

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
November 18, 2021**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, November 18, 2021, in the PEO Room with Barchman, Glatz, Johnson (7:05 p.m.), Kluesner, Myers, Reynolds, and Thorbs-Weber in attendance. Christy was present via Zoom; Marcu was excused. Director Schofer, and Mori from State Library were also in attendance.

Call to Order: Vice President Myers called the meeting to order at 7:01 p.m.

Consent Agenda:

Moved by Glatz, seconded by Kluesner, to approve the consent agenda as follows:

1. Motion approving minutes of the regular meeting October 21, 2021
2. Motion approving payment of claims 10/1/21 – 10/31/21

Vote on Motion: 7-0 (Myers abstaining; Marcu excused). Approved unanimously.

Public Forum: None

Activity Reports:

Assistant City Manager: Schildroth was not able to attend but gave Schofer updates to report on her behalf.

- The Human Relations Commission is soliciting applications for the annual Humanitarian award. The award recognizes work done by an individual or group to promote diversity, equity, and inclusion in the Ames community. Individual must be an Ames resident or group must be based in Ames and serving Ames residents. Application is found on the HRC webpage and due 12/10/21.
- A survey for the City's Climate Action Plan target setting is now available on the City's Sustainability webpage. There will be a table on the main floor in the Library to promote the survey and have paper copies available for people preferring to participate that way. The survey is open until 12/10/21.
- Next week's City Council meeting will include an update on the Indoor Aquatic Center.

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

- The Library had approximately 950 voters.
- Staff Development is a Strategic Plan Priority as are Diversity, Equity and Inclusion (DEI). APLFF approved funding in the area of staff development; with this funding the library was able to have Dr. Coleman present DEI training at the all staff training day on November 11. Staff completed a global DEI benchmark assessment and a small group Strength Finders activity. These small groups will

meet between December and January for facilitated small group discussions. Managers and the DEI team attended the facilitator's training yesterday in preparation for the small group discussions. We will receive the results from the global benchmark assessment in February along with additional training.

- Schofer and six staff attended the Chamber Symposium on building inclusive organizations. There were good sessions on what it means to be an ally.
- Schofer and Johannes attended budget probes yesterday. Overall the budget ask is closer to a 4% increase rather than the preferred 3% increase. This includes staff/ benefit increases, hourly worker and intern rate increases, a small increase to collections, and conference funding returning to closer to a previous level building back from cuts made last year. Schofer reported the possible need for window repairs and the desire to add an Assistant Director position. The Library had an Assistant Director until 2013.
- Annual reporting information was submitted to Story County, the State Library, and the Iowa Urban Public Library Association (IUPLA). Once the IUPLA comparison is available it will be shared with the Board.
- Work on the annual report is in progress.
- Door installation is planned for the week of November 29. Resent events caused staff to re-route traffic; they will be able to do so if needed during installation.
- Recruitments for two clerk positions close today. Recruitment for two librarian positions (1 youth, 1 adult) close on December 6; two youth intern positions (one to start in January, one in May) and library aide positions are also coming up.

APLFF Report: Myers gave a report to the Board.

- Doing well financially but cash flow is low due to recent payment to the library.
- The successful candidate turned down the Development Director position; the position posting has been reworded and reposted.
- Literary Ground sales have been doing well.
- The TAG group is working on recruitment.
- The holiday campaign mailing went out as planned.

Board Education: Mori from the State Library introduced herself. She gave a presentation to the Board about the accreditation process and the Board's role and answered questions. The Ames Public Library's accreditation renewal is due in February 2022.

Policy Review:

Exam Proctoring Policy: Schofer reviewed the policy. It was brought to the Board last month for discussion and reviewed by the Managers' Team. Changes included rewording the first bullet to state proctoring services are not limited to cardholders and changing the wording in the third bullet from Principal Clerk to administration staff.

Moved by Glatz, seconded by Barchman, to approve the Exam Proctoring Policy with revisions changing the wording on the first bullet from "Proctoring services are available to customers and are not limited to Library cardholders" to "Proctoring services are not limited to Library cardholders".

Vote on Motion: 7-0 (Myers abstaining; Marcu excused). Approved unanimously. Resolution No. 2021-L029 adopted.

Donations Policy: Schofer introduced the policy. The Board reviewed and discussed the policy. The policy will be reviewed by the City legal department and brought back next month with any recommended changes.

Unfinished Business:

Service Offerings: Schofer reviewed and discussed the current service model with the Board. The teen space is open and engaging more, story times are shifting back to story time room, plexiglass barriers are still in place. Staff is discussing additional bookmobile stops starting back up in January and bringing the coffee back as weather turns cooler.

New Business:

FY22 Budget Amendments and FY23 Proposed Budget: Schofer reviewed the current budget amendments and recommended ask for FY23 with the Board. The initial budget meeting with Finance Budget Manager Masteller and Assistant City Manager Schildroth went well. As noted earlier the overall budget ask for FY23 is closer to a 4% increase rather than the preferred 3% increase. This includes staff/ benefit increases, hourly worker and intern rate increases, food and conference funding returning closer to previous levels, and a small increase to collections. Schofer discussed the possible need for window repairs and the desire to add an Assistant Director position. The next meeting with Finance Director Pitcher and City Manager Schainker is January 7, 2022.

Moved by Glatz, seconded by Johnson, to approve the adjustments to the operating budget for fiscal year 2021/22 and requests for fiscal year 2022/23 as presented.

Vote on Motion: 7-0 (Myers abstaining; Marcu excused). Approved unanimously. Resolution No. 2021-L030 adopted.

Strategic Plan Discussion: Schofer reviewed the strategic plan with the Board and highlighted some items that have been completed such as going fine free, increasing hot spots available for circulation, offering bus passes, having translation devices at service desks, adding closed captioning on some videos, and lowering the customer account services desk. A diversity, equity, and inclusion team was formed with diversity audits and staff training underway. Programming with intent has been successful including Social Injustice, More Than Monoliths, Pridefest, and Gender Affirming Healthcare to name a few. A Civics Center area was added to the website offering links for voting information, assistance resources, tax information and more. Niche Academy, Bookflix, personalized picks, Cypress Resume Builder, and other online resources were added. The Library has partnered with Bridge Home to offer some in library hours, as well as other organizations to offer things like Mental Health First Aid training, COVID

vaccine clinics, and Eco Chats. Schofer reviewed several more options and the Board discussed the plan.

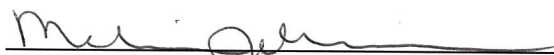
Trustee Comments:


- Reynolds – goes through accreditation at her job and is pleased with how prepared we are.
- Christy – thanks to Johannes for accommodating him to join remotely. He joined the training last night from the State Library and thought it was great.
- Johnson – good to be here after not being here last month, great to hear about accreditation and strategic plan.
- Barchman – no comment
- Kluesner – appreciates the strategic plan update and all that staff do.
- Thorbs-Weber – attended the DEI training at staff day and asked if the library was planning to do anything with identities that were discussed in the beginning. Also suggested preparing staff for requests to ban books.
- Glatz – impressed, it was an ambitious strategic plan and a lot of great work has been completed.
- Myers – strategic plan is impressive even without COVID, to have so much done is terrific, and she is glad to see Schofer advocating for another position.

Adjournment:

**Moved by Barchman, seconded by Glatz, to adjourn at 8:41 p.m.
Vote on Motion: 7-0 (Myers abstaining; Marcu excused). Approved
unanimously.**

The next regular meeting will be on Thursday, December 16, 2021, at 7:00 p.m. in the Rotary Room.


Melissa Johannes, Library Secretary


Charles Glatz, Board Secretary