

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
March 23, 2017**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, March 23, 2017 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Acker, Barchman, Briese, Butler, Linch, Marshall, and Rohret in attendance. Campbell arrived shortly after the meeting began. Glatz was excused. Library Director Carey was also present.

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

Consent Agenda:

Moved by Butler, seconded by Rohret, to adopt a resolution approving the following items on the consent agenda:

1) Resolution accepting donations:

- a) In memory of Susan Anwar from:
 - i) Anonymous\$80.00
 - ii) Wanda Button\$50.00
 - iii) Lynne Carey and Navid Emami.....\$50.00
 - iv) Robert and Rebecca Musselman\$50.00
 - v) Phyllis and David Prichard\$100.00
 - vi) Jeanne and James Roth\$25.00
 - vii) Rebecca Shivers\$50.00
 - viii) Sarah Stark.....\$25.00
 - ix) Heather Withers\$100.00
- b) In memory of Delores Brown from:
 - i) Ann Campbell\$50.00
 - ii) Lynne Carey and Navid Emami.....\$20.00
 - iii) Rachel Crawford\$20.00
 - iv) Joseph and Elizabeth Diana.....\$50.00
 - v) Donald Good and Nancy Hibbs-Good\$100.00
 - vi) Hanna and David Gradwohl\$25.00
 - vii) Sandra and Richard Horton.....\$25.00
 - viii) Barbara and Robert Kennedy.....\$50.00
 - ix) Helen McRoberts\$50.00
 - x) Catherine and James Mollner\$25.00
 - xi) Anita Nichols\$20.00
 - xii) Susan Oriolo\$25.00
 - xiii) Julie Ostrem.....\$25.00
 - xiv) Patricia Post.....\$50.00
 - xv) Dorothy Rust\$50.00
 - xvi) Sherry and Terry Smay\$25.00
 - xvii) Curran and Anne Swift\$25.00
 - xviii) Terry Wahls and Jacqueline Reger\$50.00
- c) In memory of John Imsande from Marcia Thompson for Project Smyles.....\$50.00
- d) In honor of Herb Harmison from Kay and Roger Berger.....\$100.00
- e) From Nancy Franz 1 book
- f) From Mary Jane Johnson\$200.00
- g) From Sharon Reilly in appreciation for tax assistance.....\$50.00
- h) From Bonnie Smith\$35.00
- i) From the Story County Genealogical Society for genealogy books.....\$163.20

2) Motion approving minutes of the regular meeting of January 19, 2017

- 3) Motion approving minutes of the Executive Committee Meeting of February 24, 2017
 - 4) Motion approving payment of claims 1/1/2017 – 1/31/2017
 - 5) Motion approving payment of claims 2/1/2017 – 2/28/2017
- Vote on Motion: 6-0. Motion approved unanimously. Resolution No. 2017-L005 adopted.**

Campbell arrived at 7:01 p.m.

Public Forum: None.

Staff Survey Analysis: Dr. Kathy Hansich, Senior Lecturer in Industrial and Organizational Psychology, and Iowa State University students Samantha Basar and Jake Jansen, who are serving as Human Resources Interns for the Library, were introduced. The students presented results and analysis of a staff survey that was conducted in October 2016. The intent was to measure job satisfaction and engagement, identify staff members' concerns or problems, their feelings about workplace communications, and the level of comfort with the concept of serving as hosts within the Library. The interns used existing surveys that had national norms, as well as one (on customer service) that Ms. Basar created specifically for APL. The interns reported that there was an 85% response rate and the results revealed a high level of satisfaction with co-workers and the work environment.

It was noted that this initial survey could be used for future comparisons. Although a survey interval has not yet been determined, Dr. Hanisch said the data will be kept for that purpose. Carey stated that, based on the survey results, the Management Team is forming a pay study team and an internal communications team.

Ames Public Library Friends Foundation (APLFF) Joint Donor Recognition Committee Report: APLFF Development Director Liz Beck joined the group for discussion of the materials presented in the packet. She stated that within a month of starting her job, two people asked her what it would cost to have someone in their family honored with a plaque on the wall. She feels there are people waiting to make a donation, so she wanted to explore the possibility of establishing a donor recognition wall and policy.

Carey said the proposal is in line with the thresholds that were set for the building project donor wall, and felt a policy would allow Beck to seek donations and respond to those who have made specific requests. Beck added that while an expanded donor wall would be one way to cultivate donors, having a program like this would not preclude the Library or APLFF from doing other kinds of recognition. She also stressed that recognition and appreciation of donations never affects the level of service the Library provides to anyone.

The trustees voiced no objections to establishment of a policy and indicated that the committee should continue to refine the proposal and iron out procedural aspects.

APLFF Representatives' Report: Trustee Butler reported on the February and March meetings. She stated that:

- The Teen Advisory Group counted 332 people at Yule Ball; has selected a Star Wars theme for its next 5K run; and has purchased about \$900 worth of games with proceeds.
- The Finance Committee has asked for upcoming budget requests by April 4; is working on a gift policy; and would still like direction on what to do with unrestricted bequests.
- The Sales Committee reported earning \$2,800 at Literary Grounds in January and about \$6,000 at the book sale in February.

- Jennie LeGates was welcomed to the Board of Directors this month.
- The Fundraising Committee netted \$345 from calendar sales; the spring mailing is scheduled to coincide with National Book Week; another Author Café will take place on April 1; and the idea of holding a “literary book crawl” is being explored.
- From the 413 letters that went out in the Holiday mailing, \$1,645 was received.
- The Nominating committee will be meeting later in March.
- The Executive Committee met with Liz Beck this week.
- Step into Storybooks will take place April 8 and volunteers are welcome.
- APLFF is a sponsor of an upcoming presentation by Leslie Odum Jr. at CY Stephens.

Strategic Planning and Administrative Staff Report: Carey said that Staff Day was held on Presidents’ Day, with high turnout. The City’s Boards and Commissions luncheon took place earlier in the day and Al Campbell was honored for his service as a trustee. Carey said the budget presentation to City Council went well. Two requested items were approved—funding to add 11 hours of custodial service per month to allow for deep cleaning and coverage during more open hours, and an increase of 10 hours per week for Information Technology staff.

Programming highlights Carey touched on were the Talk Race event, Ta-Nehesi Coates presentation, Battle of the Books, and a program honoring Carolyn Jons as one of ten Heroes across the nation for her work on early literacy skill development and reading readiness. She said the Germans in Iowa Exhibit and related presentations will continue through mid-April.

Carey spoke about two recently received awards. The Penguin Random House Foundation presented Kay Marner with the 2017 Award for Library Innovation at the American Library Association’s Midwinter Meetings. Marner accepted it on behalf of all those working on Small Talk. The Library will receive \$10,000 and a \$1,000 worth of books. The Library also received the President’s Award from the local chapter of the National Association for the Advancement of Colored People. Carey said the award is usually presented to an individual, but Edna Clinton explained that the Library was chosen because of APL’s programming content over the last five years and the welcoming environment created by staff.

Carey said the first yearly report for Small Talk had been submitted to the LENA Foundation, along with the funding request for the second year. She stated that the APL Team was selected to attend the bi-annual LENA Conference on early literacy development and child brain development in September and will give a presentation on local successes.

Carey named several new employees: Ebby Brown, Library Assistant in Adult Services; Andrea Haughton, Clerk in Customer Account Services; Julie Hanson, Client Support Technician; and four Library Aides—Devan Melberg, Jennifer Lambert, Allison LaBorde, and Courtney Schill.

Display Spaces Policy:

Moved by Linch, seconded by Marshall, to adopt a resolution approving revisions to the Display Spaces Policy and changing the name to Display and Exhibit Policy, as presented/amended.

There was discussion about the general guidelines requirement to include a date, place, and time on every item submitted for display, since certain posters or fliers might not pertain to a specific event, but be more informational in nature. After discussion, it was concluded that “essential information” might vary, depending on the nature of the item; in some cases, one criterion might also be the name of the sponsoring organization.

By consensus, the Board directed staff to move the last sentence in the paragraph about Wall-Mounted Display Cases into the bullet points under General Guidelines for displays, include the sponsoring organization in the list of essential information pertaining to events, and re-phrase the final bullet point.

Vote on Motion to approve the revised policy with amendments to be written by staff: 7-0. Motion approved unanimously. Resolution No. 2017-L006 adopted.

Penguin Random House Foundation's Library Award for Innovation:

Moved by Barchman, seconded by Butler, to adopt a resolution directing the Penguin Random House Foundation's 2017 Library Award for Innovation (\$10,000 in cash and \$1,000 in books) to Small Talk in Story County.

Vote on Motion: 7-0. Motion approved unanimously. Resolution No. 2017-L007 adopted.

Artist Proposal from Stewart Buck:

Moved by Briese, seconded by Barchman, to adopt a resolution authorizing the Art Committee to finalize the proposal submitted by Stewart Buck and accept his offer to donate an original painting of the Dinkey, and further authorizing the Committee to use unspent private donations made to the Library Renewal Project to cover the cost of framing.

Acker noted that the cost of framing was estimated at less than \$200. Carey said Mr. Buck told her that the Dinkey had come up in several conversations at Beyond Words and the committee discussed putting the work between the windows on the west wall of the Heritage Room. The artist spent several hours in the room to gain a sense of the space.

Vote on Motion: 7-0. Motion approved unanimously. Resolution No. 2017-L008 adopted.

Kavanagh Donation of Wright Watercolors:

Moved by Linch, seconded by Butler, to adopt a resolution accepting the donation of from Pat and Judy Kavanagh of two watercolors by Mary Lou Wright.

Carey mentioned that one of the donors, Judy Kavanagh, is a former Library trustee.

Vote on Motion: 7-0. Motion approved unanimously. Resolution No. 2017-L009 adopted.

Director's Performance Evaluation: Acker stated that Carey requested that the meeting be closed under the provision of Iowa Code Section 21.5(1) (i), which refers to the evaluation of the professional competency of an individual whose performance is being considered.

Moved by Briese, seconded by Rohret, to close the meeting under the provisions of Iowa Code Section 21.5(1)(i) for the purpose of discussing the Director's performance evaluation. Roll Call Vote: 8-0. (Voting aye: Acker, Barchman, Briese, Butler, Campbell, Linch, Marshall, Rohret). Motion carried unanimously.

The meeting was closed at 8:15 p.m. and reconvened in open session at 8:34 p.m.

Director's Salary for Fiscal Year 2017/18:

Moved by Campbell, seconded by Rohret, to adopt a resolution increasing the Director's salary by 3.75% for fiscal year 2017/18.

Vote on Motion: 7-0. Motion carried unanimously. Resolution No. 2017-L010 adopted.

Election and Installation of Officers: Campbell said the first slate the committee had proposed via e-mail had to be revised because Briese has accepted a new job. While he will remain in Ames and continue to serve as a trustee, he does not feel comfortable taking on the office of president at this time. Therefore, Campbell presented a revised slate of nominations: Jane Acker for President, Charles Glatz for Vice President, and Sarah Barchman for Secretary.

Acker asked if there were any further nominations for the office of president. Hearing none, she declared nominations for the office of president closed. She welcomed further nominations for the office of vice president. None were offered and nominations for the office of vice president were declared closed. Additional nominations for the office of secretary were invited. None were offered; nominations for the office of secretary were declared closed.

Moved by Linch, seconded by Butler, to elect the slate of Acker, Glatz, and Barchman. Vote on Motion: 8-0. (All voting.) Motion carried unanimously.

The new officers were declared elected and installed for the upcoming year.

Recognition of Retiring Trustee: Acker expressed thanks and gratitude for Al Campbell's nine years of service as a Library Trustee. She noted that he was first appointed in May 2008 and had served on many committees, from beginning to end of the building project, and through many staff changes. He was presented with a Certificate of Recognition.

Campbell stated that he had had a great time and enjoyed the good conversations. He recalled controversy over a magazine display on teen-age sex and sexuality that brought out a lot of folks from the university and the community. He is pleased that that level of engagement has continued. He added that serving on the Library Board appealed to him because of his belief in the dialectic. He stated that "in literature you find everything and its opposite." "You know what you believe after you know a subject and can make informed decisions," and the purpose of the Library is to support that.

Trustee Comments: The trustees expressed their appreciation for Campbell's contributions to the Board and the Library.

Adjournment:

Moved by Linch, seconded by Campbell, to adjourn at 8:44 p.m.

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

The next regular meeting will be on Thursday, April 20, 2017, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Karen C. Thompson, Administrative Assistant

John Linch, Board Secretary