

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
June 15, 2023**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, June 15, 2023, in the Dale H. Ross Board Room with Crain, Gibson, Johnson, Mitchell-Conway, Myers (7:05 pm), Reger (7:04 pm), Reynolds, Thorbs-Weber and Torres III in attendance. Assistant City Manager Schildroth, Director Schofer, and Adult Services Manager Klein-Hewett were also in attendance.

**Call to Order:** President Reynolds called the meeting to order at 7:01 pm  
No rick or Carolyn

**Consent Agenda:**

**Moved by Mitchell-Conway, seconded by Gibson, to approve the consent agenda as follows:**

1. Motion approving minutes of the regular meeting May 18, 2023
2. Motion approving payment of claims 5/1/23 – 5/31/23

**Vote on Motion: 5-0 (Reynolds abstained. Myers and Reger excused). Approved unanimously.**

**Public Forum:** None

**Activity Reports:**

Assistant City Manager: Schildroth gave a report to the Board.

- City Council member Gartin gave kudos to the Library for all the youth programs and summer meals during council comments.
- City Council accepted the Climate Action Plan. They will develop an annual work plan outlining steps on retrofitting buildings, waste energy improvements, recycling and garbage collection, etc.
- Reger entered at 7:04 pm
- The recruitment for a new Sustainability Coordinator has begun.
- Diversity, Equity, and Inclusion Coordinator, Earnes, will be working on an Inclusion Plan for the Ames community. They are currently reaching out to cities in various states with existing plans in place including Dubuque, West Des Moines, Columbia, Madison, and Fort Collins.
- Myers entered at 7:05 pm
- Recruitment for the Assistant City Manager position are underway.
- Lastly, Schildroth thanked the board, Schofer, and staff for all the work done both within the walls of the library and out in the community. Schildroth has taken the Associate Executive Director position with Heartland of Story County.

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

- Juneteenth partnership
  - All month long the library will host an exhibit by artist Cameron Gray highlighting his Black'd Out Books project
  - Louisa Jagger, author of Sprouting Wings: The True Story of James Herman Banning, will visit the Library June 16th at 4pm to share stories she learned as she researched James Herman Banning's time as an electrical engineering student and aviator in Ames, Iowa. She'll sign books that we will be giving away at the bookmobile before the play about Banning.
  - June 16th at 8pm in Roosevelt Park there will be a free showing of the movie Black Panther: Wakonda Forever
  - June 17th at 10:00 am the Mayor and City Council will host a dedication ceremony and reception for the renaming of the James Herman Banning Ames Municipal Airport.
  - Juneteenth activities at Bandshell Park will start at 12:00 pm with live music, vendors, food trucks, bookmobile, arts and crafts, face painting and more, including a special play about James Banning at 2:00 pm as just one the featured events.
- Summer has kicked off with a bang and it's been quite busy.
  - The first Terrific Tuesday "Choose Youth Own Mess" a STEM program had 194 people. This week's Party with a Pirate had 170 here in the Library and 101 at the school. We take programs and the bookmobile different weeks as part of afternoon enrichment program after morning classes.
  - Lunches have been busy too. We order extra meals on Tuesdays because the performances draw bigger crowds; this past Tuesday had 220 in attendance with 150 meals.
  - Saw Councilmember Gartin at a recent Chamber After Hours and he expressed interest in coming by to help serve meals.
- Youth Volunteers take the lead on summer meals under the guidance of Volunteer Coordinator Bohlke and two interns who do an amazing job and role model for the youth. We have 72 youth volunteers active and had over 100 applicants before Bohlke turned off the form. (youth volunteers range from entering 5th grade through 12th grade)
- We will be interviewing for our Library Aides. There are over 80 applicants for 3 positions. They will narrow that through reviewing availability, shelving exercise, phone interviews and then in-person interviews.
- The Ames Public Library Friends Foundation were awarded a \$2500 grant from Ames Rotary for our Deposit Collections- collections of books that our housed off site at place like Mary Greely Behavioral Health, Senior Living, etc. This grant will allow us to expand locations and collections.
- We've had a few more involved PIC (Person in Charge) incidents lately, but have a good team that discuss and work together. We also have support from the Ames Police Department when needed including Julie Saxton, the Mental Health Advocate, who I and the team have consulted with.
- Looking ahead to budget for fiscal year 2025. The State Legislations will impact the City especially those funded from the general fund. We are reviewing some

databases, physical magazines, physical audiobooks, and other potential areas to reduce costs.

APLFF Report: Gibson gave a report to the Board.

- They have hired Cassie Luze as the new Development Director. She will start at 10 hours a week in July and increase to 20 hours a week around January. Luze has a professional fundraiser background and is the former President of the APLFF Board.
- The next book sale is July 6-9, 2023.
- APLFF members will be tabling at the Farmer's Market on July 22 to talk about the foundation work.
- Pub Fiction is August 10. Tickets will go on sale beginning July 5.

### **Board Education:**

Adult Services Manager Klein-Hewett presented part two of the Strengthsfinder education. Trustees were asked to take the test and report back their results by last Friday. Results from StrengthsFinder are used within the work groups, for internal team building, and in annual reviews.

### **Policy Review:**

Confidentiality and Library User Records Policy: This policy was brought to the Board last month for discussion. The Customer Account Services staff and managers reviewed the policy and found it is very thoughtful in wording. The recommended changes include adding "regardless of age" in the first paragraph under "Confidential Information", rewording the sixth bullet under "Exceptions" and checking linked code. The Board discussed the policy in length.

**Moved by Reger, to approve the revisions to the Confidentiality and Library User Records Policy with the additional exception stating that library user records are accessible to parents. No second received. Motion failed.**

**Moved by Torres III, seconded by Thorbs-Weber, to approve the revisions to the Confidentiality and Library User Records Policy as presented with the addition of adding a link to the Circulation Policy under References.**

**Vote on Motion: 8-0 (Reger abstained). Approved unanimously.  
Resolution No. 2023-L016 adopted.**

Internet Use Policy and Guidelines: Schofer introduced the policy. The Board discussed the policy. This policy will be brought back next month for action after being reviewed by the managers. Board suggestions included looking at the social networking sites to determine if that section belongs in this policy. May reference the Social Media Policy instead. Also discussed the terms customer, patron, and user as interchangeable.

### **New Business:**

Innovative Interfaces Renewal: This is the annual renewal for licenses, software maintenance, and technical support for the hardware and operating system used for acquisitions, cataloging, circulation, inventory, the public access catalog, borrower record keeping, home delivery, and various administrative modules. Ames Public Library's

Financial Limits Authority Policy requires Board approval for expenditure of funds exceeding \$25,000.

**Moved by Myers, seconded by Reger, to approve the Innovative Interfaces renewal in the amount of \$32,689.63 as presented.**

**Vote on Motion: 8-0 (Reynolds abstained). Approved unanimously.  
Resolution No. 2023-L017 adopted.**

**Trustee Comments:**

- Torres III – nice to be back. He’s been traveling a lot. He really liked the Streghtsfinder activity. He hopes everyone’s summers are going well so far.
- Thorbs-Weber - thank you for sharing the board education. She appreciates the conversations regarding different things even when we don’t agree.
- Gibson – pleased to be attending the APLFF meetings. It is even more information that she finds fascinating, and is amazed at how passionate everyone is.
- Johnson - looks forward to these meetings, fun to come, see everyone, share thoughts and opinions, and he enjoyed seeing everyone’s drawings.
- Reynolds - loves coming to the meetings. She’s glad everyone is here today, and thankful for the open conversations.
- Myers - sorry for being late. She had a rough day at work and wrangling the puppy. Appreciates the conversation, it is just a really complicated issue, but she is glad everyone can be professional and respectful even when disagreeing.
- Reger - was late too. Appreciates the Strengthsfinder activity but doesn’t want to draw again. Appreciates all the discussion; good to have the conversation and respect one another. Wants to head to bandshell for the concert.
- Mitchell-Conway – her analytical strength - what we all know is confirmed
- Crain - thanks for discussion. He was dubious about results, enjoyed looking at them, and finds it interesting how library is using them.

**Adjournment:**

**Moved by Myers, seconded by Thorbs-Weber, to adjourn at 8:23 pm.**

**Vote on Motion: 8-0 (Reynolds abstained). Approved unanimously.**

The next regular meeting will be on Thursday, July 20, 2023, at 7:00 p.m. in the Dale H. Ross Board Room.

  
Melissa Johannes, Library Secretary

  
Richard Johnson, Board Secretary