

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
November 15, 2018**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, November 15, 2018 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Barchman, Briese, Butler, Glatz, Kluesner, Linch, Raman, and Wang in attendance. Marshall was excused. Library Director Carey, Librarian Briseño, and Assistant City Manager Phillips were also present.

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

**Consent Agenda:**

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

- 1) Resolution accepting donations:
  - a) In honor of Herb Harmison from Theodore Hutchcroft ..... \$50.00
- 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 for 10/1/2018 – 10/31/2018

**Vote on Motion: 7-0. Approved unanimously. Resolution No. 2018-L033 adopted.**

**Public Forum:** None.

**Ames Public Library Friends Foundation (APLFF) Report:** APLFF Trustee Representative Butler reported that the APLFF meeting was cancelled this month.

**Administrative Staff Report:** Library Director Carey stated that former volunteer Katarina Kozakova was hired as a new clerk in Resource Services and most of the other activities focused on budget development, the Director Search, and transition planning.

**Director Performance Evaluation Process Policy:**

**Moved by Kluesner on behalf of the committee to adopt a resolution approving revisions to the Director Performance Evaluation Process Policy as presented/amended.**

**Vote on Motion (as presented): 7-0. Approved unanimously. Resolution No. 2018-L034 adopted.**

**Donations Policy:** Carey said that staff was not recommending any changes at this point, but is open to hearing about any concerns or questions.

**Exam Proctoring Policy:** Carey said this policy was also included for review, but changes don't seem to be needed. In response to questions, she stated that a lot of proctoring goes on, especially in today's online environment, and some exams have even been proctored for the City's Human Resources Department. Proctoring is done in the Business Office, where staff is able to continue to work while observing the test-takers.

**Library Variations from the City of Ames Personnel Policy:** Carey stated that some changes to the Library's exceptions were proposed by staff and presented in the packet so the trustees could look them over before next month. She said the Library needs to address the issue of compensatory time because of questions about interpretation and because, for many years,

library employees were asked to take comp time only and overtime pay was not budgeted; that situation has now been corrected. Carey added the City has hired an outside firm to review its entire Personnel Policy. While APL anticipates following the new policy once it is adopted and a thorough side-by-side comparison will be in order at that time, the present focus is to ensure that the Library's practices and the existing policy are aligned.

**Library Director Selection:**

**Moved by Barchman, seconded by Butler, to go into closed session in accordance with the provisions of Section 21.5(1)(i), Code of Iowa, for discussion of director candidates' qualifications.** (Candidate Heid had requested that meetings be closed for this purpose.)

**Roll Call Vote: 8-0 (Barchman, Briese, Butler, Glatz, Kluesner, Linch, Raman, and Wang voting aye). Approved unanimously.**

The meeting was closed at 7:32 p.m.

The meeting reconvened in open session at 9:22 p.m.

**Moved by Linch, seconded by Barchman, to direct staff and the Board President to make an offer of employment in accordance with direction given during the closed session.**

**Roll Call Vote: 8-0 (Barchman, Briese, Butler, Glatz, Kluesner, Linch, Raman, and Wang voting aye). Motion approved unanimously.**

**Moved by Barchman, seconded by Wang, to hold special meeting with attendance in person or by telephone on Monday, November 19, at 4:00 p.m. to approve the appointment of a new Library Director.**

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

**Trustee Comments:** None.

**Adjournment:**

**Moved by Briese, seconded by Kluesner, to adjourn at 9:29 p.m.**

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

The next regular meeting will be on Thursday, December 20, 2018, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

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Karen C. Thompson, Administrative Assistant

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Sarah Barchman, Board Secretary