

Ames Public Library Board of Trustees
Agenda – September 21, 2023
Dale H. Ross Board Room, 515 Douglas Avenue

Call to Order 7:00 p.m.

Consent Agenda (Action Item)

(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes.)

- 1) Motion approving minutes of the regular meeting August 17, 2023
- 2) Motion approving payment of claims 8/1/23 – 8/31/23

Public Forum

Members of the public who wish to address the Board will be given the opportunity at this time. (Please complete a blue card and hand it to the recording secretary prior to the Call to Order.)

Activity Reports

- 3) Administration – Schofer
- 4) APLFF – Gibson/Myers
- 5) Director’s Evaluation Committee – Johnson/Reger/Reynolds

Board Education

- 6) Reader’s Advisory - Cooney

Policy Review

- 7) Meeting Rooms and Study Rooms (Action)
- 8) Unattended Child (Discussion)

Trustee Comments

Adjournment

Next regular meeting: Thursday, October 19, 2023
Ames Public Library: We Connect You to the World of Ideas

Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org

Please note that this Agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), Code of Iowa.

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
August 17, 2023**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, August 17, 2023, in the Dale H. Ross Board Room with Crain, Gibson, Johnson, Mitchell-Conway, Myers, and Thorbs-Weber in attendance. Reger, Reynolds, and Torres III were excused. Director Schofer, Youth Services Librarian Ziegler, and Adult Services Librarian Olson were also in attendance.

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

Consent Agenda:

Moved by Thorbs-Weber, seconded by Gibson, to approve the consent agenda as follows:

1. Motion approving minutes of the regular meeting July 20, 2023
2. Motion approving payment of claims 7/1/23 – 7/31/23

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

Public Forum: None

Activity Reports:

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

- The bookmobile is taking a break this week after a successful summer with additional outreach to parks, summer school day camps like All Aboard for Kids - serving youth with autism, senior living housing, farmer's markets, and special events like National Night Out and Juneteenth. They kick up their ISU campus visits for the month of September to promote awareness and get college students signed up for library cards. Gent, our staff member who we share with Parks Library, does a big push promoting on campus and our Adult Services staff join the bookmobile staff to do a big library card sign up and offer popcorn and stickers woo students over.
- Speaking of ISU -Welcome Weekend August 18-20 is a big push. The University is planning lots of events to keep students positively engaged. It is primarily focused on campus but we will be doing library card sign ups, a fun prize wheel in the lobby and \$1 off coupons for literary grounds.
- There were several special teen programs this month including a Wings of Fire Escape room planned and run completely by the TAG- we got a nice compliment via email the other day on how impressed a parent was with the event.
- Terrific Tuesday last week was bubble themed and had 270 in attendance! Evidently 5th graders like bubble science just as much as toddlers.

- Summer Meals ends tomorrow- our interns and youth volunteers did a fabulous job running that program. It's supported by Chevron/REG via our Ames Public Library Friends Foundation.
- The screening of Wakanda Forever- rescheduling from Juneteenth now in the city auditorium on Friday August 25 at 7:00 and a Seed Saving Workshop with Little Mustard Seed Community Farm and Repair Café on Saturday August 26th
- We are gearing up for back to school. We sent out flyers and information highlighting resources like Brain Fuse, our free online tutoring resource, to teachers and parents as part of student's digital backpack.
- We are partnering with Ames Pride for PrideFest at the end of September. They will close down part of Douglas and 5th streets for entertainment and vendors, and we will host more informational programming inside; we'll also have an afterhours teen movie in the evening from 6:30-8:00 pm.
- We are also trying some new programs including a BookTok book talk, monthly meet up for international families, a new partnership for special clinics with Legal Aid of Story County, and a year-round reading challenge
- Fall is report and budget planning. We have about a 100-page State Report due at the end of October and we also put in our preliminary budget numbers at that time. This year we'll need to plan to reduce costs since the recent tax legislation restricts city budgets.

APLFF Report: Gibson gave a report to the Board.

- The new Development Director, Cassie Luze, will be working full-time soon.
- Fundraising software may need to change; Salsa was sold to another company.
- The Alluvial Brewing Company will make a library specific beer with a percent of the sales going to APLFF.

Board Education:

Adult Services Librarian Olson and Youth Services Librarian Ziegler introduced themselves to the Board. They gave a presentation about materials selection.

Policy Review:

Conduct in the Library: This policy was brought to the Board last month for discussion. Recommended changes included the addition of the Appeal section and link to the Appeal Form under References. The board discussed the policy.

Moved by Thorbs-Weber, seconded by Johnson, to approve the revisions to the Conduct in the Library Policy as presented.

Vote on Motion: 5-0 (Myers abstained. Reger, Reynolds, and Torres III were excused). Approved unanimously. Resolution No. 2023-L020 adopted.

Library Security Cameras: This policy was brought to the Board last month for discussion. Recommended changes included the removal of the first sentence in the last paragraph under Library Practices, and the link to the Conduct in the Library Policy. The board discussed the policy.

Moved by Crain, seconded by Gibson, to approve the revisions to the Library Security Cameras Policy as presented.

Vote on Motion: 5-0 (Myers abstained. Reger, Reynolds, and Torres III were excused). Approved unanimously. Resolution No. 2023-L021 adopted.

Meeting Rooms and Study Rooms: 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.

Trustee Comments:

- Johnson – loved the presentation on the collection policy and its use.
- Thorbs-Weber – The training was great. Olson and Ziegler were very passionate.
- Gibson – This was my favorite presentation. They are so helpful.
- Crain – Suggest a book is great. It was great to learn the process.
- Mitchell-Conway – great interest in the archival process.
- Myers – Thanks for your patience.

Adjournment:

Moved by Mitchell-Conway, seconded by Thorbs-Weber, to adjourn at 8:28 pm.

Vote on Motion: 5-0 (Myers abstained. Reger, Reynolds, and Torres III were excused). Approved unanimously.

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

Melissa Johannes, Library Secretary

Richard Johnson, Board Secretary

Library Claims
August 1 - August 31, 2023

Administration FY24		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 48,429.54
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 517.74
PAYROLL SUMMARY	IPERS DISABILITY	\$ 188.57
PAYROLL SUMMARY	LIFE INSURANCE	\$ 66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 9,708.46
PAYROLL SUMMARY	MEDICARE FICA	\$ 689.62
PAYROLL SUMMARY	FICA	\$ 2,948.69
PAYROLL SUMMARY	IPERS	\$ 4,571.76
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 154.58
JULY 2023 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 91.11
JUL 2023 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 301.22
JUL 2023 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,173.00
FITZ ELECTRIC	OUTSIDE PROFESSIONAL SVCS	\$ 68.00
JULY POSTAGE	POSTAGE/FREIGHT	\$ 2.05
BANK OF AMERICA	TRAINING	\$ 99.74
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 285.00
ONESOURCE	RECRUITING COSTS	\$ 37.00
UB ADJ. UPDATE	ELECTRIC SERVICE	\$ (1.44)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$ 8,431.08
CENTURYLINK	OUTSIDE PHONE/DATA SVCS	\$ 283.60
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$ 348.53
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$ 1,046.63
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$ 264.40
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$ 482.06
ASPEN WASTE SYSTEM OF IOWA	WASTE DISPOSAL	\$ 245.90
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 191.11
OTIS ELEVATOR COMPANY	MAINTENANCE CONTRACTS	\$ 4,516.08
IA DIVISION OF LABOR SERV	MAINTENANCE CONTRACTS	\$ 80.00
CONTROL INSTALLATIONS OF	STRUCTURAL REPAIRS	\$ 448.75
CENT IA DISTRIBUTING INC	EQUIPMENT REPAIRS	\$ 859.00
INSIGHT PUBLIC SECTOR INC	TECHNOLOGY MAINT/SUPPORT	\$ 1,304.40
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$ 250.50
RMC IMAGING INC	TECHNOLOGY MAINT/SUPPORT	\$ 475.00
PREMIER OFFICE EQUIPMENT	LEASES	\$ 669.58
PREFERRED PEST MANAGEMENT	NON-CITY SERVICE	\$ 170.00
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$ 6,108.61
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$ 192.56
CH ISSUES	OFFICE SUPPLIES	\$ 99.90
VEND#24191	OFFICE SUPPLIES	\$ (52.02)
PREMIER OFFICE EQUIPMENT	OFFICE SUPPLIES	\$ 142.69
BANK OF AMERICA	OFFICE SUPPLIES	\$ 869.20
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 144.87

Library Claims
August 1 - August 31, 2023

BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	97.58
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$	426.80
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	610.00
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	193.27
O DONNELL ACE HARDWARE IN	MINOR EQUIPMENT/TOOLS	\$	36.34
BANK OF AMERICA	FOOD	\$	312.11
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	16.99
Total Administration		\$	99,596.99

Resource Services FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	29,487.64
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	135.64
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,074.34
PAYROLL SUMMARY	MEDICARE FICA	\$	401.86
PAYROLL SUMMARY	FICA	\$	1,718.33
PAYROLL SUMMARY	IPERS	\$	2,783.64
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	35.40
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	662.22
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	9.49
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	910.78
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	21.89
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	125.00
AMAZON CAPITAL SERVICES	EQUIPMENT PARTS/SUPPLIES	\$	46.43
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	8,690.85
TUMBLEWEED PRESS INC	ELECTRONIC COLLECTION	\$	550.00
OVERDRIVE	ELECTRONIC COLLECTION	\$	10,544.25
KANOPY LLC	ELECTRONIC COLLECTION	\$	955.00
THE NEW YORK TIMES	ELECTRONIC COLLECTION	\$	2,100.80
CONSUMERLAB.COM, LLC	ELECTRONIC COLLECTION	\$	848.72
USA TODAY	PERIODICALS	\$	94.28
BOOKPAGE	PERIODICALS	\$	1,080.00
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	2,786.43
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,015.48
BOOK FARM INC	YOUTH COLLECTION	\$	101.70
PENWORTHY COMPANY	YOUTH COLLECTION	\$	790.48
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$	476.76
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	889.03
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	4,583.46
LIBRARY IDEAS LLC	AUDIO-VISUAL COLLECTION	\$	839.46
PLAYAWAY PRODUCTS LLC	AUDIO-VISUAL COLLECTION	\$	123.48
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$	246.99

Library Claims
August 1 - August 31, 2023

BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 7,777.71
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 1,181.06
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 63.72
J D POWER AND ASSOCIATES	ADULT PRINT COLLECTION	\$ 136.00
AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$ 949.53
BERRETT, KATHY	REFUNDS	\$ 13.00
HANDEAKER, ANNETTE	REFUNDS	\$ 10.00
STORM, MARIELE	REFUNDS	\$ 15.68
LUNDY-EVANS, LYNN	REFUNDS	\$ 29.00
BURGESS, MADI	REFUNDS	\$ 38.31
Total Resource Services		\$ 89,675.32
Youth Services FY24		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 39,746.92
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 4,379.10
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 410.32
PAYROLL SUMMARY	IPERS DISABILITY	\$ 182.84
PAYROLL SUMMARY	LIFE INSURANCE	\$ 74.27
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 8,475.72
PAYROLL SUMMARY	MEDICARE FICA	\$ 608.06
PAYROLL SUMMARY	FICA	\$ 2,599.86
PAYROLL SUMMARY	IPERS	\$ 3,813.20
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 123.04
JULY 2023 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 124.80
BANK OF AMERICA	TRAINING	\$ 318.96
Total Youth Services		\$ 60,857.09
Adult Services FY24		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,129.31
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 248.26
PAYROLL SUMMARY	IPERS DISABILITY	\$ 170.91
PAYROLL SUMMARY	LIFE INSURANCE	\$ 74.26
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,692.02
PAYROLL SUMMARY	MEDICARE FICA	\$ 600.25
PAYROLL SUMMARY	FICA	\$ 2,566.60
PAYROLL SUMMARY	IPERS	\$ 3,976.99
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 50.53
JULY POSTAGE	POSTAGE/FREIGHT	\$ 7.05
SWEENEY, SARAH MARIA CLELIA	TRAVEL/MEETINGS	\$ 17.69
BANK OF AMERICA	TRAINING	\$ 159.48
BANK OF AMERICA	CONFERENCES	\$ 797.45
KLEIN-HEWETT, MEGAN	CONFERENCES	\$ 361.37
BANK OF AMERICA	FOOD	\$ 71.11
Total Adult Services		\$ 56,923.28

Library Claims
August 1 - August 31, 2023

Customer Account Services FY24		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 51,186.19
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 15,524.62
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 285.74
PAYROLL SUMMARY	IPERS DISABILITY	\$ 192.49
PAYROLL SUMMARY	LIFE INSURANCE	\$ 96.55
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,048.82
PAYROLL SUMMARY	MEDICARE FICA	\$ 935.08
PAYROLL SUMMARY	FICA	\$ 3,998.28
PAYROLL SUMMARY	IPERS	\$ 6,156.99
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 161.54
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 62.03
JULY POSTAGE	POSTAGE/FREIGHT	\$ 1,060.60
ONOVE, JESSICA	TRAVEL/MEETINGS	\$ 10.22
REED, ALEXIS	TRAVEL/MEETINGS	\$ 5.11
HADE, DELORA	TRAVEL/MEETINGS	\$ 20.96
BANK OF AMERICA	TRAINING	\$ 79.74
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 39.40
STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	\$ 1,355.75
Total Customer Account Services		\$ 87,220.11
Total FY24:		\$ 394,272.79
Kate Reynolds, President	Richard Johnson, Secretary	Date



Meeting Rooms and Study Rooms Policy

Section: Library Resources

Approved: 8/21/1996
Reviewed: 2/20/2003
Revised: 3/25/2004, 8/18/2005, 7/20/2006, 10/15/2009, 4/19/2012, 5/15/2014, 8/21/2014, 1/19/2017, 8/15/2019, 8/19/2021

Ames Public Library offers meeting rooms and study rooms to further the Library’s mission (Ames Public Library – We connect you to the world of ideas). These rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Provision of Library meeting rooms and study rooms does not constitute an endorsement by the Library of the content of the programs or the views expressed by the participants. Topics, speakers and resource materials are not excluded from Library meeting rooms because of possible controversy.

Commented [SS1]: Suggestion to make plural

Scheduling and Use Priorities

The Ames Public Library provides multiple meeting rooms to meet community need and strives to provide broad access for use by the public. When necessary, use of meeting rooms for Elections, program and activities of the Ames Public Library and APL Friends Foundation, and programs and activities of the City of Ames, will have prioritized access to available spaces.

Allocation of Library meeting rooms and study rooms may be adjusted at staff discretion.

Guidelines for Meeting Room Use

- Library meeting rooms are available for educational, informational, or cultural meetings during the hours the Library is open.
- All gatherings must be free and open to the public except events sponsored by Ames Public Library, Ames Public Library Friends Foundation, or City of Ames, and meetings of state library groups. Exceptions to this may be made at the discretion of the Library Director.
- Admission fees, donations, or other fees may not be charged or solicited. Meeting rooms are not available for fundraising, selling merchandise or services, soliciting for later sales, or placing orders.
- One exterior facing sign (no larger than 11” x 17”) indicating the meeting time, date, and location may be taped to a window or glass wall at the entry of a meeting room during the time the room is reserved.
- Nothing may be taped to non-glass walls.
- Items may be taped to windows or glass walls, but cannot obstruct staff’s ability to monitor the room for security purposes and must be facing inward.
- Rooms may be rearranged, as needed, but are to be returned to their original configuration and condition and all signs and adhesives must be removed at the end of each meeting.
- Reservations are available for groups twice per month; additional use may be accommodated if rooms are available.

Guidelines for Study Room Use

- Library study rooms are available for use by individuals and by small groups.

- Admission fees, donations, or other fees may not be charged or solicited. Study rooms are not available for fundraising, selling merchandise, soliciting for later sales or placing orders.
- Reservations are available for select study rooms up to four times per month; additional use may be accommodated if rooms are available.

Conduct and Liability

- The Library’s policy on Conduct in the Library applies to use of the meeting rooms and study rooms.
- The Library Board and the City of Ames or their employees or agents are not liable for any claims arising from the use of these facilities.
- Failure to abide by Library policies and procedures may result in denial of future meeting room and study room requests.
- If the Library Director deems that, in the interest of public safety, additional security is required for an event, the cost of such security shall be borne by the group(s) or individual(s) reserving the room.

Expressions of Concern

The Ames Public Library Director and the Board of Trustees welcome feedback from customers. Any customer concerns will be handled promptly and courteously as detailed in the Expressions of Concern Policy.

References

American Library Association:

[“Library Bill of Rights”](#)

[“Meeting Rooms: An Interpretation of the Library Bill of Rights”](#)

[Ames Public Library Expressions of Concern Policy](#)

[Conduct in the Library Policy](#)

Commented [SS2]: Added links to related policies

Meeting Rooms and Study Rooms Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
SEPTEMBER 21, 2023**

Be it resolved that the Board of Trustees, Ames Public Library, approves the revisions to the Meeting Rooms and Study Rooms Policy as presented.

Kate Reynolds, President

Richard Johnson, Secretary



Unattended Child Policy

Section: Library Operations

Approved: 10/29/1986

Reviewed: 3/25/2004

Revised: 9/21/2000, 9/20/2001, 9/19/2002, 2/16/2006, 11/19/2009, 9/20/2012, 10/18/2018, 9/16/2021

Definitions

For the purposes of this policy, the following definitions apply:

- Child – a person eight (8) years old or younger.
- Premises – inside and outside areas of Library property and the Bookmobile.
- Responsible caregiver – a parent, guardian, or other person who takes responsibility for a child, has emergency contact information, stays within visual contact of the child, and remains in the child's immediate vicinity.
- Unattended Child – a child who is out of visual contact or not in the direct vicinity of a responsible caregiver or who is left alone on Library premises.

Statement of Philosophy

Ames Public Library welcomes children of all ages. Children age eight (8) or younger must be accompanied by a responsible caregiver. Responsible caregivers assume responsibility for the safety, comfort, and behavior of their child/children on Library premises and must not leave the child unattended on Library premises. Library employees cannot assume the role of responsible caregiver.

Policy

Children must have a responsible caregiver within visual contact and in their immediate vicinity while on Library premises. Exceptions may be made by Library staff for children age three (3) and older who are attending select Library programs. When an exception is made, the responsible caregiver is expected to remain *in the library building and available* during the program and to immediately join the child at the end of the program.

When made aware of an unattended child, Library staff will make a reasonable attempt to locate the responsible caregiver. If the responsible caregiver is not located, the police will be notified.

The Library's [Conduct in the Library Policy](#) defines misconduct and states that some behaviors will result in a request for the person to leave the Library. Although young persons age nine (9) and older may use the library on their own, their actions and well-being remain the responsibility of their parents and caregivers. A young person who cannot be responsible for themselves outside of the library should not be left alone on Library premises.