

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
January 16, 2020**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, January 16, 2020, in the Dale H. Ross Board Room, with Barchman, Briese, Butler, Glatz, Kluesner, Looft, Marshall, Myers, and Raman in attendance. Director Schofer and Adult Services Librarian Klein-Hewett were also in attendance.

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

Consent Agenda:

Moved by Briese, seconded by Butler, to approve the consent agenda items as follows:

1. Resolution approving donation:
 - A. From Ames Pride for library programming\$500.00
 - B. From Anonymous patron in appreciation for service\$5.00
 - C. From Collegiate United Methodist Church and Wesley Foundation for library programming\$500.00
 - D. From Iowa State University for library programming\$500.00
 - E. From Roberta Twedt\$150.00
 - F. In memory of Carol Greiner from Leo and Betty Runge\$25.00
 - G. In memory of Gayle Huey from the Wednesday Book Club and Travel Society for a book club set\$180.00
2. Motion approving minutes of the regular meeting December 19, 2019
3. Motion approving payment of claims 12/1/19 – 12/31/19

Vote on Motion: 9-0. Approved unanimously. Resolution No. 2020-L001 adopted.

Public Forum: None

Financial Reports: The Budget and Finance Committee met January 8, 2020 to review the financial documents.

Briese and Director Schofer reviewed the requested FY20 budget amendments and FY21 budget request with the Board. The Library budget presentation to City Council is scheduled for February 4. All Board Members are invited to attend.

Moved by Briese, seconded by Myers, to approve the adjustments to the operating budget for fiscal year 2019/20 and requests for fiscal year 2020/21 as presented. Vote on Motion: 9-0. Approved unanimously. Resolution No. 2020-L002 adopted.

Briese updated the Board on the current financial documents for fiscal year 2019/20 noting that the reports reflect that we are 42% through the year and have spent 41.3% of the budget. Everything is on schedule with no concerns noted.

Moved by Glatz, seconded by Butler, to accept the financial report as presented. Vote on Motion: 9-0. Approved unanimously.

Activity Reports:

Director Evaluation Committee (DEC) – Looft, Marshall, and Raman have completed the Director's six month evaluation. An anonymous survey was sent to Schofer's direct reports and the Board to provide input to the DEC. The DEC received the summary of the survey and met with Schofer and discussed the results. Overall they feel that she is doing a very good job. There were many positive comments with the numerical scores all strong. The evaluation form has been signed and will be turned in to the City on January 17. She will have another evaluation in a couple months which will put her on the same schedule as the rest of the staff. The Board will need to go into a closed session during the February 20 meeting in order to discuss a potential raise.

Assistant City Manager Schildroth was not present.

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

- Adult Services Manager Logsdon has announced her retirement. Her last day will be April 10. Her team will be more involved with programming and partnership efforts in order to help with the transition.
- Adult Services Librarian Brown is attending an all day workshop today in Des Moines with Abdul Muhammad (who was part of the Diversity and Inclusion Symposium) as part of her work with the city's Diversity and Inclusion Team.
- Fitzsimmons, the Ames Public Library Friends Foundation (APLFF) Secretary/Treasurer resigned last week. He will continue to volunteer in other areas of the library. LeGates found a potential replacement that the APLFF Board will be voting on.
- We have alerted the Police Chief of two upcoming events:
 - Presentation and discussion by author Dr. Harvey on her book *Raising White Kids: Bringing Up Children in a Racially Unjust America*, Sunday January 19. We have had some unfavorable comments on our Facebook page about the program and the author asked if we could make the police aware of the program as she has had some concerning comments on her Twitter Account.
 - Amy Klobuchar's Team will be hosting a meet and greet - Amy for America Meet & Greet, Sinead Doherty, Monday January 20 in the auditorium. We reviewed our meeting room use policy with attention to the restrictions around political use. Staff are aware that we will likely have a large turnout.
- Legislative Listen Post: Senator Quirnbach, Representatives Wessel-Kroeschell and Wilburn are also scheduled for tomorrow in the auditorium.

- Schofer, Logsdon, and Briseno are preparing for the City Council budget presentation scheduled for February 4 at 5:15 p.m. Board Members are welcome to attend to show their support. The formatting of the presentation will be similar to past years using budget probe narratives and Libraries Transform Annual Report headings and graphics.
- Schofer attended a Claim Ames press event with Mayor Haila, Dr. Winterstien and a Census rep. at City Hall on Monday. A few weeks ago our colleagues from the City Media Production team came and set up a green screen. They took photos and video clips of the public and staff that in order to create short video clips. These clips will be used for a public service announcement that will encourage all Ames residents –including ISU students- to Claim Ames in the 2020 Census coming up in March. Schofer did still photos and was filmed in the stacks. They also told her that she will be featured on a bus ad. The library will continue to be a partner in this important effort. The City will provide some talking points for us to share but the key things to remember are that it is Important, Easy, and Safe.
- The Strategic Plan surveys have gone out to all staff, community partners, and City employees. We will be sending out the survey in batches to recent users, blocked users, and trying to find a way to reach our non-users.
- Community Engagement focus group meetings are scheduled. Klein-Hewett will give an update on this during Board Education.
- Staff day is February 17. We will include a Staff Engagement activity lead by the Staff Engagement Team, similar to what the Boards will be doing for their Board Engagement session. We will be covering Novel Ideas projects and that process, and a Strength Finders activity. The agenda is not finalized but it is coming together.
- Some of the larger upcoming programs include the Yule Ball on January 25, The Black Arts and Music Festival on February 8-9, programs for Hard Won Not Done, and Eco Chats and Sustainability programs.
- Youth Services had their first Preschool Fair last Saturday. Twelve preschools tabled and three sent information. Staff shared Project Smyles information and information on upcoming programs. Each child in attendance received a free book. 142 families attended. We received positive feedback and a few helpful suggestions for next year. This proved to also be a great networking opportunity for the preschools who gained ideas from one another.
- Beck, Heid, and Schofer met with folks from Danfoss who funded an expansion of our STEM kits. We demonstrated the kits, took them on a tour and got them library cards.
- Smyles is getting a new costume. Photographs of the costume were shown to the Board.
- Schofer will be compiling a visual presentation for the APLFF Board highlighting the various ways we have used the money they helped raise for our programs, collections and services. This will be a good precursor to staff as we will be reviewing and planning for our APLFF ask over the next couple months as well.
- The Iowa Urban Public Library Association stats were included in the packet as well as the Ames Public Library Circulation stats. The Board did point out some

of the stats noting that Ames ranks number one for attendance at youth programs, the number of adult programs, total attendance at library programs, the total items owned per capita, and our circulation of children's materials. They also noted the number of electronic items circulated in Sioux City.

APLFF Report: Barchamn reported to the Board. The TAG group is having a Yule Ball on January 25 but are also working on other program ideas. The Finance Committee is looking at investing some of the APLFF funds with the Story County Community Foundation. They are still working on getting a credit card but will need to review policies first. The Sales Committee has been raising approximately \$3,500 a month. They are considering having a Sales Manager run the Point of Sale and having more strategic sales versus sales every week or month. If the library is holding a program they may have books available that go with program for instance. Their next large book sale is February 13-17. The Fundraising Committee collected just under \$42,000 from the holiday mailing. Several tickets have been sold for the Author Café. Bohlke will be looking for volunteers to help with that event. The spring mailing is scheduled for April. The Executive Committee is looking at Development Officers job description. They are looking at attendance issues with APLFF Board Members. They sent a poll out to see if changing the time of their meetings would help increase attendance. Fitzsimmons has since that time resigned as Schofer stated earlier.

Board Education: Klein-Hewett introduced herself to the Board. She is an Adult Services Librarian that came to us from the Omaha Public Library last year. She had eight years' prior experience with community engagement which included two years of community engagement facilitation training. She has been actively using those skills as the Staff Team Lead for the Community Engagement Team.

The Community Engagement Team consists of five staff members. The team has been working on planning focus groups as well as some basic group facilitation training. The focus groups were divided into six stakeholder groups that they formed with guidance from the Manager's Team. These focus groups are Arts and Culture, Non-profits, Small Businesses, Educators, Community Influencers, and Inclusive Communities. Each group will consist of 5-15 people. The person facilitating each focus group will be focusing the groups on bigger picture issues within the community and brainstorming ways in which the library could potentially help in those areas. They have two focus groups scheduled in January, two in February, and two in March. There will be one public open house in April which they are planning to have set up in a drop-in format with activities for people to engage in.

Schofer and the Board discussed how the information will be pulled in from all of these groups to be used to help form the Strategic Plan. The goal is to have the new Strategic Plan available by July 1.

Policy Review: The Manager's Team took an initial look at the Programs Policy which resulted in a lot of discussion. They do not have specific changes at this time, but spent a lot of time discussing the procedures. One note from their discussion pertained to the

selling of art, books, CDs, prints, etc. The Ames Public Arts Commission will consider purchasing an item from one of the artists at the Black Arts and Music Festival. This is a great example of having an engaged staff and great partnerships. The Manager's Team discussed the evaluation piece and noted that while it may be unreasonable to try to evaluate every program, they will be making an effort to evaluate more programs. The Public Library Association will have a session on Project Outcome at the conference in February that we have staff attending. We may start utilizing that with our summer reading program.

The Board discussed the policy. It was agreed by all that it is important to reference other key policies such as the Conduct in the Library Policy, Exhibits Policy, and Meeting Room Policy.

The policy will be taken back to the Manager's Team for further discussion and brought back for approval at the February Board meeting.

Trustee Comments:

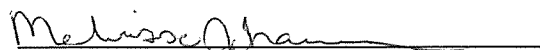
- Kluesner commended Schofer for reviewing the policies with staff on a proactive basis and gave the example of reviewing the Meeting Room Policy before the political events.
- Raman thanked Looft and Marshall for their work on the Director's Evaluation Committee and thanked Schofer for her patience and flexibility with the process.
- Marshall thanked Raman for coordinating the Director's Evaluation Committee.
- Briese thanked Schofer and Johannes for their work on the budget and preparations for the Budget and Finance Committee meeting.
- Glatz seconded Briese's statement. He also stated that the library was acknowledged in the Ames 2040 Plan as something to be proud of.
- Looft thanked Raman and Schofer for all of their work.
- Barchman apologized for missing the last two meetings.

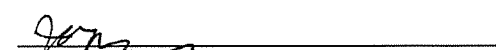
Adjournment:

Moved by Barchman, seconded by Glatz, to adjourn at 8:20 pm.

Vote on Motion: 9-0. Motion approved unanimously.

The next regular meeting will be on Thursday, February 20, 2020, 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

