

**Ames Public Library Board of Trustees
Agenda – June 18, 2019
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 May 16, 2019
- 3) Motion approving payment of claims 5/1/19 – 5/31/19

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.)

Activity Reports

- 4) Administration – Schofer
- 5) APLFF – Barchman/Myers

Policy Review

- 6) History (Action)
- 7) Bylaws (Discussion)

Trustee Comments

Adjournment

Next regular meeting: *Thursday, July 25, 2019

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

Website: www.amespubliclibrary.org | E-mail: 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.

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
June 18, 2019**

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

- 1) In honor of Herb Harmison from Duane Aske \$40.00

Roger Kluesner, President

Joanne Marshall, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
May 16, 2019**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, May 16, 2019, in the Dale H. Ross Board Room, with Briese, Butler, and Marshall in attendance. Glatz, Looft, and Myers were in attendance via telephone. Barchman, Kluesner, and Raman were excused. Interim Director Logsdon and Facilities Manager Duckett were also present.

Call to Order: Vice President Briese called the meeting to order at 7:00 p.m.

Consent Agenda:

Moved by Butler, seconded by Marshall, to approve the following items on the consent agenda:

- Resolution approving donations
 - a) In honor of Herb Harmison
 - 1. from Etha Hutchcroft \$100.00
 - 2. from Beverly McMahon \$50.00
 - b) From the ISU Women’s Club Genealogy Division for books, materials, or programs of genealogical interest..... \$100.00
 - c) From the Friday Afternoon Group of friends in memory of Phillip B. Zaring for flower gardening/design books..... \$100.00
- Minutes of the regular meeting of April 18, 2019
- Payment of claims 4/1/19 – 4/30/19

Vote on Motion: 6-0. Approved unanimously. Resolution No. 2019-L013 adopted.

Public Forum: None

Administrative Staff Report: Logsdon gave a brief report to the board.

- Youth Services Intern Langenfeld and Library Aide Tjernagel have joined the library staff. Library Aides Bai and Cate, and Interns Schmidt and Wohlers have left. More interns will be hired for the summer.
- The new Director, Schofer, will begin her tenure May 31, 2019. There will be an informal staff and volunteer welcome in the staff breakroom on Monday, June 3, from 4-6 pm. A public welcome reception will be held on Tuesday, June 18 in the library auditorium from 4-6 pm. Board members are asked to attend if able.
- Customer Account Services manager Briseño has worked really hard along with Assistant City Manager Phillips to make sure Schofer has a methodical introduction to key city and library staff during her first month.
- The summer reading programs for readers of all ages and stages will begin in June.
- The book mobile will be at the Main Street Farmers’ Market on the second Saturday of each month from June through September.
- We are actively taking applications for summer volunteers. These volunteers have been a large part of making our summer youth programs successful.
- Summer lunches will be provided again this year in partnership with the USDA Summer Food Service Program, United Way, and the Boys and Girls Club of Ames with food provided from the Nevada Community School System. Meals are served free to all youth 18 years and younger (baby formula is not included), Monday-Friday from 11:30 a.m. to 12:15 p.m. in the library auditorium between June 3 and August 20. Adult meals are available for purchase at the low cost of \$3.50 per meal.

- The VELO Race will be held on June 29. This is not a library program however the library will be affected by the streets closing beginning at 4:00 p.m. that day.
- Logsdon gave an update on the Small Talk Program to the APLFF (Ames Public Library Friends Foundation) Finance Committee last week. They are in the process of extending the Small Talk program through October 2019, with final reporting to be completed by January 2020. They are awaiting an amended agreement from the foundation handling the anonymous donation, and will bring a request to the Board to extend the Financial Sponsorship Agreement between the APL and APLFF in the near future. They have a Small Talk session running right now and will be recruiting for another program this summer. At this time there is no plan in place for sustainability.

Briese thanks Logsdon for the report.

Ames Public Library Friends Foundation Report: Barchman and Myers attended the last meeting. Myers gave the board a brief update.

- Myers reported that the APLFF is planning another Pub Fiction Pub Crawl for August 1.
- They are discussing having more author cafes in the future since the last one was very well attended.
- They have raised \$55,000 of their fundraising goal of \$62,000; five lapsed donors have returned.
- There will be two more book sales upcoming, travel books will be on sale in May and children's books in June.

Briese thanked Myers for the report.

Policy Review: Logsdon briefed the Board on the Financial Limits Authority policy. The policy was reviewed by the City Finance Department and the City Legal Department. The recommended changes are minimal and do not change the meaning of the policy.

Moved by Butler, seconded by Marshall to approve the revisions to the Financial Limits Authority Policy as presented. Vote on Motion: 6-0. Approved unanimously. Resolution No. 2019-L014 adopted.

Committee Appointments: The Board reviewed the 2019/2020 committee appointments. Briese thanked everyone for their willingness to serve or continue to serve on these committees.

June Meeting Date: The Board discussed the June meeting date. It currently conflicts with the American Library Association conference scheduled for June 20-25. Schofer and Myers both plan on attending the conference.

Moved by Butler, seconded by Looft to change the date of the June Ames Public Library Board of Trustees to Tuesday, June 18 at 7:00 p.m. Vote on Motion: 6-0. Approved unanimously.

Custodial Contract: The Board reviewed the custodial contract and received a summary report from Duckett. A preliminary meeting with a building walk through was held with good attendance. Two companies submitted bids for the contract on time; a third bid was received after the closing and not opened. ABM had the low bid. Staff from ABM have been in to meet with Duckett and Logsdon. They are happy to be coming to the library and seemed very professional.

Moved by Marshall, seconded by Butler to recommend that the City Council award the FY20 contract for library custodial services to ABM in the amount of \$91,541.70. Vote on Motion: 6-0. Approved unanimously. Resolution No. 2019-L015 adopted.

2019/20 OCLC Subscription Renewal: Logsdon gave a brief update to the Board on the importance of this subscription service.

Moved by Myers, seconded by Butler to approve the renewal of OCLC Subscription Services for fiscal year 2019/20 in the amount of \$32,377.20. Vote on Motion: 6-0. Approved unanimously. Resolution No. 2019-L016 adopted.

Trustee Comments:

- Briese thanked Duckett for attending the meeting.
- Glatz thanked Briese for running an efficient meeting.
- Butler thanked Logsdon for keeping everything running smoothly while serving as the Interim Director and Johannes for stepping in to her position.
- Marshall agreed with Butler's comments.
- Briese also thanked Logsdon again for accepting the Interim Role and doing such a great job.
- Logsdon (Interim Director) thanked Duckett for her great work pointing out the new building is five years old but has been very well maintained under Duckett's management.

Adjournment:

**Moved by Glatz, seconded by Butler, to adjourn at 7:33 pm.
Vote on Motion: 6-0. Motion approved unanimously.**

The next regular meeting will be on Tuesday, June 18, 2019, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Melissa Johannes, Library Secretary

Joanne Marshall, Board Secretary

Library Claims
May 1, 2019 - May 31, 2019

| Administration | | | |
|---------------------------|--------------------------|----|-----------|
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ | 30,558.86 |
| PAYROLL SUMMARY | TEMPORARY SALARIES/WAGES | \$ | 798.00 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ | 133.29 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ | 63.25 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ | 6,562.74 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ | 447.03 |
| PAYROLL SUMMARY | FICA | \$ | 1,911.37 |
| PAYROLL SUMMARY | IPERS | \$ | 2,960.08 |
| PAYROLL SUMMARY | WORKERS COMPENSATION | \$ | 128.64 |
| APRIL MESSENGER CHG | MESSENGER SERVICE | \$ | 507.72 |
| CORRECT MESSENGER CHGS | MESSENGER SERVICE | \$ | 745.15 |
| APRIL 2019 PRINTING CHRGS | PRINT SHOP SERVICES | \$ | 7.00 |
| APRIL 2019 INTERNAL LONG | CITY LONG DISTANCE | \$ | 3.60 |
| APR2019 EQUIPMENT CHRGS | FLEET MAINTENANCE | \$ | 330.73 |
| MAR 2019 EQUIPMENT CHRGS | FLEET MAINTENANCE | \$ | 295.48 |
| APR2019 EQUIPMENT CHRGS | FLEET REPLACEMENT | \$ | 2,219.00 |
| MAR 2019 EQUIPMENT CHRGS | FLEET REPLACEMENT | \$ | 2,219.00 |
| APRIL POSTAGE CHARGES | POSTAGE/FREIGHT | \$ | 76.64 |
| BANK OF AMERICA | CONFERENCES | \$ | 383.61 |
| CITY OF AMES UTILITIES | ELECTRIC SERVICE | \$ | 6,154.23 |
| CENTURYLINK | OUTSIDE PHONE SERVICE | \$ | 470.99 |
| VERIZON WIRELESS | OUTSIDE PHONE SERVICE | \$ | 188.41 |
| IA COMMUNICATIONS NETWORK | OUTSIDE PHONE SERVICE | \$ | 978.00 |
| CITY OF AMES UTILITIES | WATER/SANITARY SEWER | \$ | 417.69 |
| CHITTY GARBAGE SERVICE IN | WASTE DISPOSAL | \$ | 190.89 |
| ALLIANT ENERGY/IPL | NATURAL GAS | \$ | 276.53 |
| COMFORT SYSTEMS USA MIDWE | MAINTENANCE CONTRACTS | \$ | 1,008.00 |
| BANK OF AMERICA | TECHNOLOGY MAINT/SUPPORT | \$ | 746.10 |
| XEROX CORPORATION | RENTALS/LEASES | \$ | 1,296.53 |
| NATIONWIDE OFFICE CLEANER | NON-CITY SERVICE | \$ | 7,611.07 |
| CINTAS LOC 22M | NON-CITY SERVICE | \$ | 138.08 |
| CH ISSUES | OFFICE SUPPLIES | \$ | 192.01 |
| OFFICE DEPOT INC | OFFICE SUPPLIES | \$ | 44.20 |
| QUILL CORP | OFFICE SUPPLIES | \$ | 120.68 |
| STOREY KENWORTHY CO | OFFICE SUPPLIES | \$ | 32.22 |
| BANK OF AMERICA | OFFICE SUPPLIES | \$ | 41.28 |
| STAPLES BUSINESS ADVANTAG | OFFICE SUPPLIES | \$ | 1,116.00 |
| BANK OF AMERICA | MINOR OFFICE EQUIPMENT | \$ | 159.94 |
| STAPLES BUSINESS ADVANTAG | MINOR OFFICE EQUIPMENT | \$ | 12.27 |
| BANK OF AMERICA | MINOR COMPUTER EQUIPMENT | \$ | 560.03 |
| BANK OF AMERICA | AG/HORT SUPPLIES | \$ | 125.26 |
| CAPITAL SANITARY SUPPLY I | CLEANING SUPPLIES | \$ | 452.95 |
| BANK OF AMERICA | CLEANING SUPPLIES | \$ | 219.19 |

Library Claims
May 1, 2019 - May 31, 2019

| | | | |
|-----------------------------|---------------------------|-----------|------------------|
| BANK OF AMERICA | EQUIPMENT PARTS/SUPPLIES | \$ | 121.82 |
| BANK OF AMERICA | FOOD | \$ | 22.50 |
| HY VEE INC | FOOD | \$ | 1,092.96 |
| BANK OF AMERICA | SPECIAL PROJECT SUPPLIES | \$ | 31.16 |
| Total Administration | | \$ | 74,172.18 |
| Resource Services | | | |
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ | 22,625.00 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ | 83.63 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ | 57.76 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ | 5,272.44 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ | 298.28 |
| PAYROLL SUMMARY | FICA | \$ | 1,275.28 |
| PAYROLL SUMMARY | IPERS | \$ | 2,135.82 |
| PAYROLL SUMMARY | WORKERS COMPENSATION | \$ | 27.16 |
| APRIL 2019 INTERNAL LONG | CITY LONG DISTANCE | \$ | 0.49 |
| OCLC INC | OUTSIDE PROFESSIONAL SVCS | \$ | 2,800.00 |
| BANK OF AMERICA | CONFERENCES | \$ | 731.07 |
| DORNINK HAWES, ALISSA | CONFERENCES | \$ | 42.84 |
| BAKER & TAYLOR INC | EQUIPMENT PARTS/SUPPLIES | \$ | 633.80 |
| CRYSTAL CLEAR WATER | EQUIPMENT PARTS/SUPPLIES | \$ | 8.00 |
| DEMCO INC | EQUIPMENT PARTS/SUPPLIES | \$ | 129.56 |
| MIDWEST TAPE | EQUIPMENT PARTS/SUPPLIES | \$ | 175.40 |
| BANK OF AMERICA | EQUIPMENT PARTS/SUPPLIES | \$ | 135.66 |
| BANK OF AMERICA | PURCHASE CARD CLEARING | \$ | 914.08 |
| MIDWEST TAPE | ELECTRONIC COLLECTION | \$ | 5,446.18 |
| OVERDRIVE | ELECTRONIC COLLECTION | \$ | 3,455.54 |
| DES MOINES REGISTER | PERIODICALS | \$ | 113.40 |
| BAKER & TAYLOR INC | YOUTH COLLECTION | \$ | 2,571.51 |
| PERMA BOUND | YOUTH COLLECTION | \$ | 1,457.84 |
| INGRAM LIBRARY SERVICES | YOUTH COLLECTION | \$ | 522.85 |
| AMAZON | YOUTH COLLECTION | \$ | 737.49 |
| MIDWEST TAPE | YOUTH COLLECTION | \$ | 400.32 |
| BANK OF AMERICA | YOUTH COLLECTION | \$ | 302.35 |
| CAVENDISH SQUARE | YOUTH COLLECTION | \$ | 195.54 |
| BAKER & TAYLOR INC | AUDIO-VISUAL COLLECTION | \$ | 10.99 |
| AMAZON | AUDIO-VISUAL COLLECTION | \$ | 379.97 |
| MIDWEST TAPE | AUDIO-VISUAL COLLECTION | \$ | 6,375.55 |
| BAKER & TAYLOR INC | ADULT PRINT COLLECTION | \$ | 8,178.14 |
| INGRAM LIBRARY SERVICES | ADULT PRINT COLLECTION | \$ | 336.97 |
| AMAZON | ADULT PRINT COLLECTION | \$ | 898.36 |
| MIDWEST TAPE | ADULT PRINT COLLECTION | \$ | 64.09 |
| BANK OF AMERICA | ADULT PRINT COLLECTION | \$ | 782.14 |
| GALE GROUP | ADULT PRINT COLLECTION | \$ | 467.22 |
| J D POWER NADA USED CAR G | ADULT PRINT COLLECTION | \$ | 90.00 |

Library Claims
May 1, 2019 - May 31, 2019

| | | | |
|--------------------------------|------------------------|-----------|------------------|
| INFOGROUP | ADULT PRINT COLLECTION | \$ | 435.00 |
| DAVENPORT PUBLIC LIBRARY | REFUNDS | \$ | 26.00 |
| Total Resource Services | | \$ | 70,593.72 |

Youth Services

| | | | |
|-----------------------------|--------------------------|-----------|------------------|
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ | 37,996.01 |
| PAYROLL SUMMARY | TEMPORARY SALARIES/WAGES | \$ | 2,101.00 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ | 183.02 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ | 82.52 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ | 6,294.42 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ | 556.75 |
| PAYROLL SUMMARY | FICA | \$ | 2,380.78 |
| PAYROLL SUMMARY | IPERS | \$ | 3,785.15 |
| PAYROLL SUMMARY | WORKERS COMPENSATION | \$ | 81.75 |
| APRIL 2019 INTERNAL LONG | CITY LONG DISTANCE | \$ | 7.34 |
| APRIL POSTAGE CHARGES | POSTAGE/FREIGHT | \$ | 2.29 |
| BANK OF AMERICA | CONFERENCES | \$ | 300.00 |
| BANK OF AMERICA | OFFICE SUPPLIES | \$ | 26.22 |
| WORREL, BRIAN | OFFICE SUPPLIES | \$ | 5.47 |
| BANK OF AMERICA | MINOR OFFICE EQUIPMENT | \$ | 785.47 |
| BANK OF AMERICA | FOOD | \$ | 243.96 |
| LIBRARY | SPECIAL PROJECT SUPPLIES | \$ | (5,237.33) |
| DEMCO INC | SPECIAL PROJECT SUPPLIES | \$ | 91.91 |
| Total Youth Services | | \$ | 49,686.73 |

Adult Services

| | | | |
|-----------------------------|---------------------------|-----------|------------------|
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ | 36,712.02 |
| PAYROLL SUMMARY | EMPLOYEE AWARDS | \$ | 200.00 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ | 142.37 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ | 82.52 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ | 4,602.16 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ | 523.74 |
| PAYROLL SUMMARY | FICA | \$ | 2,239.48 |
| PAYROLL SUMMARY | IPERS | \$ | 3,465.62 |
| PAYROLL SUMMARY | WORKERS COMPENSATION | \$ | 44.04 |
| 2019-2 MUNIC CODE SUPPLMT | PRINT SHOP SERVICES | \$ | 22.64 |
| APRIL 2019 INTERNAL LONG | CITY LONG DISTANCE | \$ | 4.36 |
| BANK OF AMERICA | OUTSIDE PROFESSIONAL SVCS | \$ | 12.83 |
| APRIL POSTAGE CHARGES | POSTAGE/FREIGHT | \$ | 0.46 |
| BANK OF AMERICA | CONFERENCES | \$ | 723.60 |
| BANK OF AMERICA | FOOD | \$ | 26.34 |
| 2019 EMPL AWARD PLAUES | SPECIAL PROJECT SUPPLIES | \$ | 45.00 |
| Total Adult Services | | \$ | 48,847.18 |

Customer Account Services

| | | | |
|-----------------|--------------------------|----|-----------|
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ | 43,168.85 |
| PAYROLL SUMMARY | TEMPORARY SALARIES/WAGES | \$ | 13,903.73 |

Library Claims
May 1, 2019 - May 31, 2019

| | | |
|---------------------------|---------------------------|-------------|
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 191.75 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 107.29 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 6,019.38 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 791.44 |
| PAYROLL SUMMARY | FICA | \$ 3,384.09 |
| PAYROLL SUMMARY | IPERS | \$ 5,387.60 |
| PAYROLL SUMMARY | WORKERS COMPENSATION | \$ 159.49 |
| APRIL 2019 PRINTING CHRGS | PRINT SHOP SERVICES | \$ 40.00 |
| APRIL 2019 INTERNAL LONG | CITY LONG DISTANCE | \$ 13.80 |
| AUTOMATED MERCHANT SYSTEM | OUTSIDE PROFESSIONAL SVCS | \$ 352.18 |
| APRIL POSTAGE CHARGES | POSTAGE/FREIGHT | \$ 2,037.58 |
| FRIEDRICH, KATIE | TRAVEL/MEETINGS | \$ 11.93 |
| CHOATE, ERIKA | TRAVEL/MEETINGS | \$ 12.24 |
| CATE, CHRISTINE | TRAVEL/MEETINGS | \$ 4.08 |
| UNIQUE MANAGEMENT SERVICE | NON-CITY SERVICE | \$ 196.90 |
| OFFICE DEPOT INC | OFFICE SUPPLIES | \$ 92.40 |
| BANK OF AMERICA | MINOR OFFICE EQUIPMENT | \$ 673.32 |
| BANK OF AMERICA | FOOD | \$ 26.36 |
| BANK OF AMERICA | SPECIAL PROJECT SUPPLIES | \$ 4.68 |

Total Customer Account Services **\$ 76,579.09**

| | | |
|------------------------------------|-----------------------------------|----------------------|
| | Grand Total: | \$ 319,878.90 |
| | | |
| Kyle Briese, Vice President | Joanne Marshall, Secretary | Date |



History Policy

Section: History, Authority, Mission

Approved: 6/19/1997

Reviewed: 3/20/2003

Revised: 12/20/2007, 11/18/2010, 7/21/2011, 10/24/2013, 10/16/2014, 4/21/2106, 6/18/2019

The earliest known reference to a "Public Library," probably a subscription library of some sort, was in The Ames Intelligencer of November 4, 1886. This short-lived library may have been the inspiration for the Ames Library Association, a subscription library founded on November 7, 1892. As early as November 21, 1893, the Association began attempts to secure the cooperation of the City Council in establishing a free city library.

Mayor Parley Sheldon requested \$10,000 from Andrew Carnegie in December, 1902, which was granted the following February. The citizens of Ames voted to accept Carnegie's gift on March 29; and the City Council passed an ordinance establishing a free public library on April 16, 1903. The first Board of Trustees was appointed immediately, and met on May 7, 1903, at the Story County Bank. The site of the original building was donated by Wallace and Mary Greeley. The cornerstone was laid April 15, 1904; the building dedicated on September 16; and the Library opened for service on October 20, 1904.

The first addition, west and south of the original building was completed in 1907, with a second gift of \$6,000 from Andrew Carnegie. An \$85,000 bond issue was passed in 1938, to build the second addition to the Library building, which was completed in 1940.

The Ames Branch Library on Welch Avenue operated from May 7, 1946 to July 25, 1950. Bookmobile service began on August 11, 1966. The Library has served rural Story County by contract with the supervisors since 1975. The City of Gilbert was served under contract from July 1, 1976 to June 30, 2011.

On November 8, 1983, the citizens of Ames approved issuance of \$3,937,000 in bonds to construct a major building addition and to remodel the existing facility. The 35,000 square foot addition opened for service April 25, 1985, and the entire 50,000 square foot facility was dedicated September 8, 1985.

On November 8, 2011, Ames residents approved a ballot measure authorizing the City to issue \$18,000,000 in bonds for another building expansion and renovation. Private donations and library bequest funds were committed to cover the remaining \$2,000,000 needed for the project.

Construction efforts to "renew" the library began in December 2012. Portions of the 1985 structure were removed and building's footprint was expanded to cover the entire east half of the 500 block of Douglas Avenue. A second story was added over the west portion of the lot and south end of the alley west of the building was relocated to accommodate a drive-through garage for the bookmobile.

The public was served from a temporary facility in Lincoln Center from December 2012 to August 2014. The Grand REopening of the renewed 78,992 square-foot library building was held on September 14, 2014.

History of Ames Public Library Directors 1904 – Present

| | |
|-------------------|--------------------------------------|
| 1904 | Lorena Webber |
| 1905-1924 | Kittie B. Freed |
| 1924-1926 | Olive Ryder |
| 1926-1927 | Grace Hill |
| 1927-1929 | Winnifred Wennerstrum |
| 1929-1963 | Letha M. Davidson |
| 1963-1975 | Margaret E. Davidson |
| 1975-1981 | Mona Carmack |
| 1981 | Clare DeCleen (served only 2 months) |
| 1981-1992 | George Lawson |
| 1993-1995 | Sally Reed |
| 1996-2005 | Gina Millsap |
| 2006-2012 | Art Weeks |
| 2013- <u>2019</u> | Lynne Carey |
| <u>2019-</u> | <u>Sheila Schofer</u> |



Approved: 5/18/1903

Reviewed:

Revised: 4/20/2006, 4/15/2010, 6/17/2010, 4/19/2012, 3/7/2013, 3/21/2013, 8/21/2014, 6/16/2016

Following are the bylaws of the Ames Public Library Board of Trustees:

Article I: Composition of the Board

In accordance with Chapter 15 of the Municipal Code of the City of Ames, the Ames Public Library Board of Trustees will have nine (9) members who are residents of the City of Ames and over the age of eighteen (18). The members are appointed by the Mayor, with the approval of the City Council, and the term of office for each trustee shall be a three-year term commencing on April 1. Trustees are eligible to be reappointed to a second consecutive full term.

Article II: Powers and Duties

1. The Ames Public Library Board of Trustees shall have the powers and duties specified in [Chapter 15](#) of the *Municipal Code of the City of Ames* and [Chapter 392](#), Section 5 of the *Iowa Code*.
2. The Board will exercise its powers and duties as follows:
 - a. Employ a competent and qualified librarian to serve as Director.
 - b. Evaluate the performance and effectiveness of the Director in fulfilling his/her duties and responsibilities as prescribed in the Director Performance Evaluation Policy.
 - c. Determine and adopt written policies to govern all operations and programs of the library, in consultation with the Director as necessary.
 - d. Report to and cooperate with other public officials, boards, and the Ames community in support of a good public relations program within the community.
 - e. Approve the annual budget and seek adequate support for library operations and special projects.
 - f. Participate in the development of long-range goals for the Library and work toward the achievement of these goals.
 - g. Accept gifts and approve all library expenditures.
 - h. Authorize the use of the library by nonresidents of the city.
3. No member of the Board of Trustees shall be financially interested, directly or indirectly, in any contract, sale, or transaction that comes before the Board of Trustees for approval or other official action that pertains to the Library, unless an exception listed in *Iowa Code* [Section 362.5](#) applies.
4. Trustees shall receive no compensation, but will be reimbursed for necessary expenses related to their service as trustees.

Article III: Officers

1. Positions: The officers of the Board will be President, Vice President, and Secretary. Together they will serve as the Executive Committee.

2. Election and Term of Office: At the March meeting of the Board, officers will be elected from a slate of candidates presented by the Nominating Committee (see Article V, Section 2, subsection b) in February or other nominations offered from the floor. They will be installed at the end of the March meeting for a term that expires at the end of the next March meeting... Officers may succeed themselves in office, but may serve no more than a total of three terms in the same office. An officer must be a Trustee during his/her term in office.

3. Officers' Duties:
 - a. The President shall:
 - i. preside at all meetings of the Board
 - ii. appoint all standing and ad hoc committees
 - iii. approve the agenda for Board meetings
 - iv. serve as Chair of the Executive Committee
 - v. sign monthly library claims lists and resolutions, following approval by the Board
 - vi. execute all documents authorized by the Board

 - b. The Vice President shall:
 - i. perform all the functions of the President in his/her absence or incapacity
 - ii. serve as a member of the Executive Committee

 - c. The Secretary shall:
 - i. sign monthly library claims lists, resolutions, and minutes, following approval by the Board
 - ii. serve as a member of the Executive Committee
 - iii. record proceedings and prepare minutes of any closed session, as needed
 - iv. perform all the functions of the President in the simultaneous absence or incapacity of the President and Vice President

4. Vacancies: In the event of the death or resignation of any officer, the Board shall choose a successor at the first meeting following the vacancy and that person shall hold office until the next regular election of officers.

Article IV: Meetings

1. Regular meetings. Regular meetings of the Board will be held on the third Thursday of each month at 7:00 PM Central Time at the Library, unless otherwise changed by a vote of the Board or Executive Committee.

2. Special Meetings. Special meetings may be held at any time, at the call of either the President or any three (3) members of the Board; however, at least twenty-four (24) hours advance notice of the special meeting must be given to all Trustees. The provisions of *Iowa Code* [Chapter 21.4](#) also apply.

3. Quorum. A quorum at any regular or special meeting will consist of five (5) or more Trustees. In the event that all members of the Executive Committee are incapacitated, the remaining Trustees shall select a President pro tem.

4. Public Notice. Notice of the time, date, and place of each regular or special meeting and its tentative agenda shall be given to the news media who have requested such notice and posted on a bulletin

board in places reasonably accessible to the public at least twenty-four (24) hours prior to the commencement of the meeting, under the terms of the [Iowa Open Meetings Law](#) (*Iowa Code*, § 21.4). A good-faith effort will be made to notify the press and advise the public in the event of a cancellation.

5. Agenda. An agenda for each regular Board meeting will be made available to the Trustees prior to the meeting, together with necessary discussion materials.
6. Order of Business. The order of business for regular meetings may include but is not limited to the following items:
 - a. Call to Order
 - b. Consent Agenda
 - i. Donations
 - ii. Approval of Minutes
 - iii. Library Claims
 - c. Public Forum
 - d. Financial Reports
 - e. Ames Public Library Friends Foundation Report
 - f. Administrative Staff Reports
 - g. Policy Review
 - h. Unfinished Business
 - i. New Business
 - j. Trustee Comments
 - k. Adjournment

At the President's discretion, routine matters that are expected to be non-controversial and on which there are likely to be no questions may be listed on a consent agenda. Financial Reports shall be reviewed and approved by the Board apart from the consent agenda at least quarterly. Hearings must be held when required by state law.

7. Participation. All meetings of the Board are open to anyone who may wish to observe the proceedings in accordance with the Iowa Open Meetings Law, *Iowa Code Chapter 21*, and the Ames Public Library Policy on Public Participation. Anyone who is not a member of the Board who wishes to address the Board will be given the opportunity to do so during the Public Forum.
8. Procedural Rules. The latest edition of *The Standard Code of Parliamentary Procedure* by Alice Sturgis will govern the parliamentary procedures of the Board.
9. Voting. A vote will be decided by a simple majority of the Trustees voting, except in the case where other criteria are required by ordinance or statute. The presiding officer customarily exercises the right to vote only when the vote is by ballot or when one more vote could alter the outcome. Votes may be received via electronic means or telephone when the Trustee has been involved in deliberation or conversation leading up to the vote. Trustees may not vote by proxy.
10. Telephone and Electronic Meetings. A regular meeting, a special meeting, or a continued meeting may be held by telephone or electronic means only in circumstances where such a meeting in person is impossible or impractical, and must be conducted in accordance with *Iowa Code Chapter 21.8*. Minor variations in meeting procedures shall be employed, as follows:
 - a. Any electronic connection must permit simultaneous participation by all Trustees involved.

- b. A quorum must be established through a roll call.
 - c. Members must state their names before speaking.
 - d. At the chair's discretion, discussion will take place on a rotating basis.
 - e. Votes will be taken by roll call or general consent.
 - f. Trustees must be present telephonically, electronically, or in person in order to participate in any vote or decision-making procedure.
11. Minutes. Minutes of all regular and special meetings of the Board of Trustees must include the requirements of *Iowa Code Chapter 21.3* and be distributed to all Trustees.

Article V: Committees/Board Liaison Appointments

Each committee shall act in an advisory capacity only, unless granted specific power to act by the Board, and shall report its progress or recommendations to the full board.

1. Executive Committee. The Executive Committee will consist of the President, Vice President, and Secretary. The full Executive Committee may act on emergency matters prior to a regularly scheduled meeting or when an assembly of the full Board is impractical. Any action taken by the Executive Committee must be approved by a majority vote and shall be reported to the full Board at its next regularly scheduled meeting. The Executive Committee may serve as liaison to the library staff.
2. Standing Committees.
 - a. Art Committee: At the May meeting of the Board, the President shall appoint an Art Committee to review gifts of art donated for the Library's art collection; make recommendations on purchase, selection, or deacquisition of artwork; and advise Library staff on placement and duration of displays of artwork from the Library collection. Appointees shall include at least two (2) Trustees and may include additional members selected from the community or Library staff.
 - b. Budget and Finance Committee (BFC): At the May meeting of the Board, the President shall appoint a committee of at least two (2) Trustees to the BFC. With the assistance of the Director, the BFC shall prepare annual budget requests for Board approval in November, monitor revenues and expenditures throughout the year, recommend any necessary spring budget amendments, and review capital improvement plan projects.
 - c. Director Evaluation Committee (DEC): No later than the June meeting of the Board, the President shall appoint a three-person committee to conduct the director's annual performance evaluation, in accordance with the process described in the Director Performance Evaluation Policy. Appointees shall include at least one member of the Executive Committee, at least one non-member of the Executive Committee, and at least one individual who has previously participated in a DEC. (The qualifications of one trustee may satisfy two of the conditions.)
 - d. Nominating Committee: At the January meeting of the Board, the President will appoint a Nominating Committee consisting of two (2) Trustees to prepare a slate of candidates for office. The slate, chosen from the Board members, will be presented to the Board at the February meeting.
 - e. Additional standing committees may be established or dissolved by a vote of the Board.
3. Ad Hoc Committees. The President may appoint ad hoc committees as needed.

4. Board Representatives.
 - a. In April of each year, the President shall appoint two (2) Trustees to serve as representatives to the Ames Public Library Friends Foundation Board of Directors.
 - b. If liaisons are requested by City boards, commissions, or other entities, the President may make appointments or solicit volunteers.

Article VI: The Director

The Director's duties and responsibilities are detailed in the Director's General Job Duties Policy in the Ames Public Library Policy Manual.

Article VII: Amendments to Bylaws

Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of the Board, provided that notice of the proposed amendments has been made available to the Trustees at least seven (7) days prior to the meeting.

References

This policy has been developed in concert with:

- [Iowa Library Trustee's Handbook 2014](#), published by the State Library of Iowa
- *The Standard Code of Parliamentary Procedure, 4th Edition*, by Alice Sturgis
- *Iowa Code*, especially:
 - [Chapter 21](#), Open Meetings Law
 - [Chapter 362](#), Definitions and Miscellaneous Provisions
 - Definitions, §362.2
 - Publication of Notices, §362.3
 - Interest in Public Contract Prohibited – Exceptions, §362.5
 - Conflict of Interest, §362.6
 - [Chapter 392](#), City Administrative Agencies
 - Library Board, §392.5
- *Municipal Code of the City of Ames*:
 - [Chapter 2](#), Administration
 - Appointments to Administrative Agencies, Boards, and Commissions, §2.10
 - [Chapter 15](#), Libraries