

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
May 21, 2020**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, May 21, 2020, via Zoom, with Butler, Glatz, Kluesner, Looft, Marshall, Myers, Raman, and Thorbs-Weber in attendance. Barchman was excused. Director Schofer and Assistant City Manager Schildroth were also in attendance.

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

Consent Agenda:

Moved by Butler, seconded by Marshall, to approve the consent agenda items as follows:

1. Resolution approving donation:
 - A. In honor of Herb Harmison from Rebecca Hoepfner \$100.00
 - B. In honor of Herb Harmison from Jean A. Peterson \$100.00
2. Motion approving minutes of the regular meeting April 16, 2020
3. Motion approving payment of claims 4/1/20 – 4/30/20

Vote on Motion: 8-0. Approved unanimously. Resolution No. 2020-L010 adopted.

Public Forum: None

Activity Reports:

Assistant City Manager Schildroth:

- At the City Council meeting on May 12 the Council discussed the COVID-19 pandemic. Their top priority is the safety of the citizens and employees and are trying to make decisions accordingly. They talked about how to bring employees back to working in the buildings which have been closed to the public, and how to ensure safety of citizens and employees. The City has taken measures including installing sneeze guards, implementing a mask policy, and encouraging social distancing. They will be placing sanitizer stations throughout the buildings. They are also considering limiting open entrances at City Hall to better control traffic in that facility.
- Parks & Rec opened the golf course and the library started curbside services. Both of these were well received by the citizens.
- Some events will be cancelled including the Memorial Day parade, 4th of July parade, and pancake breakfast. The Iowa Games, even though not a City sponsored event, will be greatly scaled back.
- The dog park, shake park, and playgrounds remain closed under the Governor's orders.

- The municipal pool and Furman Aquatic Center were discussed. The Governor has allowed pools to open for lap swim and swim lessons, however the Council will discuss this further Tuesday night.
- Staff are starting to return to facilities instead of working from home. The City is going to continue to work with individuals that are facing child care or scheduling issues in hopes that by July 1 staff will be back in place.

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

- Over the last month, our goals have been aligned with City of Ames to provide continuity of service during our closure. We have had coordinated efforts among library department to offer a range of virtual programs, radio hour, and reading challenges. We have promoted these things in variety of ways. We continue to look for additional creative opportunities such as podcasting or a story walk.
- The library had about half of the staff working remotely across titles. The original approval was through May 15. We do have some flexibility in continuing to work from home where applicable but most staff have returned this week to support our rollout of curbside service.
- We did a test run with volunteers Monday for curbside services, with the first week being opened to those who already had materials on hold prior to closing. We just opened up holds and appointments for everyone last night and have had over 500 holds placed in the first 18 hours which is over 40 pages of requests. All the slots are not filled up, but it is very popular.
- As we plan more for what re-opening may look like, managers have been discussing a phased approach. Schofer asked staff to do mock schedules to see if we can accommodate our current offerings (virtual, some curbside overlap) along with computers, and reference desk schedules to have a better idea of if we may need to modify your hours. Schofer had encouragement from a couple Board members to try to keep our previous hours as much as possible for the community need, and to spread out public use and staff shifts.
- We continue to modify the physical space for social distancing. We are installing sneeze guards at service desks. We have removed some seating and are rearranging computers to encourage social distancing. Some staff have spread out into study rooms so work space is social distanced. There are self-monitoring stations at staff entrances. We will be placing sanitizing stations in the building.
- Friendship Ark received a grant to work with APL to install an adult changing table. This process began in 2018. Current restrooms provided too many challenges to install the changing table in one of them, so we landed on modifying the quiet room near the main floor restrooms. This will include updating the flooring, installing a sink, and installing the recessed changing table. This has come up on Leadership Ames projects. There are no adult changing tables available in Ames currently (although there will be one at the Miracle Park) and this fits our strategic goals of providing accessibility. We plan to move forward with this project while we are closed to the public.
- Kluesner applauded the collaboration to meet this community need.
- Summer Meals have been offered at the library for several years, meeting a real community need which may be even more important now. We had

previously been sponsored by the Boys and Girls Club but we will now be a satellite of the Ames Community Schools program. USDA approved continuing a Grab and Go model. We will work with staff on logistics. The start date could be June 8 or 15.

- The strategic plan hasn't been our main focus but work on it has continued. We may not be ready with a finalized plan by July 1 but anticipate having it completed by at least September 1. We do have a preliminary summary from the surveys. We should have results from StatCom soon. The Community Engagement Team is in its final report phase. The Data Team has been compiling information. We have good information from staff and community engagement that is mostly still applicable but we may just have to look at it with an altered lens.
- The next policy up for review would have been the Exhibits and Display Spaces policy. We will review all the policies with managers to see if there is anything more pressing that may be more effected by COVID. Although some policy changes may be necessary, some may be more procedural changes. The Meeting Room and Study Room policy for example may be effected for the longer term. We may need new limits on capacity.
- Primary elections will take place June 2. APL is a polling site. They will be using the auditorium with outside entrance and exit, and not allowed in the main library. Restrooms will be available for poll workers only.
- APL staff performance reviews are in progress. Schofer will be turning completed evaluations in by June 7.
- Schofer will send some information for herself to our newly appointed Director Evaluation Committee.
- We are finalizing spending- primarily collections and re-opening expenses. There are some opportunities to expense some items to a COVID line item such as sneeze guards, extra cleaners, and things like that. The City did reduce our budget slightly by reducing line amounts for things like conferences, training, and food, and they did remove the new library doors from capital projects. This wasn't critical; we had proposed the doors as a 3-5 year capital project, they had just thought they would be able to accommodate us earlier.
- We are still able to fill our in-process positions, which includes the Adult Services Manager position, and opening in Customer Account Services, and in Youth Services. There isn't a hiring freeze currently in place or any mandated percentage cuts but they are asking us to hold off on huge early spends in case cuts necessary later.

Raman recognized Schofer's work in recognizing hot spots and managing things. He would like to see a one page summary of policies that may be impacted such as no meeting room use. Raman feels that if this information is outward facing, it may be easier for patrons to be prepared to visit the library. Raman also stated that he would prefer more of a finalized version of the strategic plan versus raw data.

Loft asked if staff will be wearing masks, and will patrons also be encouraged to do so? How will staff be prepared to interact with patrons who may be coughing and not wearing a mask?

Schofer shared that we do have a mask policy for staff and staff are expected to comply. Managers are looking at scheduling to try to ensure that staff members are not scheduled on desks for long shifts and also to facilitate social distancing in the workgroup office areas. We can strongly encourage patrons to wear masks, and will have signs with our expectations posted, but as far as enforcement goes, we are not sure what this will look like.

Kluesner did add that with Board members in a variety of fields including education and medical fields, the Board may be able to offer some insight from a different lens.

Looft does support keeping the Storytime room closed initially.

APLFF Report: Barchman and Myers were both unable to attend. Schofer stated that the Friends Foundation did have a Zoom meeting that she was part of.

- The APLFF discussed the budget, anticipating the loss of revenue from book sales, and fundraisers such as the Author Café and Pub Fiction, and if there are ways to hold them in a different format. They also postponed doing a spring mailing so they are expecting a loss there.
- They did review the APL FY21 Ask but had more of an explanation of it. The Ask was approved by the budget and finance committee, but will be voted on at the next APLFF meeting.

Unfinished Business:

President Kluesner reviewed the proposed committee appointments for the next year and entertained objections. No objections were made. The committee appointments are accepted as proposed as follows:

- Art: Looft, Marshall, Thorbs-Weber
- Budget & Finance: Glatz, Myers
- Director Evaluation: Barchman, Butler, Looft
- Nominating: Raman, Thorbs-Weber
- APLFF: Butler, Myers

New Business:

FY21 Enrich Iowa Agreement with Iowa Library Services

Moved by Raman, seconded by Glatz, to approve the FY21 Enrich Iowa Agreement as presented.

Glatz asked if Open Access is used much and the information talks about a list of libraries that participate in Open Access. He asked if he took his Ames library card in to the Cedar Rapids Library could he check out a book and return it in Ames.

Schofer explained that we receive money for allowing users from outside of the Ames City limits the ability to use our materials based on how many materials are checked out to those patrons. An Ames library card would not work in Cedar Rapids, but you would be allowed to get a library card at Cedar Rapids.

Vote on motion: 8-0. Motion approved unanimously. Resolution No. 2020-L011 adopted.

FY21 Innovative Interfaces renewal

Moved by Myers, seconded by Looft, to approve the FY21 Innovative Interfaces renewal as presented.

Glatz said this is actually the one he had wanted to ask questions about. There isn't a price for previous years included in the packet.

Since this is a renewal we do not have a new contract to present but a current invoice. There were some technical difficulties sharing the screen for the Board to see the invoice. The cost in FY20 was \$29,982. The cost for FY21 is \$30,277.

Vote on motion: 8-0. Motion approved unanimously. Resolution No. 2020-L012 adopted.

Trustee Comments:

- Marshall – is grateful for the curbside pickup being available. The user interface is really hard to use, but it's a minor thing and her family is really excited to have new books, so thank you for that.
- Glatz – thanks to Schofer and the library for all the efforts that this has taken and will continue to take to get back in business. Best wishes for doing it safely.
- Looft – thank you to everyone for everything; these are challenging times.
- Butler – is very appreciative of all the library is doing
- Kluesner appreciates the leadership of our City Council and City Staff. He knows there is a lot of working being done on behalf of our community. He asked Schofer to convey his gratitude. Kudos to the staff. Finally thank you to the Board for working in this format. He's looking forward to the day we can all meet in person.

Adjournment:

Moved by Glatz, seconded by Raman, to adjourn at 8:08 pm.

Vote on Motion: 8-0. Motion approved unanimously.

The next regular meeting will be on Thursday, June 18, 2020, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.



Melissa Johannes, Library Secretary



Sandra Looft, Board Secretary

