Ocken and Tracy Briseño for spearheading the effort. Brief discussion ensued about the CIP ideas that had been discussed with the City Manager.

Director Search Committee Report: Glatz said he felt the group should be congratulated on deciding not to use a search firm, as the process is going very well. The brochure has drawn favorable comments from the applicants, everything is running on schedule, and 21 applications met the minimum requirements. Glatz said the applications came from widely varying geographical locations and complimented Briseño on reaching out to many state library associations. He reported that phone interviews were conducted with eight applicants and the field will be narrowed to three for the onsite meetings in early November. The Search Committee will formulate a set of questions for the interviews.

Conduct in the Library Policy:

Moved by Butler, seconded by Wang, to adopt a resolution approving revisions to the Conduct in the Library Policy as presented/amended.

When asked why the topic of buskers was included, Carey explained that the Main Street Cultural District (now Downtown Ames) actively sought buskers several years ago in an effort to enhance the downtown experience, and City permits and guidelines were established then.

Raman offered a friendly amendment to add the phrase "on the premises" after the word "Misconduct" in the line prior to the second set of bullet points and delete that phrase elsewhere in the list. Friendly amendment accepted by Butler.

Vote on Motion (as amended): 7-0. Approved unanimously. Resolution No. 2018-L031 adopted.

Unattended Child Policy:

Moved by Wang, seconded by Butler, to adopt a resolution approving revisions to the Unattended Children Policy as presented/amended.

Carey said other Iowa libraries typically set the age a child may be left alone at nine or ten, although some go as low as age six. Staff feels age nine is appropriate and works well in Ames.

Vote on Motion (as presented): 7-0. Approved unanimously. Resolution No. 2018-L032 adopted.

Director Evaluation Process Policy: Trustee Marshall stated that the Director Evaluation Committee or DEC (Kluesner, Marshall, and Raman) had met on October 4. She said the process got tight in February and March last year because of spring break, so they felt moving activities back a month would help. The DEC also wondered if a mid-year evaluation was necessary.

Carey said the City's performance appraisal system is based on a quarterly schedule that ends in March, although the Board is not required to follow that. She said she felt a new director would probably want a mid-year check-in, both to feel supported and to have an opportunity to get questions answered, or be directed back on track, if the trustees felt there were issues. She did not feel the mid-year review would necessarily have to be formal, and it was agreed that in lieu of stating there would be a mid-year "performance review," the policy could indicate that the DEC would conduct a mid-year check-in." Carey recommended doing it earlier than October.

During discussion about aligning the process better with the fiscal year, it was pointed out that the timeline was set up as it is because the trustees' terms expire at the end of March. The existing schedule allows retiring trustees to complete evaluation activities before leaving the board and no new trustees would face an evaluation in their first meeting.

It was suggested that the goal year might be shifted to better meet the director's needs. Some goals could be carried over, as they are internal. The salary could also be set as late as June. There was agreement that fewer goals should be expected—they should offer a picture of the big items the person is working on, rather than the more broad strategic goals—and they should be measurable.

The Committee noticed that the policy was silent on who is to provide evaluation feedback. Staff said that the previous review committee decided to leave that open so that the process could be flexible from year to year, depending on the situation and the committee's preference.

Finally, Marshall said the DEC used Qualtrix last year to conduct its survey, but wondered if the City had any online tools that could be used to obtain confidential responses. Carey said she would inquire about that and the committee agreed to bring back another revision next month.

Trustee Comments: None

Adjournment:

Moved by Briese, seconded by Marshall, to adjourn at 8:31 p.m.

Vote on Motion: 7-0. Motion carried unanimously.

The next Regular Meeting will be on Thursday, November 15, 2018, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Karen C. Thompson, Administrative Assistant

Sarah Barchman, Board Secretary