

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
November 16, 2023**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, November 16, 2023, in the Dale H. Ross Board Room with Crain, Gibson, Johnson, Mitchell-Conway, Myers, Reger, Reynolds, Thorbs-Weber, and Torres III in attendance. Director Schofer was also in attendance.

Call to Order: President Reynolds called the meeting to order at 7:00pm

Consent Agenda:

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

1. Motion approving minutes of the regular meeting October 19, 2023
2. Motion approving payment of claims 10/1/23 – 10/31/23

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

Public Forum: None

Activity Reports:

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

- The FY25 ask and FY24 amendments were submitted. Johannes plays a key role in the budget process. Schofer, Anderson, and Johannes have Preliminary Review of Budget Estimates (PROBES) tomorrow.
- Onove was just promoted to the 30-hour Youth Services Library Assistant position effective today after successfully completing the interview process. The full-time Adult Services Librarian will start December 11, 2023. Another Library Aide position will be filled soon.
- Last Friday, November 10th, we had all day staff training that included an update on the strategic plan and introduced the timeline and teams for the upcoming session. There were six breakout sessions led by staff on DEI, Social Services, Intellectual Freedom, Accessibility, TEAMS, and the IDEA Center. Each session had three presenters so that all staff could rotate to all sessions. This system works well; peer led, staff get experience presenting, and good pacing for the day.
- Schoffer gave an extended tour for the Jefferson Library staff, Boards member and a Friends member. They are looking to expand on their Carnegie building and were curious to learn more about what we did and to see our spaces. Briseno joined them for part of the conversation and tour as well.
- Schofer attended the Symposium on Creating an Inclusive Organization on Wednesday, put on by the Ames Chamber.
- The City is rolling out an update to its leadership training for managers. Klein-Hewett went Tuesday and Schoffer attended with the City Executive Leadership Team (ELT) today.

- Goldbeck, the new Assistant City Manager, was announced today. She will start in January but joined the rest of ELT for the training.

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

- They are discussing donor software and are currently exploring Donor Perfect.
- The Holiday Campaign will be mailed out on Monday.
- The online Raygun store is up and running. APLFF will receive \$10 per shirt sold.
- The November booksale started today.
- The Board discussed former APLFF Board member Garst's passing and memorial ideas.
- APLFF President, Zbaracki, wants to focus more on the mission. Currently the booksales and Pub Fiction are the only fundraising events.
- Development Director, Luze, will be writing a column each month for the Page One newsletters.
- They plan on having more of a presence during National Library Week and Friend of the Library week.

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

- The current financial reports show 33.9% spent, which is on track.
- There are no concerns or surprises at this time.
- The budget is turned in. The City doesn't know its tax valuation yet and may ask for cuts, but we are in a good place for now.

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

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

Board Education:

Schofer gave a presentation about the strategic plan sharing the presentation from staff day. Prep work for the next strategic plan is underway. Staff have met with Stat Com regarding the public survey, staff led teams have been established, and a timeline is drafted.

Policy Review:

Director Performance Evaluation: This policy was brought to the Board last month for discussion. No changes are recommended. The board discussed the policy.

Moved by Myers, seconded by Thorbs-Weber, to approve the review of the Director Performance Evaluation Policy as presented.

Vote on Motion: 8-0 (Reynolds abstained). Approved unanimously. Resolution No. 2023-L024 adopted.

Exam Proctoring: Schofer 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.

New Business:

FY24 Budget Amendments and FY25 Proposed Budget: Schofer introduced the budget summary.

The City Manager requested city departments to submit adjustments to the current year's budget (fiscal year 2023/24 or FY24) and initial requests for next year (FY25) by November 9. Schofer, Anderson and Johannes will meet with the City's Finance Director, Budget Officer, and Assistant City Manager on Friday, November 17, to review the initial entries and make adjustments per their recommendations.

Notes:

- FY23 expenditures for Customer Account Services (CAS) Library Aides were reduced and expenditures for Administration, Adult Services, and Youth Service interns were shifted to Ames Public Library Friends Foundation (APLFF) funding in order to convert a .5 FTE Adult Services Library Assistant to full-time. This change also created an increase in the Adult Services wages. FY24 and FY25 budgets reflect these changes.
- Partial youth collection funds were shifted to the audio-visual collection to better reflect the audio-visual items that were being classified as youth collection previously.
- Partial audio-visual collection funding was shifted to the electronic collection to meet community interest and needs. Use of e-audio increased by 15% in FY22 and 9.8% in FY23.
- APLFF funding will be used in FY24 to update the youth area play structure creating an increase in Youth Services budget. Additional APLFF funding will be used to update/replace some furniture in the Adult Services area in FY25.
- First floor carpet replacement is planned in FY24 as part of the capital improvement plan. Second floor carpet replacement is planned in FY25.
- Story County funding is expected to decrease in FY24 as the result of a more equitable divide of county funding between the eleven Story County cities. This is expected to be a permanent change.
- Overall costs of utilities and maintenance and support contracts have increased in cost and is reflected in Commodities totals.
- The overall general fund support request for FY25 shows an increase of 5.1%, with an overall funding increase of 3.2% (primarily decreased in APLFF funding from the play structure in FY24).
- No budget amendments for FY24 are needed currently. Additional funds may be requested after the first-floor carpet project bids are received.

Moved by Mitchell-Conway, seconded by Reger, to approve the FY24 budget amendments and FY25 request as presented.

Vote on Motion: 8-0 (Reynolds abstained). Approved unanimously. Resolution No. 2023-L025 adopted.

Trustee Comments:

- Johnson – thank you to everyone, especially the work on the budget. He's very impressed by how much the library and staff are able to do with the resources. Happy Thanksgiving.
- Torres III – really thought the strategic plan was so cool with lots done in each area, it's also super cool that the library provides free notary services.
- Gibson – the strategic team has cohesive teams, everyone takes ownership, she's really impressed.
- Mitchell-Conway – impressed with the budget and programs. Good job team! Hooray!
- Crain – after missing a couple of meetings, he's glad to be back, and glad to see a full board and all the work that's being done.
- Thorbs-Weber – thank you Schofer and Johannes for all they do. She appreciates finding out about notary and proctoring services, hearing about the budget, and strategic plan, and loves seeing all the meeting rooms in use. She also appreciates taking care of business in a reasonable time.
- Reger – ditto everything that's been said. He's impressed with everything the library does for so many groups of people. It's really impressive. He would like to think this library is a model for other libraries. Great job!
- Myers – agrees with everyone else. You're all wizards. Myers received some banned books pins and earrings from Lisa Hovis at PhotoSynthesis on Main St. that she shared with the Board and Schofer.
- Reynolds – is really excited to have everyone here. She is excited to see the strategic plan update. She started on the Library Board after taking part in a community engagement event for non-profits for the last strategic plan so she's seeing things come full circle.

Adjournment:

Moved by Myers, seconded by Mitchell-Conway, to adjourn at 8:05 pm.

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

The next regular meeting will be on Thursday, December 21, 2023, at 7:00 p.m. in the Dale H. Ross Board Room.


Melissa Johannes, Library Secretary


Richard Johnson, Board Secretary