

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
August 20, 2018**

The Ames Public Library (APL) Board of Trustees met in regular session on Monday, August 20, 2018 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Barchman, Briese, Butler, Glatz, Kluesner, Linch, Raman, and Wang in attendance. Marshall was excused. Library Director Carey, Assistant City Manager Brian Phillips, and Customer Accounts Services Manager Tracy Briseño were also present.

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

Consent Agenda:

Moved by Butler, seconded by Wang, to approve the following items on the consent agenda:

- 1) Resolution accepting donations:
 - a) From Anonymous, in gratitude for reference assistance \$20.00
- 2) Motion approving minutes of the regular meeting of July 19, 2018
- 3) Motion approving payment of claims 7/1/2018 – 7/31/2018 (2017/18 accruals)
- 4) Motion approving payment of claims 7/1/2018 – 7/31/2019 (fiscal year 2018/19)

Glatz stated that he had made up the quorum at last month's meeting and was counted as having voted in the minutes, but said he didn't actually vote. He also remarked that the claims show payments made to Bank of America, but don't show what items are actually being purchased; he wondered how conflict of interest was monitored on credit card purchases and suggested that the Budget and Finance Committee discuss the issue at its next meeting.

Vote on Motion: 7-0. Approved unanimously. Resolution No. 2018-L025 adopted.

Recognition of Jerri Heid's Induction into the Grade Level Reading (GLR) Council of Champions: Jean Kresse, President and Chief Executive Officer of United Way of Story County, congratulated Youth Services Manager Jerri Heid on being inducted into the GLR Council of Champions during the national conference in Philadelphia last month. Kresse spoke about the history of this nation-wide movement to ensure that all children accomplish third-grade reading proficiency by the time they reach third grade. The project began in Ames in 2012 and has steadily expanded to include more programs, more partners, more students, and to extend across Story County. Kresse said that Heid has been involved from the beginning and was nominated for this honor by Story County Reads because her enthusiasm and dedication has been instrumental in the growth and success of the GLR program.

Heid expressed thanks to Carey and her co-workers, saying that their support had been crucial.

Public Forum: None.

Ames Public Library Friends Foundation (APLFF) Report: Glatz reported that Literary Grounds had \$2,800 in earnings in July; the Teen Advisory Group is seeking volunteers for its 5K fundraiser on August 25; a successful Pub Fiction fundraiser was held on August 16; and the next Author Café will take place on October 14. The APLFF Directors were sent the survey inviting input on qualities desired in the next library director by the APLFF Board President.

Administrative Staff Report: Library Director Carey started with personnel changes, stating

that Melissa Ulbrich had joined the staff as a Cataloging Clerk. Interviews are to take place later in the week for person to fill a clerk position in Youth Services which is open as a result of Emily Filos' departure, and Customer Account Services also has an opening.

Carey said that the Summer Food Program was to run through Wednesday. She was pleased that members of the School Board, Board of Supervisors, State House, and Library Board had visited over the summer. Many of them were surprised at the level of engagement they observed in the kids and were impressed by the evident dedication of the youth volunteers.

Carey reported that the last Camp Drag program had been held August 18. She said feedback from community dropped off after first event. An All Ages Drag Show will be taking place in September. Carey said that about half of the kids who attended the camps will appear in the show. She said an article on the programs by Teen Librarian Tanvi Rastogi appeared in a recent edition of *Library Journal*.

Community Relations Specialist Susan Jasper has started new collaborations with Iowa State University (ISU). Carey highlighted two upcoming library programs: "Why Farmer Archives Matter" on September 11, which goes along with an exhibit at Parks Library; and a presentation on September 27 by President Wendy Wintersteen on ISU opportunities for women, entitled "Working My Way Up the Ranks."

Also coming in September, said Carey, are the Maximum Ames Music Festival, a Community Sing sponsored by the Ames Mennonite and First Baptist Churches, and author programs.

Carey said an excerpt of a *Washington Post* article recently appeared in the *Ames Tribune*. The reporter was looking at Ames' low unemployment rate and said that APL kept popping up in conversations with persons at social service agencies, schools, and elsewhere. He came to the Library while the free lunch was being offered and wrote about the difficulties many people continue to face in spite of Ames' low unemployment rate. Trustee Butler said the *Cedar Rapids Gazette* ran the article on its front page.

Director Search Committee (DSC) Report: Assistant City Manager Brian Phillips updated the Board on the committee's recent work. He said 81 responses were received from staff and volunteers on the qualities they desire in the next director—60 of them were face-to-face interviews. Phillips had tried to draw major themes from the input and distributed his summary around the table. Phillips said the next step will be to work on the marketing materials and he hoped the job advertisement could be posted by September 1. On a personal note, Phillips said he was pleased to hear the passion staff and volunteers expressed about the library.

Board President Glatz thanked Phillips for his dedication to the effort and his fine work.

The committee sought Board direction on whether Ames residency should be a condition for employment, what provisions for relocation should be offered, and how much involvement the entire group would have in the on-site interview process. Considerations were detailed in the staff report Phillips had prepared for the meeting.

Moved by Kluesner, seconded by Raman, to indicate that the Board would prefer Ames residency, but not require it.

There was agreement that it will be important for the director to be involved in the community and responsive to the taxpayers, but the overriding concern was to attract the very best candidates and it was felt that a residency requirement could potentially be a deal-breaker for

some candidates, depending on their personal or family circumstances.

Wang offered a friendly amendment to restate the motion to indicate that the Board “would strongly prefer Ames residency, but not require it.”

Amendment accepted by Kluesner.

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

Phillips explained that the City’s practice is to reimburse department heads up to 10% of salary for relocation expenses, which could include temporary housing, as long as the person relocated to Ames.

Moved by Raman, seconded by Wang, that the relocation stipend be paid only if the individual is moving to Ames.

It was suggested that the two motions might send a mixed message, but others maintained that the stipend would serve as an incentive to relocate to Ames without limiting the recruiting pool.

Vote on Motion: 4-1-2 (Kluesner, Linch, Raman, and Wong voting aye; Briese voting no; Barchman and Butler abstaining). Motion declared carried.

Discussion ensued about the on-site interview process. The trustees agreed that it would be important to meet privately with each candidate. It was suggested that the board interview take place shortly after the public presentation so that it could form the basis of the conversation.

Recognizing that the trustees’ schedules might preclude the possibility that all nine of them could attend every interview, Briseño was asked to conduct a poll about their availability between November 5 and 16. Phillips stressed that the formal interviews needed to be very consistent, with the same interviewers, the same questions, conducted in the same order, etc. It was determined that if one or two trustees couldn’t be present when the rest were available, the committee would find another way for them to have some sort of substantive meeting with each candidate. Phillips also said that if certain persons could not commit to attending all sessions, another possibility, while not favorable, would be to let them opt out.

When asked how the open meetings law applied to the director selection process, Phillips stated that if all the trustees conducted an interview, it would be considered a public meeting; however, candidates may request that their interview be held in closed session. When it meets to wrap up the process—evaluate the candidates, consider conditions of employment, discuss the salary levels, etc.—the Board itself has the option of voting to go into closed session.

Moved by Raman, seconded by Barchman, to make an interview with the Board part of the on-site process.

Vote on Motion: 7-0.

Confidentiality and Library User Records Policy:

Moved by Raman , seconded by Kluesner, to adopt a resolution approving revisions to the Confidentiality and Library Records Policy as presented/amended.

When asked if customers understood that possession of a library card implied that the holder’s consent had been given, Briseño stated that the matter is discussed with everyone when their card is issued.

Staff was asked how the Library’s confidentiality agreement worked and if it could be enforced.

Carey replied that the issue is taken seriously and discussed with staff. She said there are circumstances in which a breach could be an oversight, but a supervisor would have a discussion with an employee if he/she broke confidentiality. Every attempt is made to thoroughly cover the matter in training.

Vote on Motion (as presented): 7-0. Approved unanimously. Resolution No. 2018-L026 adopted.

Library Security Cameras Policy:

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

Vote on Motion (as presented): 7-0. Approved unanimously. Resolution No. 2018-L027 adopted.

Internet Use Policy and Guidelines Policy: It was noted that the policy applies to all Internet usage and devices.

The trustees questioned what “some information about checkout of devices and computers” was meant in the Library Practices section. Briseño explained that staff can check to see who used a particular computer or checked out a laptop—information that is useful if any damage has been done, for example. The trustees thought the terminology was ambiguous and felt the policy would be clearer if the opening phrase in the first sentence were eliminated.

Glatz said that the hyperlink to the *Library Bill of Rights* needed to be updated; it directed a person to the *Interpretations of the Library Bill of Rights*, rather than the bill itself.

Moved by Raman, seconded by Wang, to adopt a resolution approving revisions to the Internet Use Policy and Guidelines Policy with a change in the first sentence under Library Practices to read “The Library does not retain browser history or personal information,” and correction of the hyperlink directing persons to the *Library Bill of Rights* under References.

Vote on Motion: 7-0 . Approved unanimously. Resolution No. 2018-L028 adopted.

Social Networking Policy: There was general discussion about the policy. When asked if deleting “off topic” comments were a form of censorship, staff explained that the practice was simply an attempt to keep conversation threads focused on library-related matters.

Questions were raised about the reference to “liking” and “following” on social media sites. Staff explained that the disclaimer about online relationships with persons or organizations was analogous to the neutral position the Library takes with respect to the content of books or programs. When asked what might be lost if APL didn’t “like” or “follow” any author or organization, staff stated that the Library would lose the opportunity to push content, engage in conversations, and see what others are saying about the Library. It was noted that an added benefit of social media is that it goes beyond advertising—it can promote community building and on-going relationships.

Asked if other platforms were being used, Carey stated that APL has a Twitter account, but has been cautious in using it, in part because it would demand a huge time commitment.

Moved by Barchman, seconded by Wang, to table this matter and direct staff to look at other libraries to see what they are doing with regard to a Social Networking Policy. Vote on Motion 7-0: Approved unanimously.

Conduct in the Library Policy: Carey said that any illegal behavior is against policy, but certain issues are put into writing to ensure that the community knows how the Library functions and to aid staff. It was suggested that staff check to make sure the policy conforms to the Department of Justice's new laws with respect to animals.

Unattended Children Policy: The trustees wondered how it was determined that nine-year-olds could be alone in the library, but those eight and under needed to be accompanied. Carey said that APL looked at other libraries and other City departments. She said that age may not determine whether or not a child is mature enough to be at the Library alone, and there may be times when children under nine are unaccompanied, but APL's Unattended Children Policy points to a child who draws attention to himself. The Conduct in the Library Policy applies to a child who is older than eight and disruptive.

Board Meeting Videography: Video recording of the Board's Regular Meetings had been suspended during the summer so the equipment could be used at Municipal Band Concerts. It was reported that there had only been one viewing of the on-demand recording since January.

Moved by Raman , seconded by Briese, to discontinue videography of Library Board Regular Meetings.

Vote on Motion: 7-0. Approved unanimously.

Trustee Comments:

Raman recommended that the Board President ask to hear the votes of those in favor, opposed, or abstaining separately, so responses could be heard better.

Kluesner complimented Brian Phillips' thorough and helpful work with the DSC.

Briese also thanked Briseño for her assistance on the DSC and congratulated Jerri Heid for her service to the community and inspiration.

Butler stated that she was impressed with APL being featured in so many newspapers.

Wang said she very much appreciated the award presentation.

Glatz acknowledged Briseño's valuable support—her beating the bushes for participants in the Search Committee's feedback sessions was crucial.

Adjournment:

Moved by Barchman, seconded by Wang, to adjourn at 8:56 p.m.

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

The next regular meeting will be on Thursday, September 20, 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