

**Ames Public Library Board of Trustees**  
**Agenda – September 16, 2021**  
**Rotary Room, 515 Douglas Avenue**

**Call to Order** 7:00 p.m.

**Consent Agenda (Action Item)**

(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes.)

- 1) Motion approving minutes of the regular meeting August 19, 2021
- 2) Motion approving payment of claims 8/1/21 – 8/31/21

**Public Forum**

Members of the public who wish to address the Board will be given the opportunity at this time. (Please complete a blue card and hand it to the recording secretary prior to the Call to Order.)

**Activity Reports**

- 3) Assistant City Manager - Schildroth
- 4) Administration – Schofer
- 5) APLFF – Kluesner/Myers
- 6) Director Evaluation Committee – (Barchman, Christy, Marcu)

**Board Education**

- 7) Atwell – Teen Services

**Policy Review**

- 8) Unattended Child Policy (Action)
- 9) Director Performance Evaluation (Discussion)

**Unfinished Business**

- 10) Service Offerings (Discussion)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, October 21, 2021**

**Ames Public Library: We Connect You to the World of Ideas**

**Website: [www.amespubliclibrary.org](http://www.amespubliclibrary.org) | E-mail: [libraryboard@amespubliclibrary.org](mailto:libraryboard@amespubliclibrary.org)**

Please note that this Agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), Code of Iowa.

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
August 19, 2021**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, July 15, 2021, in the Rotary Room with Barchman, Christy, Glatz (arrived late), Johnson, Kluesner, Marcu, Myers, Reynolds, and Thorbs-Weber in attendance. Assistant City Manager Schildroth, Director Schofer, Customer Account Services Manager Briseno, and Facilities Manager Duckett were also in attendance.

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

**Consent Agenda:**

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

1. Resolution approving donations
2. Motion approving minutes of the regular meeting July 15, 2021
3. Motion approving payment of claims 7/1/21 – 7/31/21

**Vote on Motion: 7-0 (Myers abstaining; Glatz excused). Approved unanimously. Resolution No. 2021-L023 adopted.**

Glatz arrived 7:04 pm

**Public Forum:** None

**Activity Reports:**

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

- The City is re-painting the crosswalk at 5<sup>th</sup> and Douglas on August 24, 2021 beginning at approximately 7 a.m. The rain date is August 26, 2021. The intersection is expected to be closed until Wednesday.
- The City is holding an Ames Community Institute this fall. They are planning on the session being virtual with no in-person group tours at this time. The program brings together a cross-section of Ames residents to explore creating, managing, and optimizing diversity and inclusion within the City of Ames programs and services. Participants are selected based on recommendations from members of the City Manager's Advisory Board. The purpose is to improve the living, learning, and work conditions of the community for both current and future residents. Participants attended a month-long series of seminars on City Government and Finance, Parks and Recreation, Housing, and Public Works, Utilities and Transportation, Police and Fire, and Library. This session will be limited to 25 individuals with a waiting list after. Orientation is planned for September 30, 2021 with the sessions held on the four Thursdays in October. Thorbs-Weber was part of the Ames Community Institute which she stated she enjoyed; taking part of the institute is what influenced her to join the APL Board.

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

- Youth Services Manager Heid will be retiring effective September 15, 2021. A retirement party is planned for Sunday, September 12, 2021 from 2:00 p.m. until 3:30 p.m. The Board, public, and colleagues will be invited to attend. We have started the recruitment process for her position and conversations to plan on distributing her work responsibilities until the position is filled.
- Atwell, the new Teen Librarian, has started and jumped right in. He is enthusiastic and excited to work with the teens. The teen space will remain closed at this time but some teen programming will be held in the auditorium.
- Youth Services Clerk Baker just started today.
- A follow-up meeting with Bridge Home went well. They service homeless individuals and those in transitional housing. Bridge Home will hold some office hours at the library. As part of that meeting they mentioned that the Bridge Home is partnering with the Elks for a grant. The Library plans on partnering with them to provide information and access to resources.
- The new print/copy/scan release stations from Today's Business Solutions are installed. The updated technology, improved interface, and credit/ debit card acceptors should offer a much more user-friendly experience for our customers. There are other great features like remote printing, translation, ability to copy id cards etc.
- Summer is wrapping up. Heid had the Hot Dog Dinner Theater at Bandshell Park today with approximately 200 people in attendance. The End of Summer Celebration is this Saturday as well as the last program in the More Than Monoliths series.
- We will be participating in WelcomeFest. Adult Service staff will be attending. They are trying a new theme for this year: the Ames Bucket List. The actual bucket list is on the back of the t-shirts and highlight several "must see" City places, experiences, or programs.
- The last series of Mental Health First Aid trainings will be held on Wednesday, August 25 and Thursday, August 26 in the Library Auditorium from 5:30-9:30 pm.
- We have had issues with the online catalog not being very user friendly and are happy to announce a new overlay will be available within the next year. Dornink is the lead on that project.
- ISU's Landscape Architecture class will be designing mini-parks in a parking lot space. We plan on partnering with them. We will discuss safety concerns and the length of time the parks will be available.
- Our Balance statue has been temporarily removed. The world was cracking so the statue was sent to artist to be repaired. We may place signage by the statue to let the public know as it is well loved.

APLFF Report: Myers gave a report to the Board.

- The last meeting was very short with Pub Fiction happening the same night.
- The Development Director position remains in the recruitment process.
- The Finance Committee reported that the Ames Public Library Friends Foundation is still in a good financial position with donations and interest income reported.

- The Ames Public Library Friends Foundation is looking for additional Board members.

**Board Education:** Briseno introduced herself. She shared information about the partnership with the Ames Community School District (ACSD) for library card sign up. Over 100 students came in this summer to use their new library cards. The next step will be to create educator accounts for all the teachers and a new upload to include the incoming kindergartners and new students. The bookmobile stops at several of the schools. The Library partners with the ACSD to hold special nights like Bookland, special Northwood nights, school visits, a program for English learners, kindergarten round-up, and Smyles visits. The Library shares summer reading information with the school as well as our online resources such as Brainfuse, Tumble Books, Bookflix, and Britannica Library.

**Policy Review:**

Meeting Rooms and Study Rooms Policy: Schofer reviewed the policy. It was brought to the Board last month for discussion and reviewed by the Managers' Team. Changes included adding the reservable study rooms and cleaning up some wording.

**Moved by Johnson, seconded by Reynolds, to approve the Meeting Rooms and Study Rooms Policy as presented.**

**Vote on Motion: 8-0 (Myers abstaining). Approved unanimously. Resolution No. 2021-L024 adopted.**

Unattended Child Policy: Schofer introduced the policy. Schofer did not have recommended changes at this time. The Board discussed this policy and recommended changes to the last sentence. The policy will be reviewed by the Managers' Team and brought back for approval at the September meeting.

**Unfinished Business:**

Service Offerings: Schofer reviewed and discussed the current service model with the Board. The teen space will remain closed at this time. Programming for youth and teens will be offered in the auditorium at this time; adult programming remains mostly virtual. Signs will be posted recommending masks be worn while in the library.

**New Business:**

Capital Improvement Plan: Each year the capital improvement plan (CIP) is reviewed. The Library received funding to replace the existing entryway doors; that project will be underway soon. The Library asked for funding to replace the carpeting on the first floor including the auditorium, youth area, and vestibule. The carpet has been well maintained; carpet squares are available to replace spots if needed. Schofer is recommending the carpet project be pushed back a year in an effort to be fiscally responsible. The Board discussed possible CIP projects and thanked Facilities Manager Duckett for her work; she does a great job maintaining the building. The Board concurred with Schofer's recommendation.

Orning Glass Bid: As part of the CIP, the Library worked with the Purchasing Department to secure bids for the entryway door replacement project. Orning Glass is the low bidder. The existing doors will be removed and replaced with telescoping doors. The telescoping doors will not catch in the wind and will improve access.

**Moved by Glatz, seconded by Barchman, to approve the Orning Glass Bid and Authorize the Director to execute the agreement in the amount of \$46,504.**

**Vote on Motion: 8-0 (Myers abstaining). Approved unanimously. Resolution No. 2021-L025 adopted.**

**Trustee Comments:**

- Myers – thank you everyone for continuing to do a good job.
- Thorbs-Weber – thank you for all you do; Thorbs-Weber was at National Night Out and was happy to see the bookmobile there.
- Reynolds - will miss Heid; please send out invitations to the retirement party.
- Johnson – it was fun to see the bookmobile at the farmers’ market; thanks everyone.
- Kluesner – expressed his gratitude to everyone.
- Barchman – apologized for trying to adjourn the meeting prematurely.
- Christy – no comment
- Glatz - thanks for continuing to deal with what COVID throws at staff.
- Marcu - thanks to Duckett and Briseno for joining us tonight.

**Adjournment:**

**Moved by Barchman, seconded by Glatz, to adjourn at 8:24 p.m.  
Vote on Motion: 8-0 (Myers abstaining).**

The next regular meeting will be on Thursday, September 16, 2021, at 7:00 p.m. in the Rotary Room.

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Melissa Johannes, Library Secretary

Charles Glatz, Board Secretary

**Library Claims**  
**August 1 - August 31, 2021**

<b>Administration</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	44,914.28
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	546.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	421.10
PAYROLL SUMMARY	IPERS DISABILITY	\$	185.59
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,675.28
PAYROLL SUMMARY	MEDICARE FICA	\$	647.77
PAYROLL SUMMARY	FICA	\$	2,769.77
PAYROLL SUMMARY	IPERS	\$	4,239.92
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	151.01
JULY 2021 PRINTING CHRGS	PRINT SHOP SERVICES	\$	60.00
JULY 2021 POSTAGE	POSTAGE/FREIGHT	\$	2.03
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	240.00
BANK OF AMERICA	OUTSIDE PRINTING SERVICE	\$	(1.40)
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	7,809.43
CENTURYLINK	OUTSIDE PHONE SERVICE	\$	277.80
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$	188.27
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$	978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	398.08
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	191.22
ALLIANT ENERGY/IPL	NATURAL GAS	\$	102.35
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
IA DIVISION OF LABOR SERV	MAINTENANCE CONTRACTS	\$	80.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	661.57
PREMIER OFFICE EQUIPMENT	RENTALS/LEASES	\$	520.14
XEROX CORPORATION	RENTALS/LEASES	\$	584.98
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	7,077.16
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	184.42
CH ISSUES	OFFICE SUPPLIES	\$	65.61
OFFICE DEPOT INC	OFFICE SUPPLIES	\$	(9.02)
OFFICE DEPOT INC	OFFICE SUPPLIES	\$	139.51
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$	158.58
BANK OF AMERICA	OFFICE SUPPLIES	\$	305.97
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	257.16
CDW GOVERNMENT LLC	MINOR COMPUTER EQUIPMENT	\$	2,186.98
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	275.94
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$	116.00
DOORS INC	EQUIPMENT PARTS/SUPPLIES	\$	35.26
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	85.34
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	7.55
BANK OF AMERICA	FOOD	\$	315.08
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	237.46
TODAY'S BUSINESS SOLUTION	TECHNOLOGY EQP/SOFTWARE	\$	37,628.00
<b>Total Administration</b>		<b>\$</b>	<b>123,785.02</b>

**Library Claims**  
**August 1 - August 31, 2021**

<b>Resource Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	26,878.82
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.52
PAYROLL SUMMARY	IPERS DISABILITY	\$	114.95
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,256.40
PAYROLL SUMMARY	MEDICARE FICA	\$	371.14
PAYROLL SUMMARY	FICA	\$	1,586.94
PAYROLL SUMMARY	IPERS	\$	2,537.38
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	32.28
JULY 2021 PRINTING CHRGS	PRINT SHOP SERVICES	\$	412.80
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	249.98
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	26.25
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	40.18
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	92.00
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	7,073.09
OVERDRIVE	ELECTRONIC COLLECTION	\$	4,444.43
MANGO LANGUAGES	ELECTRONIC COLLECTION	\$	12,219.90
KANOPY LLC	ELECTRONIC COLLECTION	\$	846.00
DOW JONES & COMPANY INC	ELECTRONIC COLLECTION	\$	1,200.00
BANK OF AMERICA	SPECIAL PJCT COLLECTIONS	\$	83.58
BOOK FARM INC	SPECIAL PJCT COLLECTIONS	\$	65.96
WT COX INFORMATION SERVIC	PERIODICALS	\$	5,737.90
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	1,333.08
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,263.65
AMAZON	YOUTH COLLECTION	\$	441.96
MIDWEST TAPE	YOUTH COLLECTION	\$	349.24
BANK OF AMERICA	YOUTH COLLECTION	\$	52.04
BOOK FARM INC	YOUTH COLLECTION	\$	79.88
CAVENDISH SQUARE	YOUTH COLLECTION	\$	195.54
FINDAWAY WORLD LLC	YOUTH COLLECTION	\$	52.24
LIBRARY IDEAS LLC	YOUTH COLLECTION	\$	767.10
WT COX INFORMATION SERVIC	YOUTH COLLECTION	\$	2,000.00
BLACKSTONE AUDIO BOOKS	AUDIO-VISUAL COLLECTION	\$	212.48
AMAZON	AUDIO-VISUAL COLLECTION	\$	295.77
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	5,975.95
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$	324.71
BAKER & TAYLOR	ADULT PRINT COLLECTION	\$	5,672.95
INGRAM LIBRARY INC SERVICES	ADULT PRINT COLLECTION	\$	1,627.74
AMAZON	ADULT PRINT COLLECTION	\$	319.40
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	1,117.14
CHAMBERLAIN, SETH	REFUNDS	\$	30.90
ERCSE, DIANE	REFUNDS	\$	94.00
<b>Total Resource Services</b>		<b>\$</b>	<b>91,807.25</b>

**Library Claims**  
**August 1 - August 31, 2021**

<b>Youth Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	42,325.44
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	2,242.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	405.30
PAYROLL SUMMARY	IPERS DISABILITY	\$	171.74
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.85
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,406.72
PAYROLL SUMMARY	MEDICARE FICA	\$	620.83
PAYROLL SUMMARY	FICA	\$	2,654.66
PAYROLL SUMMARY	IPERS	\$	4,079.14
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	89.37
JULY 2021 PRINTING	PRINT SHOP SERVICES CHRGS	\$	26.00
LAUGHING MATTERS	OUTSIDE PROFESSIONAL SERVICES	\$	400.00
SPARKLEHOOPDANCE LLC	OUTSIDE PROFESSIONAL SERVICES	\$	315.00
BANK OF AMERICA	RECRUITING COSTS	\$	249.00
BANK OF AMERICA	OFFICE SUPPLIES	\$	53.41
BANK OF AMERICA	FOOD	\$	8.97
<b>Total Youth Services</b>		<b>\$</b>	<b>60,114.43</b>
<b>Adult Services FY21</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	36,477.49
PAYROLL SUMMARY	DENTAL INSURANCE	\$	151.06
PAYROLL SUMMARY	IPERS DISABILITY	\$	124.75
PAYROLL SUMMARY	LIFE INSURANCE	\$	69.31
PAYROLL SUMMARY	HEALTH INSURANCE	\$	2,661.62
PAYROLL SUMMARY	MEDICARE FICA	\$	517.84
PAYROLL SUMMARY	FICA	\$	2,214.23
PAYROLL SUMMARY	IPERS	\$	3,443.49
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	43.79
2021-3 MUNIC CODE SUPPLMT	PRINT SHOP SERVICES	\$	19.03
JULY 2021 POSTAGE	POSTAGE/FREIGHT	\$	4.93
OFFICE DEPOT INC	OFFICE SUPPLIES	\$	(51.27)
OFFICE DEPOT INC	OFFICE SUPPLIES	\$	51.27
<b>Total Adult Services</b>		<b>\$</b>	<b>45,727.54</b>
<b>Customer Account Services FY21</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	46,734.90
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	13,355.86
PAYROLL SUMMARY	DENTAL INSURANCE	\$	312.44
PAYROLL SUMMARY	IPERS DISABILITY	\$	174.03
PAYROLL SUMMARY	LIFE INSURANCE	\$	96.55
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,234.30
PAYROLL SUMMARY	MEDICARE FICA	\$	841.26
PAYROLL SUMMARY	FICA	\$	3,597.02
PAYROLL SUMMARY	IPERS	\$	5,672.55
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	155.99
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	101.63



**Library Claims**  
**August 1 - August 31, 2021**

JULY 2021 POSTAGE	POSTAGE/FREIGHT	\$	599.96
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$	7.96
FLAMING, BILLIE	TRAVEL/MEETINGS	\$	16.22
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	26.85
BANK OF AMERICA	OFFICE SUPPLIES	\$	114.73
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$	80.78

<b>Total Customer Account Services</b>		<b>\$ 77,123.03</b>
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<b>Total:</b>		<b>\$ 398,557.27</b>
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<b>Sandra Marcu, President</b>	<b>Charles Glatz, Secretary</b>	Date



# Unattended Child Policy

Section: Library Operations

Approved: 10/29/1986

Reviewed: 3/25/2004

Revised: 9/21/2000, 9/20/2001, 9/19/2002, 2/16/2006, 11/19/2009, 9/20/2012, 10/18/2018, 9/16/2021

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## Definitions

For the purposes of this policy, the following definitions apply:

- Child – a person eight (8) years old or younger.
- Premises – inside and outside areas of Library property and the Bookmobile.
- Responsible caregiver – a parent, guardian, or other person who takes responsibility for a child, has emergency contact information, stays within visual contact of the child, and remains in the child's immediate vicinity.
- Unattended Child – a child who is out of visual contact or not in the direct vicinity of a responsible caregiver or who is left alone on Library premises.

## Statement of Philosophy

Ames Public Library welcomes children of all ages. Children age eight (8) or younger must be accompanied by a responsible caregiver. Responsible caregivers assume responsibility for the safety, comfort, and behavior of their child/children on Library premises and must not leave the child unattended on Library premises. Library employees cannot assume the role of responsible caregiver.

## Policy

Children must have a responsible caregiver within visual contact and in their immediate vicinity while on Library premises. Exceptions may be made by Library staff for children age three (3) and older who are attending select Library programs. When an exception is made, the responsible caregiver is expected to remain *in the library building and available* during the program and to immediately join the child at the end of the program.

When made aware of an unattended child, Library staff will make a reasonable attempt to locate the responsible caregiver. If the responsible caregiver is not located, the police will be notified.

The Library's [Conduct in the Library Policy](#) defines misconduct and states that some behaviors will result in a request for the person to leave the Library. Although young persons age nine (9) and older may use the library on their own, their actions and well-being remain the responsibility of their parents and caregivers. A young person who ~~cannot be responsible for themselves outside of the library is not able to leave the Library or Bookmobile without an adult~~ should not be left alone on Library premises.

**Unattended Child Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
SEPTEMBER 16, 2021**

Be it resolved that the Board of Trustees, Ames Public Library, approves the revisions to the Unattended Child Policy.

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Sandra Marcu, President

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Charles Glatz, Secretary



# Director Performance Evaluation Process Policy

Section: Library Administration

Approved: 8//21/1997

Reviewed:

Revised: 1/16/2003, 1/15/2004, 1/14/2005, 1/17/2008, 1/20/2011, 3/21/2013, 12/17/2015, 11/15/2018

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The Board of Trustees will evaluate the performance of the Library Director annually. This performance evaluation provides a basis for professional development and growth, pay decisions, disciplinary actions, and dismissal.

## Committee Appointment

In June of each year, the President of the Board of Trustees shall appoint a three-person committee to oversee this process. This committee will be called the Director Evaluation Committee (DEC).

Appointees shall include:

- At least one member of the Executive Committee;
- At least one non-member of the Executive Committee;
- At least one individual who has previously participated in a DEC.

(The qualifications of one trustee may satisfy two of the conditions.)

## Procedure and Timeline

The Director's performance is evaluated against (1) a set of written goals which are approved each year in April, (2) the responsibilities described in the Director's General Job Duties Policy, and (3) the City of Ames' expectations of management.

### September:

The DEC will conduct a mid-year discussion of progress toward goals and report back to the Board of Trustees. This meeting also provides an opportunity to begin to develop goals for the following year.

Prior to December 1, the Board President will request information about the salaries and longevity of other library directors and Ames City peers for the purpose of comparison. This data will be furnished to the DEC no later than the date of the Trustees' regular December Board meeting.

### January:

Each year, the DEC will obtain feedback on the Director's performance from selected Library staff and external reviewers.

The Director will submit a self-evaluation based on three to five specific, measurable annual goals, as requested by the DEC.

### February:

The DEC will:

- Gather and compile evaluation feedback.
- Prepare a summary of the results of the feedback and hold a preliminary meeting with the Director.

- Analyze the salary and longevity data provided by the Board President, with the following factors in mind:
  - Performance
  - Internal Equity (as compared to other Library Directors and City of Ames Department Directors)
  - Market (State and Regional)

**March:**

At least one week prior to the regular March Board meeting, the DEC will submit its draft evaluation with appropriate supporting materials to the Trustees and Director. (Original material submitted to the DEC is confidential, but may be made available to any trustee at his/her request.) The draft evaluation will include review and comment upon the Director's performance of job duties and achievement relative to the previous year's goals and development plan, and a salary adjustment recommendation.

At the March meeting, the Board of Trustees will:

- Review the draft prepared by the DEC;
- Revise (if desired) and approve the Director's performance evaluation; and
- Set the Director's salary for the fiscal year beginning July 1.

After the March meeting, the DEC and Director will meet to finalize goals for the upcoming year, based on the evaluation as approved by the Board.

**April:**

At the April meeting, the Board of Trustees will approve the Director's goals and development plan for the coming year.

**June:**

The President of the Board will appoint a DEC to determine a process and conduct the next evaluation no later than the date of the regular June Board meeting.