

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
May 20, 2021**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, May 20, 2021, via Zoom, with Barchman, Christy, Glatz, Johnson, Kluesner, Marcu, Myers, and Thorbs-Weber in attendance. Reynolds was excused. Director Schofer was also in attendance.

Call to Order: President Marcu called the meeting to order at 7:01 p.m.

Consent Agenda:

Moved by Barchman, seconded by Glatz, to approve the consent agenda as follows:

1. Motion approving minutes of the regular meeting April 15, 2021
2. Motion approving payment of claims 4/1/21 – 4/30/21

Vote on Motion: 7-0 (Marcu abstaining; Reynolds excused). Approved unanimously.

Public Forum: None

Activity Reports:

Assistant City Manager Schildroth: Schildroth was not able to attend tonight. Schofer gave a report to the Board on her behalf.

- City Council had a special meeting last Tuesday to discuss the CDC guidelines and mask mandate. They will be meeting again next Tuesday. Because the mask mandate was an ordinance and not a proclamation, they have to go through proper steps to recede the ordinance. Businesses can set up their own rules for their own properties. The Council did state that Boards and Commissions appointed by the Mayor need to move back to in-person meetings.
- There is a mental health forum tonight in the auditorium.

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

- 515, which was a new effort by the Downtown Ames playing on the 515 area code, went well with a lot of things happening downtown Ames. The Mayor's bike ride buzzed by. The Library had a book sale that made around \$1300 and held the first of four COVID vaccination clinics with 70 people getting vaccinated.
- The second COVID vaccination clinic was held May 18 with 46 people getting vaccinated. The third clinic will be held May 22, and the last one on June 3 to correspond with the Art Walk and another pop-up book sale.
- The State Library announced grants of up to \$5000 to help Iowa public libraries respond to the ongoing challenges of the pandemic. The grants come from funding appropriated to the State Library from the American Rescue Plan Act (ARPA) administered by the Institute of Museum and Library Services (IMLS).

The non-competitive grants will come in the form of a reimbursement after libraries purchase allowable expenses to respond to library and community needs brought on by the pandemic. There is a list of allowable expenses that we will be reviewing to apply for the grant.

- The Teen Librarian recruitment is moving along. Interviews will be held next week. The Teen Advisory Group (TAG) President will be part of the meet and greet and will be able to ask some questions and provide input.
- We are getting ready for summer reading. Summer programs are being finalized. The Terrific Tuesdays will be held at Bandshell Park. Page One showcases a lot of wonderful events.
- Schofer attended the COVID mental health training. She may have the Person in Charge (PIC) team attend similar training.

APLFF Report: Myers gave a report to the Board.

- She reiterated that the pop-up book sale at the 515 day went well. They plan on having more book sales soon with a pop-up sale planned on June 3 and a larger book sale right after July 4.
- Donations continue to go well.
- The Finance Committee will have a final budget to approve soon.
- The Nominating Committee is looking for new members.
- Pub Fiction is planned for August and they will be holding another Author Café.

Board Education: Schofer introduced the discussion on the recent Board Assessment. The Board discussed areas they could improve and possible strategies.

Policy Review:

Confidentiality and Library User Records Policy: Schofer reviewed the policy. It was brought to the Board last month for discussion and reviewed by the Mangers' Team. There are no recommended changes.

Moved by Glatz, seconded by Myers to approve the Confidentiality and Library User Records Policy review without changes.

Vote on Motion: 7-0 (Marcu abstaining; Reynolds excused). Approved unanimously. Resolution No. 2021-L016 adopted.

Internet Use Policy and Guidelines: Schofer introduced the policy. The Board discussed the policy and filtering. The policy will be brought back for approval at the June meeting.

Unfinished Business:

Service Offerings: Schofer reviewed the current service model with the Board. They discussed the next steps including the book mobile, hours, meeting room use, and programming. The Ames Public Library Board of Trustees will resume in-person meetings beginning June 17.

Director's goals: The Board reviewed the updated goals submitted by Schofer.

Moved by Thorbs-Weber, seconded by Glatz to approve the Director's Goals as presented.

Vote on Motion: 7-0 (Marcu abstaining; Reynolds excused). Approved unanimously.

New Business:

Standing Committee Appointments: Marcu made the following appointments:

- Art Committee: Johnson, Thorbs-Weber
- Budget & Finance Committee: Glatz, Myers, Reynolds
- Director Evaluation Committee: Barchman, Christy, Marcu
- Nominating Committee: Johnson, Barchman
- APLFF Board Representatives: Kluesner, Myers

Today's Business Solution agreement: Schofer introduced the agreement. The library started using Envisionware products in 2008 including software and a coin/bill changer. Additional equipment and software services were purchased for patron access to computers, print release, mobile printing, as well as copy/fax/scanning options. Although they started out being state of the art, their technology has become outdated. We have worked to address challenges and issues with the products that have significantly affected our community's ability to use the products seamlessly and without staff intervention. Unfortunately, we have not been able to get the improvements needed for either the public or staff interface. Staff researched options, finding very limited comprehensive systems and were impressed by the system offered by Today's Business Solution (TBS). Staff have worked with the City Purchasing Department to secure a second quote for the product that came in at a higher cost. Some highlights of the TBS system are the ability to accept payments via credit card in addition to the cash and coin currently accepted, impressive accessibility and language options, and a system that is more intuitive for patrons and staff. As TBS develops their own hardware and software they are able to be more responsive to requests by library customers. Overall the quality of these products, ease of staff interaction, and the modern, accessible, and responsive interfaces are significant improvements over our current system.

Moved by Glatz, seconded by Barchman, to approve the Today's Business Solution agreement in the amount of \$37,628 as presented.

Vote on Motion: 7-0 (Marcu abstaining; Reynolds excused). Approved unanimously. Resolution No. 2021-L017 adopted.

APL-APLFF Agreement: Schofer introduced the Memorandum of Understanding (MOU) between the Ames Public Library Board (APL) and the Ames Public Library Friends Foundation (APLFF) for the current fiscal year. The purpose of the MOU is to provide

the library with compensation for the time dedicated by library staff toward APLFF activities and for APLFF's use of library facilities. The proposed MOU for fiscal year 2021/22 will be presented to the APLFF Board of Directors on June 10, 2021.

Moved by Kluesner, seconded by Myers, to approve the Memorandum of Understanding between the Ames Public Library Board and the Ames Public Library Friends Foundation as presented.

Vote on Motion: 7-0 (Marcu abstaining; Reynolds excused). Approved unanimously. Resolution No. 2021-L018 adopted.

Trustee Comments:

- Thorbs-Weber – asked for clarification on the June APL Board meeting. The Board discussed this. The meeting will be held in the Rotary room to allow for more space.
- Kluesner – Thank you everyone for the energy tonight.
- Christy – Thank you to Schofer for the conversation about service offerings. Thank you colleagues for good questions and concerns that were added. He is excited to be part of this group, being retired he hasn't had to face the pandemic in the same ways others have.
- Barchman - no comment.
- Johnson – no comment but thank you all.
- Glatz – Thank you to Schofer for all her efforts.
- Myers - no additional comments.
- Marcu – Thank you to Schofer for her leadership during another transition. Thank you to Johannes for sending everything out all the time and keeping the Board going, she appreciates all Johannes does.

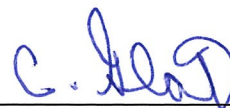
Adjournment:

Moved by Myers, seconded by Christy, to adjourn at 8:46 pm.

Vote on Motion: 7-0 (Marcu abstaining). Motion approved unanimously.

The next regular meeting will be on Thursday, June 17, 2021, at 7:00 p.m. in the Rotary Room.


Melissa Johannes, Library Secretary


Charles Glatz, Board Secretary