

**Ames Public Library Board of Trustees
Agenda – November 15, 2018
Dale H. Ross Board 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) Resolution approving donations
- 2) Motion approving minutes of the Regular Meeting of October 18, 2018
- 3) Motion approving minutes of the Special Meetings of November 6, November 8, and November 13, 2018
- 4) Motion approving payment of claims 10/1/18 – 10/31/18

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 presiding officer.)

Activity Reports

- 5) Ames Public Library Friends Foundation (APLFF) – Butler
- 6) Administration – Carey

Policies

- 7) Director Performance Evaluation Process (Action Item)
- 8) Donations (Discussion)
- 9) Exam Proctoring (Discussion)
- 10) Library Variations from City of Ames Personnel Policy (Discussion)

New Business

- 11) Library Director Selection (Action Items)
 - a) Motion to go into closed session in accordance with the provisions of Sections 21.5(1)(i) and 21.9, *Code of Iowa*, for the discussion of strategy in matters relating to employment
 - b) Motion directing staff and the Board President to make an offer of employment in accordance with direction given during closed session
 - c) Motion to set the date of a Special Meeting to approve the appointment of a new Library Director

Trustee Comments

Adjournment

Next regular meeting: Thursday, December 20, 2018
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
NOVEMBER 15, 2018**

Be it resolved that the Board of Trustees, Ames Public Library, accepts the following donations:

- 1) In honor of Herb Harmison from Theodore Hutchcroft..... \$50.00

Charles Glatz, President

Sarah Barchman, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
October 18, 2018**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, October 18, 2018 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Butler, Glatz, Kluesner, Linch, Marshall, Raman, and Wang in attendance. Briese participated by telephone. Barchman was excused. Library Director Carey and Librarians Anderson, Briseño, and Rastogi were also present.

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

Consent Agenda:

Moved by Linch, seconded by Raman, to approve the following items on the consent agenda:

- 1) Resolution accepting donations:
 - a) From Paul Durbin and Cinian Zheng-Durbin for programming \$75.00
 - b) From ISU Women’s Club Genealogy Division for books, materials, or programs of genealogical interest..... \$75.00
 - c) In honor of Herb Harmison from Jean Peterson..... \$100.00
 - d) In memory of Doris Richardson from Connie and Glenn Maze..... \$100.00
- 2) Motion approving minutes of the Regular Meeting of September 20, 2018
- 3) Motion approving payment of claims 9/1/2018 – 9/30/2018

Vote on Motion: 7-0. Approved unanimously. Resolution No. 2018-L030 adopted.

Public Forum: None.

Iowa Library Association (ILA) Conference Reports: Librarians Bri Anderson and Tanvi Rastogi reported on presentations they made at the ILA Conference in Cedar Rapids. Ms. Anderson, who is APL’s home school liaison, works with the Ames Community School District’s Home School Assistance Program (HSAP). At ILA, she and Kelly Stern, Youth Services Manager at Cedar Falls Public Library, led a session on “Connecting with Homeschooling Populations in Your Community.”

Ms. Rastogi, who is APL’s Teen Librarian, participated in a session called “Rethinking Themes: Culturally Respectful Programming and Collections.” Others on the panel were: Harrison Inefuku, Scholarly Publishing Services Librarian, and Cara Stone, Instruction Librarian, both at Iowa State University (ISU); and Vera Scrivner, Children’s Librarian at Algona Public Library. Rastogi said that she spoke about cultivating partnerships and tried to challenge people to think more about why diversity in programming is important. Rastogi said she also spoke on this subject at the recent Joint Conference of Librarians of Color in Albuquerque.

Carey noted that the Youth Services Division of ILA has offered a conference called “Kids First” every other year in recent years; however, the conference was cancelled this year. Librarians around the state feel this is such an important event that a group proposed an alternative. It will be called “Kid Matters” and APL’s Youth Services staff has offered to host it.

FY19 First Quarter Financial Reports: Trustee Kluesner stated that the budget is tracking well with 25% spent in the first quarter. He noted that spending on service agreements and annual contracts is heavier early in the year, as can be seen in the graphs. Kluesner also spoke about the sources of APL’s financial assets—private donations that come via Ames Public

Library Friends Foundation (APLFF), from individuals or organizations, and through grants—and noted that all of them are separate from the general fund, which is supported by taxes.

Moved by the Budget and Finance Committee to accept the First Quarter Reports for Fiscal Year 2018/19.

Vote on Motion: 7-0. Motion declared approved.

Ames Public Library Friends Foundation (APLFF) Report: APLFF Trustee Representative Butler reported on the October 11 meeting. The APLFF Development Director reported on a positive meeting with REG and expressed willingness to meet with local service clubs. Butler said income from PrideFest was \$450 and from Literary Grounds sales was \$2,900. The fall book sale will be held November 1-3. APLFF's monthly meetings will be changed to the 4th Thursday starting in January to allow for more timely financial reporting and the November 8 meeting will take place at 5pm because of a possible Director candidate's presentation at 4pm.

Administrative Staff Report: Library Director Carey stated that the Library welcomed new Library Aide Brittny Rebhuhn and Youth Services Intern Elcy Timothy. Goodbyes were said to Laurelle Heimbaugh, who moved out of state, and Andra Castle, who accepted a new job. She said interviews for the Clerk position in Resources Services were just completed.

Carey announced that the Small Talk group is hosting LENA training and will be joined by a Sioux City group that is interested in starting a program. APL was also notified of the award of a \$5,000 grant for Small Talk from Dahl Foundation.

Carey said that she had met with City Manager Steve Schainker and Assistant City Manager Brian Phillips earlier in the day to discuss future Capital Improvements Projects (CIPs). Although APL will not formally submit CIP requests this fall, Carey discussed three ideas that the new director may want to consider in the next five years. They were: replacement of carpet, which was installed in 2014; replacement of front doors, which are heavy and are sometimes affected by interior pressure issues; and the possibility of adding gender neutral restrooms. Carey explained that APL's family restrooms and staff restrooms are gender neutral, but safety was the primary consideration when designing the others. She said she felt some safety factors (such as the absence of hallway doors) might be lost in a gender-neutral design.

Carey stated that currently:

- The budget process is getting underway;
- a Pay Study Committee, which was formed in response to some dissatisfaction that was identified through the Staff Satisfaction Surveys, will be holding meetings for employees to discuss job expectations and pay issues;
- Carey is participating in United Way study on the effects of Ames' low unemployment rate on wages;
- LibraryAware, a product that increases the Selectors' ability to create posters, brochures, and bookmarks to tie into promotions, has been purchased;
- New Innovation suggestions are due in a couple weeks;
- A coil was replaced in the Energy Recovery Ventilator on the roof. It was a major operation that required a crane and an alley closure. Fortunately, the weather was favorable and the job went so smoothly that the installers decided they would charge the Library time and materials, rather than the original quoted price.
- The management team will attend an Ames Chamber of Commerce Diversity Program on October 31.

She said some programming highlights in the last month were:

- ISU President Wintersteen's September 27 presentation, which was very well received;
- The Maximum Ames Music Festival and PrideFest which brought hundreds of people into the building the last weekend in September; and
- A poetry-packed weekend on October 13 and 14, with the Central Iowa Poetry Festival, APLFF's Author Café featuring poets, and an APLFF poetry book sale.

Upcoming events that Carey described included:

- A Harry Potter Night at London Underground on November 15, after which the establishment will donate a portion of the proceeds to APLFF; and
- Ames Community Initiative meetings: one of which was taking place in the Library as she spoke and another coming up at the Water Plant, where she and Briseño will discuss the resources APL has to offer those who are marginalized.

APL's 2017/18 Annual Report was distributed and Carey complimented Jillian Ocken and Tracy Briseño for spearheading the effort. Brief discussion ensued about the CIP ideas that had been discussed with the City Manager.

Director Search Committee Report: Glatz said he felt the group should be congratulated on deciding not to use a search firm, as the process is going very well. The brochure has drawn favorable comments from the applicants, everything is running on schedule, and 21 applications met the minimum requirements. Glatz said the applications came from widely varying geographical locations and complimented Briseño on reaching out to many state library associations. He reported that phone interviews were conducted with eight applicants and the field will be narrowed to three for the onsite meetings in early November. The Search Committee will formulate a set of questions for the interviews.

Conduct in the Library Policy:

Moved by Butler, seconded by Wang, to adopt a resolution approving revisions to the Conduct in the Library Policy as presented/amended.

When asked why the topic of buskers was included, Carey explained that the Main Street Cultural District (now Downtown Ames) actively sought buskers several years ago in an effort to enhance the downtown experience, and City permits and guidelines were established then.

Raman offered a friendly amendment to add the phrase "on the premises" after the word "Misconduct" in the line prior to the second set of bullet points and delete that phrase elsewhere in the list. Friendly amendment accepted by Butler.

Vote on Motion (as amended): 7-0. Approved unanimously. Resolution No. 2018-L031 adopted.

Unattended Child Policy:

Moved by Wang, seconded by Butler, to adopt a resolution approving revisions to the Unattended Children Policy as presented/amended.

Carey said other Iowa libraries typically set the age a child may be left alone at nine or ten, although some go as low as age six. Staff feels age nine is appropriate and works well in Ames.

Vote on Motion (as presented): 7-0. Approved unanimously. Resolution No. 2018-L032 adopted.

Director Evaluation Process Policy: Trustee Marshall stated that the Director Evaluation Committee or DEC (Kluesner, Marshall, and Raman) had met on October 4. She said the process got tight in February and March last year because of spring break, so they felt moving activities back a month would help. The DEC also wondered if a mid-year evaluation was necessary.

Carey said the City's performance appraisal system is based on a quarterly schedule that ends in March, although the Board is not required to follow that. She said she felt a new director would probably want a mid-year check-in, both to feel supported and to have an opportunity to get questions answered, or be directed back on track, if the trustees felt there were issues. She did not feel the mid-year review would necessarily have to be formal, and it was agreed that in lieu of stating there would be a mid-year "performance review," the policy could indicate that the DEC would conduct a mid-year check-in." Carey recommended doing it earlier than October.

During discussion about aligning the process better with the fiscal year, it was pointed out that the timeline was set up as it is because the trustees' terms expire at the end of March. The existing schedule allows retiring trustees to complete evaluation activities before leaving the board and no new trustees would face an evaluation in their first meeting.

It was suggested that the goal year might be shifted to better meet the director's needs. Some goals could be carried over, as they are internal. The salary could also be set as late as June. There was agreement that fewer goals should be expected—they should offer a picture of the big items the person is working on, rather than the more broad strategic goals—and they should be measurable.

The Committee noticed that the policy was silent on who is to provide evaluation feedback. Staff said that the previous review committee decided to leave that open so that the process could be flexible from year to year, depending on the situation and the committee's preference.

Finally, Marshall said the DEC used Qualtrix last year to conduct its survey, but wondered if the City had any online tools that could be used to obtain confidential responses. Carey said she would inquire about that and the committee agreed to bring back another revision next month.

Trustee Comments: None

Adjournment:

Moved by Briese, seconded by Marshall, to adjourn at 8:31 p.m.

Vote on Motion: 7-0. Motion carried unanimously.

The next Regular Meeting will be on Thursday, November 15, 2018, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Karen C. Thompson, Administrative Assistant

Sarah Barchman, Board Secretary

**Ames Public Library Board of Trustees
Minutes of the Special Meeting
November 6, 2018**

The Ames Public Library (APL) Board of Trustees met in special session on Tuesday, November 6, 2018, in the Dale H. Ross Board Room, with Barchman, Briese, Butler, Glatz, Linch, Kluesner, Marshall, and Raman in attendance. Assistant City Manager Brian Phillips and Customer Account Services Manager Tracy Briseño were also present.

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

Director Candidate Interview:

Moved by Butler, seconded by Marshall, to enter into closed session in accordance with Sections 21.5(1)(i) and 21.9, Code of Iowa, for the purpose of interviewing Cheryl Heid for the position of Library Director.

Roll Call Vote: 9-0. Approved unanimously.

The meeting was closed at 7:04 p.m. and reconvened in open session at 8:12 p.m.

It was agreed that trustees would take their own notes home and save all comments for the November 15 meeting.

There was discussion about how the decision-making process would be done.

Marshall indicated that she would miss the November 15 meeting, but would send her evaluations and thoughts to Glatz so that he could convey them to the Board during deliberations.

Moved by Briese, seconded by Marshall, to adjourn at 8:34 p.m.

Vote on Motion: 8-0. Approved unanimously.

The next Special Meeting will be on Thursday, November 8, 2018 at 7:00 p.m., in the Dale H. Ross Board Room of Ames Public Library, 515 Douglas Avenue.

The next Regular Meeting will be on Thursday, November 17, 2016, at 7:00 p.m., in the Dale H. Ross Board Room of Ames Public Library, 515 Douglas Avenue.

Sarah Barchman, Secretary

**Ames Public Library Board of Trustees
Minutes of the Special Meeting
November 8, 2018**

The Ames Public Library (APL) Board of Trustees met in special session on Thursday, November 8, 2018, in the Dale H. Ross Board Room, with Barchman, Briese, Butler, Glatz, Linch, Kluesner, Marshall, Raman, and Wang in attendance. Assistant City Manager Phillips, Customer Account Services Manager Briseño, and Library Director Candidate John Thill were also present.

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

Glatz stated that Mr. Thill had been advised of his option to request a closed meeting, but had declined, so the interview would proceed in open session.

Director Candidate Interview: Mr. Thill answered a series of prepared questions that were posed by the trustees in round-robin fashion.

Thill was invited to ask questions in return and the interview team responded.

Moved by Briese, seconded by Marshall, to adjourn at 8:08 p.m.

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

The next Special Meeting will be on Tuesday, November 13, 2018 at 7:00 p.m., in the Dale H. Ross Board Room of Ames Public Library, 515 Douglas Avenue.

The next Regular Meeting will be on Thursday, November 15, 2018, at 7:00 p.m., in the Dale H. Ross Board Room of Ames Public Library, 515 Douglas Avenue.

Sarah Barchman, Secretary



TO: Library Board of Trustees
FROM: Karen Thompson, Administrative Assistant
DATE: November 9, 2018
SUBJECT: Agenda Item 5

The minutes of the Special Meeting scheduled on November 13 will be distributed via e-mail or around the table prior to the meeting.

Library Claims
October 1, 2018 - October 31, 2018

| Administration | | |
|---------------------------|--------------------------|----------------|
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ 44,535.06 |
| PAYROLL SUMMARY | TEMPORARY SALARIES/WAGES | \$ 1,456.00 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 222.47 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 67.50 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 7,853.06 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 655.22 |
| PAYROLL SUMMARY | FICA | \$ 2,801.57 |
| PAYROLL SUMMARY | IPERS | \$ 4,341.56 |
| PAYROLL SUMMARY | WORKERS COMPENSATION | \$ 153.38 |
| JUL/AUG/SEP MESSENGER CHG | MESSENGER SERVICE | \$ 1,163.29 |
| SEPT. 2018 PRINTING CHRGS | PRINT SHOP SERVICES | \$ 36.28 |
| SEPT LONG DISTANCE CHGS | CITY LONG DISTANCE | \$ 5.47 |
| AUG 2018 EQUIPMENT CHRGS | FLEET MAINTENANCE | \$ 1,325.88 |
| JULY 2018 EQUIPMENT CHRGS | FLEET MAINTENANCE | \$ 293.76 |
| AUG 2018 EQUIPMENT CHRGS | FLEET REPLACEMENT | \$ 2,219.00 |
| JULY 2018 EQUIPMENT CHRGS | FLEET REPLACEMENT | \$ 2,219.00 |
| UNITED PARCEL SERVICE | POSTAGE/FREIGHT | \$ 16.29 |
| SEPTEMBER POSTAGE CHARGES | POSTAGE/FREIGHT | \$ 6.80 |
| TFR TO CORRECT MILEAGE | TRAVEL/MEETINGS | \$ (7.96) |
| BANK OF AMERICA | TRAINING | \$ 197.00 |
| CAREY, LYNNE D * | CONFERENCES | \$ 114.24 |
| BANK OF AMERICA | CONFERENCES | \$ 378.20 |
| REV CORRECT 17/18 ACCR AP | RECRUITING COSTS | \$ 70.00 |
| BANK OF AMERICA | RECRUITING COSTS | \$ 400.00 |
| GLATZ, CHUCK | RECRUITING COSTS | \$ 45.00 |
| CITY OF AMES UTILITIES | ELECTRIC SERVICE | \$ 8,281.52 |
| CENTURYLINK | OUTSIDE PHONE SERVICE | \$ 243.00 |
| VERIZON WIRELESS | OUTSIDE PHONE SERVICE | \$ 197.49 |
| IA COMMUNICATIONS NETWORK | OUTSIDE PHONE SERVICE | \$ 678.75 |
| CITY OF AMES UTILITIES | WATER/SANITARY SEWER | \$ 446.28 |
| CHITTY GARBAGE SERVICE IN | WASTE DISPOSAL | \$ 190.89 |
| A TEC RECYCLING INC | WASTE DISPOSAL | \$ 1,737.74 |
| ALLIANT ENERGY/IPL | NATURAL GAS | \$ 232.90 |
| MIDWEST ALARM SERVICE | MAINTENANCE CONTRACTS | \$ 355.08 |
| BACKFLOW PREVENTION SVC O | MAINTENANCE CONTRACTS | \$ 215.00 |
| WOODMAN CONTROLS COMPANY | MAINTENANCE CONTRACTS | \$ 6,600.00 |
| COMFORT SYSTEMS USA MIDWE | MAINTENANCE CONTRACTS | \$ 1,008.00 |
| LIBRARY | STRUCTURAL REPAIRS | \$ (337.50) |
| FITZ ELECTRIC | STRUCTURAL REPAIRS | \$ 112.01 |
| TFR RFID LIBRARY SOLUTION | EQUIPMENT REPAIRS | \$ (15,000.00) |
| CONVERGINT TECHNOLOGIES | TECHNOLOGY MAINT/SUPPORT | \$ (5,248.71) |
| MIDWEST ALARM SERVICE | TECHNOLOGY MAINT/SUPPORT | \$ (355.08) |
| TFR RFID LIBRARY SOLUTION | TECHNOLOGY MAINT/SUPPORT | \$ 15,000.00 |

Library Claims
October 1, 2018 - October 31, 2018

| | | |
|---------------------------|-----------------------------|----------------------|
| INTERNATIONAL LIBRARY SER | TECHNOLOGY MAINT/SUPPORT | \$ 7,245.00 |
| XEROX CORPORATION | RENTALS/LEASES | \$ 1,212.74 |
| BANK OF AMERICA | NON-CITY SERVICE | \$ 65.00 |
| NATIONWIDE OFFICE CLEANER | NON-CITY SERVICE | \$ 7,479.48 |
| CINTAS LOC 22M | NON-CITY SERVICE | \$ 245.00 |
| CH ISSUES | OFFICE SUPPLIES | \$ 124.58 |
| OFFICE DEPOT INC | OFFICE SUPPLIES | \$ 399.81 |
| QUILL CORP | OFFICE SUPPLIES | \$ 225.96 |
| STOREY KENWORTHY CO | OFFICE SUPPLIES | \$ 53.85 |
| BANK OF AMERICA | OFFICE SUPPLIES | \$ 138.05 |
| STAPLES BUSINESS ADVANTAG | OFFICE SUPPLIES | \$ 70.03 |
| BANK OF AMERICA | MINOR OFFICE EQUIPMENT | \$ 17.88 |
| CAPITAL SANITARY SUPPLY I | CLEANING SUPPLIES | \$ 386.00 |
| CENT IA DISTRIBUTING INC | CLEANING SUPPLIES | \$ 456.60 |
| STOREY KENWORTHY CO | CLEANING SUPPLIES | \$ 18.20 |
| BANK OF AMERICA | CLEANING SUPPLIES | \$ 113.31 |
| BANK OF AMERICA | EQUIPMENT PARTS/SUPPLIES | \$ 530.34 |
| BANK OF AMERICA | MINOR EQUIPMENT/TOOLS | \$ 119.94 |
| BANK OF AMERICA | SPECIAL PROJECT SUPPLIES | \$ 424.30 |
| MOVE FROM 2610 TO 2612 | ELECTRONIC COLLECTION | \$ (1,477.67) |
| | Total Administration | \$ 102,773.84 |
| Resource Services | | |
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ 20,171.31 |
| PAYROLL SUMMARY | TEMPORARY SALARIES/WAGES | \$ 410.83 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 83.63 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 42.50 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 3,448.20 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 273.85 |
| PAYROLL SUMMARY | FICA | \$ 1,170.95 |
| PAYROLL SUMMARY | IPERS | \$ 1,942.98 |
| PAYROLL SUMMARY | WORKERS COMPENSATION | \$ 28.83 |
| SEPT. 2018 PRINTING CHRGS | PRINT SHOP SERVICES | \$ 8.65 |
| SEPT LONG DISTANCE CHGS | CITY LONG DISTANCE | \$ 1.90 |
| BANK OF AMERICA | OUTSIDE PRINTING SERVICE | \$ 78.26 |
| MC FARLAND CLINIC PC | RECRUITING COSTS | \$ 92.00 |
| BAKER & TAYLOR INC | EQUIPMENT PARTS/SUPPLIES | \$ 838.79 |
| CRYSTAL CLEAR WATER | EQUIPMENT PARTS/SUPPLIES | \$ 24.00 |
| AMAZON | EQUIPMENT PARTS/SUPPLIES | \$ 37.25 |
| MIDWEST TAPE | EQUIPMENT PARTS/SUPPLIES | \$ 229.15 |
| MOVE FROM 2610 TO 2612 | ELECTRONIC COLLECTION | \$ 1,477.67 |
| MIDWEST TAPE | ELECTRONIC COLLECTION | \$ 4,219.31 |
| BANK OF AMERICA | ELECTRONIC COLLECTION | \$ 3.99 |
| BRAINFUSE INC | ELECTRONIC COLLECTION | \$ 3,328.00 |
| OVERDRIVE | ELECTRONIC COLLECTION | \$ 2,672.17 |

Library Claims
October 1, 2018 - October 31, 2018

| | | |
|---------------------------|--------------------------------|---------------------|
| INFOGROUP | ELECTRONIC COLLECTION | \$ 5,000.00 |
| DES MOINES REGISTER REFUN | PERIODICALS | \$ (113.40) |
| DES MOINES REGISTER | PERIODICALS | \$ 113.40 |
| BAKER & TAYLOR INC | YOUTH COLLECTION | \$ 6,172.37 |
| INGRAM LIBRARY SERVICES | YOUTH COLLECTION | \$ 2,394.81 |
| AMAZON | YOUTH COLLECTION | \$ 373.74 |
| MIDWEST TAPE | YOUTH COLLECTION | \$ 1,426.32 |
| BANK OF AMERICA | YOUTH COLLECTION | \$ 76.55 |
| PENWORTHY COMPANY | YOUTH COLLECTION | \$ 363.85 |
| FINDAWAY WORLD LLC | YOUTH COLLECTION | \$ 69.99 |
| FROM 010 TO 239 | YOUTH COLLECTION | \$ (43.84) |
| TFR LIBRARY-YOUTH COLLECT | YOUTH COLLECTION | \$ (914.22) |
| AMAZON | AUDIO-VISUAL COLLECTION | \$ 522.55 |
| MIDWEST TAPE | AUDIO-VISUAL COLLECTION | \$ 10,895.31 |
| MILFORD MEMORIAL LIBRARY | AUDIO-VISUAL COLLECTION | \$ 21.25 |
| BAKER & TAYLOR INC | ADULT PRINT COLLECTION | \$ 11,168.72 |
| INGRAM LIBRARY SERVICES | ADULT PRINT COLLECTION | \$ 503.79 |
| SAGE PUBLICATIONS INC | ADULT PRINT COLLECTION | \$ 646.83 |
| AMAZON | ADULT PRINT COLLECTION | \$ 775.42 |
| BANK OF AMERICA | ADULT PRINT COLLECTION | \$ 442.70 |
| GALE GROUP | ADULT PRINT COLLECTION | \$ 395.40 |
| VALUE LINE PUBLISHING LLC | ADULT PRINT COLLECTION | \$ 450.00 |
| J D POWER NADA USED CAR G | ADULT PRINT COLLECTION | \$ 125.00 |
| MIDDLE EAST LEARNING & CU | ADULT PRINT COLLECTION | \$ 504.00 |
| MANIMARAN, KAYALVIZHI | REFUNDS | \$ 25.49 |
| BORER, TOM | REFUNDS | \$ 25.00 |
| KINGSBURY, SARAH | REFUNDS | \$ 31.37 |
| SCHON, MALLORY | REFUNDS | \$ 30.00 |
| | Total Resource Services | \$ 82,066.62 |
| Youth Services | | |
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ 36,055.70 |
| PAYROLL SUMMARY | TEMPORARY SALARIES/WAGES | \$ 515.00 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 178.94 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 70.00 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 6,294.42 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 505.63 |
| PAYROLL SUMMARY | FICA | \$ 2,162.13 |
| PAYROLL SUMMARY | IPERS | \$ 3,452.27 |
| PAYROLL SUMMARY | WORKERS COMPENSATION | \$ 52.14 |
| SEPT. 2018 PRINTING CHRGS | PRINT SHOP SERVICES | \$ 2.25 |
| SEPT LONG DISTANCE CHGS | CITY LONG DISTANCE | \$ 1.19 |
| WHITE, PIPPA | OUTSIDE PROFESSIONAL SVCS | \$ 450.00 |
| HUPP, TYLER | OUTSIDE PROFESSIONAL SVCS | \$ 40.00 |
| CHAPMAN, DAVID | OUTSIDE PROFESSIONAL SVCS | \$ 40.00 |

Library Claims
October 1, 2018 - October 31, 2018

| | | |
|----------------------------------|-----------------------------|---------------------|
| BRUSH A PAINT CRAFT STUDI | OUTSIDE PROFESSIONAL SVCS | \$ 125.00 |
| SEPTEMBER POSTAGE CHARGES | POSTAGE/FREIGHT | \$ 0.45 |
| PHILBY, JILL | TRAVEL/MEETINGS | \$ 57.12 |
| BANK OF AMERICA | CONFERENCES | \$ 1,036.68 |
| HEID, JERRI | CONFERENCES | \$ 132.60 |
| ANDERSON, BRIANNE | CONFERENCES | \$ 114.24 |
| RASTOGI, TANVI | CONFERENCES | \$ 931.48 |
| MC FARLAND CLINIC PC | RECRUITING COSTS | \$ 92.00 |
| BANK OF AMERICA | FOOD | \$ 38.69 |
| BANK OF AMERICA | SPECIAL PROJECT SUPPLIES | \$ 358.84 |
| STAPLES BUSINESS ADVANTAG | SPECIAL PROJECT SUPPLIES | \$ 17.48 |
| | Total Youth Services | \$ 52,724.25 |
| Adult Services | | |
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ 35,926.42 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 138.57 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 75.00 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 5,831.34 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 506.74 |
| PAYROLL SUMMARY | FICA | \$ 2,166.76 |
| PAYROLL SUMMARY | IPERS | \$ 3,391.46 |
| PAYROLL SUMMARY | WORKERS COMPENSATION | \$ 43.10 |
| SEPT LONG DISTANCE CHGS | CITY LONG DISTANCE | \$ 3.67 |
| SEPTEMBER POSTAGE CHARGES | POSTAGE/FREIGHT | \$ 0.91 |
| BANK OF AMERICA | FOOD | \$ 24.82 |
| | Total Adult Services | \$ 48,108.79 |
| Customer Account Services | | |
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ 42,544.04 |
| PAYROLL SUMMARY | TEMPORARY SALARIES/WAGES | \$ 11,601.86 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 184.01 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 97.50 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 6,019.38 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 747.03 |
| PAYROLL SUMMARY | FICA | \$ 3,194.11 |
| PAYROLL SUMMARY | IPERS | \$ 5,111.35 |
| PAYROLL SUMMARY | WORKERS COMPENSATION | \$ 143.02 |
| SEPT LONG DISTANCE CHGS | CITY LONG DISTANCE | \$ 8.22 |
| AUTOMATED MERCHANT SYSTEM | OUTSIDE PROFESSIONAL SVCS | \$ 299.42 |
| SEPTEMBER POSTAGE CHARGES | POSTAGE/FREIGHT | \$ 1,442.63 |
| TFR TO CORRECT MILEAGE | TRAVEL/MEETINGS | \$ 7.96 |
| FRIEDRICH, KATIE | TRAVEL/MEETINGS | \$ 15.91 |
| CHOATE, ERIKA | TRAVEL/MEETINGS | \$ 12.24 |
| BRISENO, TRACY | CONFERENCES | \$ 313.67 |
| MORTON, MARY | CONFERENCES | \$ 36.76 |
| PLEASANTS, NATHANIEL DAVI | DUES/MEMBERSHIPS | \$ 13.50 |

Library Claims
October 1, 2018 - October 31, 2018

| | | |
|---------------------------------|--|----------------------|
| MC FARLAND CLINIC PC | RECRUITING COSTS | \$ 184.00 |
| ONESOURCE | RECRUITING COSTS | \$ 105.00 |
| UNIQUE MANAGEMENT SERVICE | NON-CITY SERVICE | \$ 196.90 |
| OFFICE DEPOT INC | OFFICE SUPPLIES | \$ 158.64 |
| STOREY KENWORTHY CO | OFFICE SUPPLIES | \$ 11.88 |
| BANK OF AMERICA | OFFICE SUPPLIES | \$ 473.28 |
| | Total Customer Account Services | \$ 72,922.31 |
| | Grand Total: | \$ 358,595.81 |
| | | |
| Charles Glatz, President | Sarah Barchman, Secretary | Date |

Director Performance Evaluation Process Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
NOVEMBER 15, 2018**

Be it resolved that the Board of Trustees, Ames Public Library, approves revisions to the Director Performance Evaluation Process Policy, as presented/amended.

Charles Glatz, President

Sarah Barchman, 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

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~~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~~October~~:

The DEC will conduct a mid-year discussion of progress toward goals~~performance review~~ 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.

Donations Policy and Exam Proctoring Policy

These two policies were last reviewed in January 2016. Staff is not suggesting any changes at this time; the policies are included for the Board to peruse. Comments, questions, and suggestions are welcome at this meeting or over the next few weeks. Staff hopes to schedule these policies for Board action (either to adopt revisions or retain as they are) in December.

Library Personnel Policy

Background: APL adopted the *City of Ames’ Personnel Policies and Procedures* by reference in 2009, with certain exceptions and substitutions. In 2016, the Board determined that changes to the City’s Policy would be incorporated as a matter of course, and be brought forward for consideration by the Board only if there appeared to be conflict or concern.

An exhaustive review of the City’s policy is not practical now because an outside consultant has been retained to do a thorough review and advise City staff on needed changes and updates. Nevertheless, Library staff identified several sections in the City’s existing policy that do not accurately reflect existing Library practices. In order to address them, staff proposes corrections to the sections marked on the following pages. Some explanations appear below.

| | |
|---------------------------------|---|
| Section 8.2 (6) | Library employees’ performance evaluations are kept at the Library. |
| Section 10.4 (4) & Section 10.5 | Leave is granted in tenths of hours at APL. |
| Section 11.1 | The City’s policy is silent with respect to a “regular” work week. It has been understood that the Library’s work week runs from Sunday through Saturday, but it should be stated in policy to ensure that employees’ hours are scheduled and worked in accordance with payroll regulations and the Library’s budget. |
| Section 11.7 | The City’s policy states that “all regular employees shall have two specified consecutive days off, Saturday and Sunday, if possible.” This is usually feasible in departments that are only open Monday – Friday, but weekend days have been referenced as part of the normal work week at the Library since 1982 (and possibly earlier). |
| Section 11.9 (1) | The City’s policy provides for overtime pay or overtime compensatory time for employees who work more than eight (8) hours in a work day. This has not been the Library’s practice; instead, work is considered overtime only when an employee works more than 40 hours in the defined work week. Management would also like to make it clear than extra hours worked by those who employed half- or three-quarters time are not considered “overtime” unless they are in excess of the 40-hour-per-week limit. |
| Section 12.4 | Management of payroll, benefits, and other legally complex employee matters have been handed over to the City over the last few decades and the |

| | |
|--|---|
| | Human Resources and/or Finance Departments are charged with retention of the related records. Certain portions of employee files, however, are still maintained at the Library (as noted in Section 8 above). |
|--|---|

Administration recommends that the Board consider the suggested changes and advise staff of questions or concerns. This policy will also be scheduled for approval in December.



Donations Policy

Section: Administration

Approved: 12/18/1996

Reviewed: 4/17/2003

Revised: 8/24/2000, 8/18/2005, 10/23/2008, 11/17/2011, 3/21/2013, 11/21/2013, 1/21/2016

Ames Public Library welcomes donations to further the Library's mission, "Ames Public Library – We connect you to the world of ideas." The Library coordinates a development program for donations of cash, annuities, and real property through Ames Public Library Friends Foundation (APLFF).

Acceptance of Donations

Acceptance of any donation, including cash, securities, real or personal property, will be determined by the Library Board, based on its suitability to the purposes and needs of the Library, laws and regulations that govern the ownership of the donation, and the Library's ability to meet the requirements, if any, associated with the donation. Donations must be legally owned by the donor(s) and free of liens or claims.

Donations to Ames Public Library are accepted only on the condition that they may be retained, sold, given away, or disposed of. The Library will not accept donations which would require or cause the Library to act in violation of established policies forbidding discrimination, particularly on the grounds of age, color, creed, gender identity, mental disability, national origin, physical disability, race religion, sex or sexual orientation. The Library Board reserves the right to refuse or reject any donation.

Monetary Donations

Unless otherwise specified by the donor, the Board of Trustees of Ames Public Library will coordinate the receipt of donations, such as cash and securities received as donations, memorials, or bequests, with APLFF, which operates exclusively for the benefit of Ames Public Library. Donations will be used for the public benefit of the Library as approved by the Library Board of Trustees.

Ames Public Library, in cooperation with APLFF, will make an effort to inform potential donors of the options for donations and the possible tax credits for endowment donations under the Endow Iowa Tax Credit Program.

Books and Other Media

Donated books and media items become the property of APLFF. They may be added to the Library collection in accordance with Ames Public Library Collections Policy, sold for the benefit of the Library, donated to other libraries or non-profit agencies, or discarded. Items will not be returned to the donor and may be withdrawn according to the Collections Policy. Upon request, the APLFF will provide a receipt for the donated items but will not set a fair market or appraised value to any item.

Works of Art and Other Personal Property of Value

Acceptance of donations of personal property, art objects, portraits, antiques, collectibles, and museum objects is at the sole discretion of the Library Board of Trustees. The Library's Art Collection Policy

details the acceptance of donations of works of art. Other property of value will be considered according to the following criteria:

- Relevance to the Library or Ames history
- Availability of adequate and appropriate space to display or house the item(s)
- Expenses involved in the maintenance, care, security, or display of the item(s).

Works of art and other personal property of value may either be retained as property of the Library or liquidated for cash funds, at the sole discretion of the Library Board of Trustees. Donations are tax deductible within the limits prescribed by the Federal Internal Revenue Code. Appraisal of value will be the responsibility of the donor(s). Donors are expected to inform the Library, prior to acceptance of the donations, of any associated costs, such as delivery or maintenance. Donors will be expected to pay any expenses not disclosed prior to acceptance.

Upon acceptance of a donation, an appropriate deed of gift or similar document transferring sole and exclusive ownership of the item(s) to Ames Public Library will be executed, with a copy provided to the donor.

Placement and display of a work of art or real item is at the sole discretion of the Library.

Real Property

Donations and bequests of real property are accepted at the sole discretion of the Library Board of Trustees. The Board may require appraisal, title opinion, boundary survey, environmental assessment, or other professional evaluations at the expense of the donor prior to acceptance of real estate.

Confidentiality

The Library will require all staff, volunteers, and third parties with access to information about donations made to the Library or APLFF to attest and agree to uphold confidentiality, as specified by Library policy, APLFF policy, and applicable law.

Donor Recognition

Donors to Ames Public Library or APLFF may be recognized for financial contributions that benefit the programs, projects, and services of Ames Public Library. The purpose of such recognition is to thank donors, to encourage others to give, and to build long-term relationships with donors. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate and equitable. Recognition efforts are coordinated by Ames Public Library Friends Foundation.

During specific campaigns, APLFF may recommend guidelines for donor recognition, including naming or inclusion on a donor board, to the Library Board of Trustees for consideration and approval.

References

This policy has been developed in accordance with:

- City of Ames [Municipal Code Section 15.7 \(9\)](#) Powers, Duties of Trustees.
- Iowa Code
- Section 392.5 Library Board

- [Section 22.7 \(14\) and \(52\)](#) Confidential Records
- Relationship Agreement Between Ames Public Library Board of Trustees and Ames Public Library Friends Foundation *and*
- Ames Public Library [Art Collection Policy](#)



Exam Proctoring Policy

Section: Library Resources

Approved: 5/19/2005
Reviewed: 12/15/2011
Revised: 11/20/2008, 1/21/2016

Ames Public Library offers proctoring of examinations to further its role in supporting life-long learning.

Library staff will administer either written or online exams at Ames Public Library during business hours of 9:00 AM - 5:00 PM; Monday through Friday. The library will accept examination reservations based on availability of proctoring staff.

- Ames Public Library does not restrict eligibility for exam proctoring services.
- The Library does not charge for providing proctoring services. Students are responsible for any incidental costs, such as postage to mail back exams. Payment of costs will be due prior to the time of the examination.
- Any individual needing exam proctoring must first register with the Principal Clerk.
- The institutions requiring proctored testing are responsible for making sure that the Library staff receives the examinations.
- The Library is not responsible for completed examinations lost or damaged due to factors beyond the Library's control, such as postal delays or email transmission problems.
- Unless otherwise agreed upon with the students or their institutes of learning, the Library will shred and dispose of all exams left in the care of the Library for over four months.
- The Library reserves the right to deny a proctoring request that is beyond the Library's ability to administer.



Personnel Policy

Section: Personnel

Approved: 8/1/1988

Reviewed: 4/19/2001

Revised: 10/16/2009, 5/17/2012, 6/21/2015, 2/18/2016, 12/20/2018

The Library Personnel Policy functions with the [City of Ames \(COA\) Personnel Policy](#) to provide guidance to supervisors and administrators for the purpose of achieving fair and consistent personnel actions and decisions. An unbiased and equitable system of personnel administration contributes to a workplace of harmony, efficiency, and effective public service.

Variations from COA Policy

According to the Municipal Code of Ames, The Board of Trustees is responsible for decisions regarding Library personnel policies. The Library Director acts as an agent of the Board. The Human Resources Department functions as a consultant to the Library Director and Board of Trustees in personnel matters. Because final authority lies with the Library Director and Board of Trustees, this language replaces wording such as “City Manager” as appropriate.

References to Civil Service, collective bargaining agreements, unions, utility/police/fire retirement, and other specialized City of Ames designations are not applicable to Library employees.

The following numbered Sections and Subsections each replace the corresponding numbered Section or Subsection of the City of Ames Personnel Policy. New Sections and Subsections are indicated as such.

1.4 Adoption and Policy Amendment

Library policy amendments will become effective upon consideration and adoption by the Board of Trustees, Ames Public Library. Changes in “City of Ames Personnel Policies and Procedures” will apply to Library employees unless an exception or substitution is adopted by the Library Board of Trustees.

2.3 Definition of Terms

Immediate Family – See Section 10.6 Family Sick Leave and Section 10.9 Funeral Leave for specific definitions.

8.2 (Performance Evaluation) Procedure

6. Employee Receipt and Response

This line replaces the last sentence:

The employee’s written response and the employee’s performance evaluation form is retained in the employee’s personnel file at the Library.

10.3 Holidays

1. The following shall be holidays for regular employees of Ames Public Library:

- New Year’s Day
- President’s Day (floating)
- Memorial Day
- Independence Day
- Labor Day
- Veterans’ Day (floating)
- Thanksgiving Day
- The Friday following Thanksgiving Day
- Christmas Eve Day
- Christmas Day

When the library remains open or holds staff training on a date that City Hall observes a holiday, regular library employees will be granted an equal number of “floating” hours off within the same fiscal year as agreed upon with their supervisor.

The Library is closed on Easter Sunday and closes at 5:00 p.m. on New Year’s Eve; however, employees do not receive paid holiday time for these hours.

10.4 Annual Vacation Leave

1. Amount

All regular Library employees classified as exempt from the provisions of the Fair Labor Standards Act shall earn vacation on a monthly basis at the following rates which reflect longevity in City service.

- Ten days during the first year of service (months 1 through 12).
- Fifteen days per year through the fourteenth year of service (months 13 through 168).
- Twenty days per year after completing fourteen years (months 169 through 276).
- Twenty-five days per year after completing twenty-three years (months 277 and on).

All regular Library employees classified as non-exempt shall earn vacation on a monthly basis at the following rates which reflect longevity in City service.

- Ten days per year for the first seven years of service (months 1 through 84).
- Fifteen days per year through the fourteenth year of service (months 85 through 168).
- Twenty days per year after completing fourteen years (months 169 through 276).
- Twenty-five days per year after completing twenty-three years (months 277 and on).

3. Accrual

These charts replace Charts 10.4(1) and (2):

Chart 10.4 (1) - (Exempt Employees)

| MONTHS OF FULL- | MONTHLY | MAXIMUM ACCUAL |
|-----------------|---------|----------------|
|-----------------|---------|----------------|

| TIME SERVICE | ACCRUAL | (Days) | (Hours) |
|---------------------|-----------------------|---------------|----------------|
| through 12 | 6 hours & 40 minutes | 15 days | 120 |
| 13 through 168 | 10 hours | 23 days | 184 |
| 169 through 276 | 13 hours & 20 minutes | 30 days | 240 |
| 277 or more | 16 hours & 40 minutes | 38 days | 304 |

Chart 10.4 (2) - (Non-exempt Employees)

| MONTHS OF FULL-TIME SERVICE | MONTHLY ACCRUAL | MAXIMUM ACCUAL (Days) | (Hours) |
|------------------------------------|------------------------|------------------------------|----------------|
| 1 through 84 | 6 hours & 40 minutes | 15 days | 120 |
| 85 through 168 | 10 hours | 23 days | 184 |
| 169 through 276 | 13 hours & 20 minutes | 30 days | 240 |
| 277 or more | 16 hours & 40 minutes | 38 days | 304 |

4. When Taken

*This line replaces the last sentence:
Vacation leave shall be granted in units of one-tenth (1/10) hour.*

8. Sickness Occurring During Vacation Period

Once the vacation period has commenced, approved vacation leave cannot be converted to sick leave.

10.5 Employee Sick Leave

*This line replaces the last sentence:
Sick leave may be accumulated from year to year with no maximum limit and may be granted in minimum units of one-tenth (1/10) hour.*

10.6 Family Sick Leave

Library employees may use accrued sick leave for occasions which require the employee to provide primary care for a member of his/her immediate family who is incapacitated due to illness or injury, or who has examinations and consultations with physicians and other licensed health care providers. Family sick leave shall be subject to the same eligibility qualifications, documentation, and other terms and conditions as employee sick leave.

For the purpose of Family Sick Leave, immediate family is defined as spouse or domestic partner of the employee; his/her child, step-child, or foster child; his/her parent, step parent, parent-in-law, or grandparent; his/her sibling; others whose permanent home is that of the employee; and any other person who, by unique relationship, maintains a family role similar to a relative as stated above. It is the responsibility of the employee to provide documentation to support why paid sick leave should be granted for these unique relationships.

10.9 Emergency Leave shall be replaced with a Section entitled “10.9 Funeral Leave.”

Leave of up to three (3) days with pay shall be granted in the event of death in the family. Two (2) additional days (charged to sick leave) may also be approved by the Director. The definition of “family” in the event of death includes those listed for Family Sick Leave and these additional relatives: aunt, uncle, niece, nephew, son-in-law, daughter-in-law, sibling-in-law, step sibling, and grandchild.

11.1 Hours of Service

The Library’s work week begins Sunday at 12:01 a.m. and concludes each Saturday at 12:00 midnight. ~~Hours of work are scheduled to meet the requirements of the Library. The regular full-time work week is 40 hours, which shall be worked as assigned by the supervisor or Library Director.~~

11.6 Work Breaks

Employees may take a paid rest break of up to 20 minutes ~~forduring~~ each four hours worked shift. Breaks cannot be taken to shorten a shift or to extend a lunch period. Employees shall take an unpaid lunch period of at least one-half hour but not more than one hour during an eight-hour work day. A lunch period may be required during a six-hour shift. Lunch periods and breaks shall be taken at times and for such periods as determined by the supervisor or Library Director.

11.7 Days Off

Whenever possible, employees will not be scheduled for more than seven consecutive days.

11.9 Overtime/Compensatory Time

1. Non-exempt Personnel

Part-time employees who are asked to work more than their scheduled hours will be paid at their regular rate for all time worked up to 40 hours per work week. With permission from the Director in advance, compensatory time may be granted in lieu of pay.

In the event any non-exempt employee is required to work more than 40 hours in a work week-one week work period, ~~overtime~~ hours in excess of 40 shall be compensated in either ~~compensatory time or~~ cash overtime or compensatory overtime at one and one-half times the regular hourly rate as required by the Fair Labor Standards Act. Paid leaves such as vacation, holiday, or sick leave are not considered hours worked under FLSA.

If ~~a full-time~~ an employee is released from duty and is thereafter called back to work, the employee will be compensated at the ~~if~~ overtime rate as provided herein. A minimum of one hour at the overtime rate shall be paid for such time worked.

With the exception of emergencies, ~~extra hours worked~~ compensatory time must be approved in advance by a supervisor.

3. Work on Scheduled Days Off

Non-exempt employees who are required to work on scheduled days off or on holidays shall receive regular compensation for all time worked under the 40-hour/week limit.

4. Accrual and Use of Compensatory Time

Non-exempt employees ~~who have with~~ accrued ~~overtime will receive~~ compensatory time off ~~and~~ are strongly encouraged to utilize this time as quickly as possible. The Director may at any time elect to pay accrued compensatory time in cash.

11.10 Inclement Weather

1. Closed or Curtailed Operations

If the Library must close due to inclement weather, regular staff scheduled to work during those hours will not have a reduction in salary. Temporary staff members will be paid for the hours they were scheduled.

12.4 Employee Personnel Files

5. Certain elements of Library employee personnel files (including application, position description at time of hire, written reprimands, and performance evaluations) are maintained by Ames Public Library administration. The Library Director has authority over the contents of and access to these files.

17.8 Employee Service Awards

In addition to the City of Ames program, Ames Public Library recognizes hourly employees based on their years of service at the Library. Each employee who has completed five years (or an increment of five years) of service at the Library by March 31 is recognized. The Award will be equal in value to the City Service Award for salaried employees. Funds for these awards shall be paid through payroll from the budgeted funds of the Library.

20.19 Confidentiality of Library Records

Failure to uphold the principles of Ames Public Library's [Confidentiality and Library User Records Policy](#) may be considered just cause for dismissal.

Library Director Selection

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
NOVEMBER 15, 2018**

Be it resolved that the Board of Trustees, Ames Public Library, directs staff and the Board President to make an offer of employment in accordance with direction given during closed session.

Charles Glatz, President

Sarah Barchman, Secretary