

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
September 15, 2022**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, September 15, 2022, in the Dale H. Ross Board Room with Christy, Kluesner, Marcu, Myers, Reynolds, and Thorbs-Weber in attendance. Johnson, Mitchell-Conway, and Torres III were excused. Assistant City Manager Schildroth and Director Schofer were also in attendance.

Call to Order: President Myers called the meeting to order at 7:03 p.m.

Consent Agenda:

Moved by Marcu, seconded by Christy, to approve the consent agenda as follows:

1. Darrell & Beth Christianson in memory of Todd Drennan\$20.00
2. Motion approving minutes of the regular meeting August 18, 2022
3. Motion approving payment of claims 8/1/22 – 8/31/22

Vote on Motion: 5-0 (Myers abstained, Johnson, Mitchell-Conway, and Torres III excused). Approved unanimously. Resolution No. 2022-L029 adopted.

Public Forum: None

Activity Reports:

Assistant City Manager: Schildroth gave a report to the Board.

- Council is interested in sustainability and one of those objectives is active transportation. They are working with a consultant, Tool Design Group, to create a master bike/pedestrian plan. There will be a community engagement piece to the plan, so be watching for more information on that.
- The Climate Action Plan will be taken back to Council on November 15. Staff has been analyzing the six big moves and twenty-nine action steps under those big moves. They will be presenting a staff report to Council including information on cost, anticipated impacts to the residents of the community and business owners, funding, and legality so they can continue making decisions and the plan can continue to be written. They are hoping to have the plan written by the first quarter of the next calendar year.
- The Transit Board approved CyRide working with consultant on evaluating going fare free. They will be bringing that information back to the Transit Board with a report being available in October or November. As a reminder, CyRide is still looking for drivers.
- Council had a retreat yesterday with Joshua Barr providing DEI training and discussing toolkits that could be used in decision making and policy setting practices. Council also reviewed their goals that were set in January and go

through December of 2023 including goals for affordable housing, sustainability, and having a fun and vibrant community that will attract and retain people. There are some tasks under the vibrant community goal that involve physical and mental wellness. The library will be assisting in that area.

- The new DEI Coordinator is posted. It will close on 9/27/22. One of the priority goals for this position is to create a DEI community plan.
- Council authorized staff to pursue a purchase agreement for fifty acres on Ontario on the west side of Ames for new park. It is in both the park primary plan and the 2040 plan. It will take several years to get it fully developed. Funding is available for the purchase, but more funding is needed to add amenities to park.
- The mayor is spearheading six community conversations centered on physical and mental health. Each community conversation will be on a different topic. The first community conversation will be held on October 4 at the library from 6:30pm to 8:30pm on suicide prevention. A parent will talk about their experience with their child's suicide. They will have agencies available to talk about what they are seeing in the community as well as resources that are available. They are hoping to have library books pulled on related topics for persons to check out.

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

- Schofer had her first monthly meeting with Schainker, City Manager. She shared a staffing analysis and needs. Schofer was authorized to ask Council to change a half-time position to a full-time position which Council approved. Schofer still hopes to add two librarians to fill the needs and gaps but will explore a Librarian Assistant option too.
- The new IT System Administrator, Cook, started September 6. He's been following an onboarding plan and things seem to be going well so far. Schofer had a one-on-one meeting with him yesterday and will have a budget meeting next week.
- Faisal, a Library Assistant in our Customer Account Services department, put in her resignation. She has taken another position which is a wonderful opportunity for her but a loss for us.
- The Story County Library Association (SCLA) has been reviewing the funding formula used to allocate county money to the member libraries to find a more equitable division. This has given APL the opportunity to review and reevaluate access to our digital resources (Hoopla and Kanopy primarily). Currently Overdrive is the only resource that is limited to Ames and rural Story County residents due to contract obligations. Managers discussed what that would look like for circulation, budget, and service if we set parameters to limit access.
- A Capital Improvement Project (CIP) conversation with Schainker and Schildroth is scheduled for October 6. Some CIP projects include:
 - The window repair project money was carried over into FY 23. The Request for Proposal (RFP) came in high. Mediation efforts have been successful. We refused all bids at this time and will monitor and try less costly and invasive solutions as needed.
 - Carpet- First floor Youth, Vestibule and Auditorium FY24; upstairs FY25
 - Add two study rooms in the southeast corner of Adult Services

- Change out the play structure in Youth Services
- Change out interactive elements of the activity wall in Youth Services
- Adult Services furniture
- Stain concrete on southeast corner
- Bookmobile replacement
- The third employee satisfaction survey will be administered this year. Briseno will be working with the HR intern on this project.
- Managers are planning for the November 11 Staff Day. Jamie Niman, Director, Student Accessibility Services at ISU will speak on accessible and inclusive spaces.
- Park(ing) Day will be set up tomorrow through the Weekend – ISU Landscape Architect students are taking over parking spots to set up mini parks. They will set up southeast side of the library within sightline of parklets at the Octagon and Ames History Museum.
- The IowaWORKS will hold hours at the library each Monday from 9:30-12:30 and 1:30 to 3:30. The Career Planner will provide basic career services such as job seeking and resume assistance, and mock interviews.
- A Repair Café will take place on October 8. This will pair skilled volunteers to help community members by repairing their belongings and/or teaching them how to do the repair. The goal is to reduce waste, provide free repairs, and to teach. The event intends to include bike repair, jewelry repair, clothing mending, wheelchair, and small appliance repair. They are working on recruiting volunteers from the community – for example, Skunk River will repair bikes, Kristin Roach will do mending etc.

APLFF Report: Thorbs-Weber gave a report to the Board.

- It was a short meeting since there wasn't a quorum; no action could be taken.
- The next book sale will be in November.
- They are searching for a Development Director. They received nineteen applications, only one that may be viable, and will be inviting that person to interview soon.

DEC Report: Johnson gave a report to the Board.

The Director's Evaluation Committee (DEC) met with Schofer. They reviewed goals and discussed progress.

Board Education: Schofer introduced the virtual tour. The tour is available on the APL website and on Google if you search for the Ames Public Library.

Policy Review:

Public Participation: Schofer introduced the policy. This policy was reviewed; no changes are recommended.

Moved by Reynolds, seconded by Kluesner, to approve the review of the Public Participation policy as presented.

Vote on Motion: 5-0 (Myers abstained, Johnson, Mitchell-Conway, and Torres III excused). Approved unanimously. Resolution No. 2022-L030 adopted.

Investments Policy: Schofer introduced the policy. This policy will be reviewed by the City Legal Department and brought back next month for action.

Trustee Comments:

- Thorbs-Weber – thanked Schofer and staff for collecting the information to answer her questions regarding programming. She appreciates having the context to move forward.
- Marcu – appreciates Thorbs-Weber’s questions and thought the responses were great.
- Myers – thanked Thorbs-Weber for being diligent and asking the questions which lead to better discussions. She also thanked Schofer and staff for the continued great work.
- Kluesner – appreciate Schildroth being here and sharing the updates.
- Reynolds – congratulations on the .5 FTE addition.
- Christy - nothing

Adjournment:

Moved by Marcu, seconded by Thorbs-Weber, to adjourn at 8:05 p.m.

Vote on Motion: 5-0 (Myers abstained, Johnson, Mitchell-Conway, and Torres III excused). Approved unanimously...

The next regular meeting will be on Thursday, October 20, 2022, at 7:00 p.m. in the Dale H. Ross Board Room.


Melissa Johannes, Library Secretary


Jon Christy, Board Secretary