

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
April 21, 2022**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, April 21, 2022, in the Dale H. Ross Board Room with Johnson, Myers, Mitchell-Conway, Reynolds, Thorbs-Weber, and Torres III in attendance. Christy, Kluesner, and Marcu were excused. Director Schofer and visitor Abbott were also in attendance.

Call to Order: President Myers called the meeting to order at 7:10 p.m.

Oath of Office: Mitchell-Conway and Torres III took the Oath of Office. Board members introduced themselves to one another.

Consent Agenda:

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

1. Motion approving minutes of the regular meeting March 17, 2022
2. Motion approving payment of claims 3/1/22 – 3/31/22

**Vote on Motion: 5-0 (Myers abstaining; Christy, Kluesner, and Marcu excused).
Approved unanimously.**

Public Forum: None

Activity Reports:

Assistant City Manager: Schildroth was not able attend. She shared with Schofer that she plans on updating the Board on the aquatic center and Climate Action Plan at the next meeting, but does not have updates to share at this time.

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

- National Library Week was April 3-9, 2022. A massage chair pad and flameless candles were added to the break room along with some adult coloring books and snacks, all focusing on self-care for staff. Schofer is also exploring a work subscription to a wellness app like Headspace, Shine, or Calm.
- As part of National Library Week, the Ames Public Library Friends Foundation spring campaign was mailed.
- First Amendment Days were April 11-15. Two programs were held in partnership with Iowa State University Greenlee School of Journalism.
 - “Dare to Speak. Dare to Listen: Advice for Young Women” featuring the Honorable Judge Rosemarie Aquilina, who allowed over 100 survivors to speak about their experiences during the Larry Nassar trial, was held. She offered her advice to young women on the power of speaking their truth, and to the rest of us, the power of listening.

- “Your Rights, Your Libraries: The First Amendment and the Freedom to Read” featured a panel of representatives from Iowa State University, Ames Public Library, Ames Community School District, and the Iowa Library Association Intellectual Freedom Committee sharing how libraries choose materials and support the community.
- Supplies were also provided for all ages to create yard signs advocating for a cause you care about.
- Today was the City of Ames Employee Service Awards Luncheon. Chellew, Cooney, and Hanson were recognized for 5 years of service, Duckett for 10 years of service, and Tsai for 20 years of service.
- April is National Volunteer Appreciation Month. Volunteer Coordinator Bohlke sent out a nice email to volunteers.
 - A lovely banner is on the elevator wall in the lobby with a genuinely huge THANK YOU! to all of our volunteers who help us each and every day, those who jump in when the call goes out for a special event or project, and those who haven't yet had a chance because of the pandemic to contribute how they would have wanted.
 - A Volunteer Celebration Reception is on Tuesday, April 26th 4:00-6:00 in the auditorium. Invitations have been sent out and plans for a really lovely event are well underway.
 - Last year a new way to celebrate volunteers who have demonstrated exceptional service and the true essence of our mission at APL was instituted. ET Taylor was honored posthumously as the first recipient of the Volunteer Emeritus award and although the ceremony had to be understated due to the pandemic, it was nonetheless incredibly special.

This year we are celebrating five volunteers who we believe have demonstrated this level of dedication to APL and what we strive for. These Volunteer Emeritus awards will be presented in a short program at 4:30 during the reception.

- The main elevator did break down yesterday. It will be repaired as soon as possible. In the meantime, patrons are directed to use the staff elevator.
- Updates regarding Diversity, Equity, and Inclusion:
 - A second round of small group conversations began after the second half of the all staff DEI training on February 21. These conversations will take place through the beginning of May.
 - The managers and Person In Charge team will be meeting with the DEI consultant in early May to review the assessment and start working on establishing the next steps and areas the library would like guidance and support in. Managers had some good, honest conversations with the DEI team, who do not want to be included in this step. Managers have gone back to “Operationalizing Racial Justice in Non-Profits” and feel good about planning next steps possibly focusing on recruitment/retention, transparency, accountability, and creating a culture of trust.
 - The DEI team plans to present an update to the Board in June or July.

- Schofer would like to setup a visit with a Trustee each month at a convenient time to foster relationships, give space to learn more about an area, sit in on a program, meet with additional staff etc. based on each Trustees interest.
- Schofer is working with managers on a staffing assessment with a goal of a being completed by June.

APLFF Report: Myers gave a report to the Board.

- A new Development Director, Wilkins, has been hired. Everyone is very excited to welcome her.
- The Nominating Committee elected Janvrin to fill the unexpired term of Dieter though 6/23 and Luze be elected Vice-President with a term expiring 6/22.
- The book sale March 10-13 went well.
- The Spring Campaign mailing went out as stated by Schofer.
- Finances have been fairly quiet. The APL ask will be approved by the APLFF Board in May.

Budget and Finance Committee Report: Reynolds gave a report to the Board.

- Myers and Reynolds reviewed the financial reports prepared by the City. The budget for expenditures should be 75% spent. Most accounts are on target. Some contracts are paid at the end of the year resulting in a lower amount spent to date.
- Schofer will be encouraging the managers to spend their requested funding.

Moved by Johnson, seconded by Torres III, to approve the Budget and Finance Committee report as presented.

**Vote on Motion: 5-0 (Myers abstaining; Christy, Kluesner, and Marcu excused).
Approved unanimously**

Board Education: Schofer and Myers introduced the various standing committees. Committee appointments will take place at the May meeting.

Policy Review:

Records Retention: Schofer reviewed the policy. It was brought to the Board in February for discussion. The policy was sent to the City Attorney for review. The changes suggested synch the Library's policy with the Record Retention Schedule that was adopted by City Council Resolution 11-347 in July 12, 2011 and updated August 28, 2012.

Moved by Reynolds, seconded by Thorbs-Weber, to approve the policy as presented with the addition of the City resolution number under References.

**Vote on Motion: 5-0 (Myers abstaining; Christy, Kluesner, and Marcu excused).
Approved unanimously. Resolution No. 2022-L016 adopted.**

Financial Limits Authority: Schofer reviewed the policy. It was brought to the Board last month for discussion. The City Attorney reviewed the policy. No changes are recommended.

Moved by Torres III, seconded by Johnson, to approve the Financial Limits Authority policy as presented.

Vote on Motion: 5-0 (Myers abstaining; Christy, Kluesner, and Marcu excused). Approved unanimously. Resolution No. 2022-L017 adopted.

History Policy: Schofer introduced the policy. The Board discussed the policy. Recommendations were made to add a summary of the pandemic and correcting the uppercase letters in "Grand REopening". Schofer will do more research and bring the policy back to the Board next month for action.

Unfinished Business:

Service Offerings: Schofer reviewed and discussed the current service model with the Board. Bookmobile stops are being brought back to pre-pandemic status. Changes in service offerings have been minimal. Future reports will be included in the Director's report and no longer included under Unfinished Business.

New Business:

Enrich Iowa Agreement: The Enrich Iowa program offers public libraries state funding through the Direct State Aid, Open Access, and Interlibrary Loan (ILL) Reimbursement programs. Funding for Enrich Iowa is appropriated by the Iowa Legislature and approved by the Governor.

In order to participate next year, the signed agreement must be received at the Iowa Library Services Des Moines office by April 30, 2022. APL's Financial Limits Authority Policy requires Board approval before the Director may sign agreements for services delivered by the Library that result in revenues of \$25,000 or more.

Moved by Reynolds, seconded by Johnson, to approve the Enrich Iowa Agreement and authorize the Director to execute the agreement as presented.

Vote on Motion: 5-0 (Myers abstaining; Christy, Kluesner, and Marcu excused). Approved unanimously. Resolution No. 2022-L018 adopted.

Director's Goals: Schofer presented her goals to the Board. The Director's Evaluation Committee had previously reviewed the goals with Schofer.

Moved by Thorbs-Weber, seconded by Torres III, to approve the Director's goals as presented.

Vote on Motion: 5-0 (Myers abstaining; Christy, Kluesner, and Marcu excused). Approved unanimously

Custodial Contract Renewal: Custodial services for Ames Public Library are provided by a third-party professional cleaning service. For the last three fiscal years ABM has provided relatively low-cost custodial services for the Ames Public Library and ABM's representatives have worked closely with Library staff to ensure high quality results and to accommodate the timing of library activities and public events. The hourly rate for the FY23 renewal is \$16.85.

Moved by Reynolds, seconded by Mitchell-Conway, to approve the FY23 contract for library custodial services to ABM in the amount of \$92,641.30 and recommends City Council award the contract as presented.

Vote on Motion: 5-0 (Myers abstaining; Christy, Kluesner, and Marcu excused). Approved unanimously. Resolution No. 2022-L019 adopted.

Trustee Comments:


- Thorbs-Weber – welcomed the new Trustees. She believes they will have a great experience.
- Mitchell-Conway – no comment
- Johnson – welcomed the new Trustees. He appreciates everyone and the good discussion.
- Reynolds – welcomed the new Trustees. One of the best things about being on the Board is that the library is so involved in the community that you will not only learn about the library but about the Ames community as well.
- Torres III – thanked everyone for the warm welcome. He is looking forward to getting to know everyone and learn about the community and library. He is excited to do some good work and appreciates the opportunity.
- Myers - no additional comments

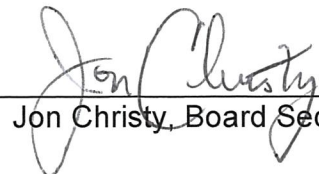
Adjournment:

Moved by Reynolds, seconded by Mitchell-Conway, to adjourn at 8:50 p.m.

Vote on Motion: 5-0 (Myers abstaining; Christy, Kluesner, and Marcu excused). Approved unanimously.

The next regular meeting will be on Thursday, May 19, 2022, at 7:00 p.m. in the Dale H. Ross Board Room.


Melissa Johannes, Library Secretary


Jon Christy, Board Secretary

