

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
February 20, 2020**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, February 20, 2020, in the Dale H. Ross BoardRoom, withBarchman, Butler, Glatz,Kluesner, Looft, Marshall, and Raman in attendance. Myers was excused. Briese resigned. Director Schoferand Resource Services Technician Warburton were also in attendance.

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

Consent Agenda:

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

1. Resolution approving donation:
 - A. From Kathryn Miller..... \$500.00
 - B. From Parks Library for library programming..... \$500.00
 - C. In memory of Carol Greiner from:
 - Ginger Alexander..... \$25.00
 - Marianne Berhow..... \$10.00
 - Marjorie Bourne \$25.00
 - Tom and Jill Catus \$50.00
 - John and Lia Greiner (and others) \$460.00
 - Michael and Suzanne Rickels \$20.00
 - Betty Snider \$5.00
2. Motion approving minutes of the regular meeting January 16, 2020
3. Motion approving payment of claims 1/1/20 – 1/31/20

With the amendments to the minutes to correct the February Board meeting date and spelling of Danfoss. Vote on Motion: 7-0. Approved unanimously. Resolution No. 2020-L003 adopted.

Public Forum:None

Activity Reports:

Assistant City Manager Schildroth was not present.

Administrative Staff Report: Schofergave a report to the Board.

- The budget presentation to the City Council was on February 4th. Customer Account Services Manager Briseno presented with Schofer. The Council had questions about the potential decrease in revenue from fines, the summer meals program, hot spots, and Bookmobile coverage. Overall Schofer feels that the presentation went well and that the library is well positioned to support the Council values and goals including bridging the school achievement gap,

sustainability, promoting diversity and inclusion, internet access, and being a fun vibrant community that attracts and retains people.

- Staff Day was February 17, 2020.
 - Staff had a really informative discussion as part of our Strategic Planning Staff Engagement piece. Staff ideas had a lot of focus on access, reaching our more marginalized or vulnerable populations, and needs for marketing and communication. We are starting to see similar themes from our Board Engagement piece, Focus Groups, and survey results. We acknowledged the other strategic planning teams and had updates from each team.
 - Schofer explained what the Library Transforms Trends were to the Board and stated iPads are available in the break room for staff to interact with the Trends.
 - Other staff day items included an update from the Novel Ideas Committee, a Strength Finders activity, safety procedure recaps, budget updates and process overview, staff recognition, and fun elements such as a book cart drill team dance, group photo with heart, and Celebrations Team activities at lunch tables. Workgroups had time in the afternoon for team meetings and more focused training and discussions.
- The Black Arts and Music Festival went well with over 800 people in attendance. All of the performances and artist talks were well attended, the workshops reached the intended audiences, and the artists were able to interact and sell their work in the lobby. It was a warm, supportive atmosphere throughout. Schofer acknowledged and thanked the team members for their hard work in planning and running this event.
- The Programming Team will be having a Programming Retreat on March 12 to look at programming overall. The focus will be on challenges and opportunities, how to prioritize our offerings, setting program goals, being intentional and systematic, and also recognizing the need to be flexible in order to be open and responsive to opportunities that do pop up. Schofer sees staffing implications as it's as the managers and part-time Community Relations Specialist are giving a lot of time to these partnerships that may or may not be sustainable. We need intentional and timely planning, coordination and communication, and a statement of desired outcomes to help prioritize the overabundance of opportunities.

Board Member Raman added that it is great to be considering these things during the strategic planning process in order to include space and staff needs in the long range planning.

- Two positions were filled with internal promotions. We are now working on filling in the openings created by those promotions. One position is in Customer Account Services, the other is in Youth Services. Some of the process will be handled by the City Human Resource Department.
- The Human Resource Department is looking at purchasing an HRIS system this July. Briseno and Schofer attended a meeting regarding this and Schofer will be on an RF0P team.

- Schofer attended an ELT Retreat last Tuesday, February 11. One of Schofer's goals is to be more involved in planning for city initiatives beyond just a library lens, but including the experiences and lens that she brings as a new member to city.
- The Legislative Lobby Virtual Day was last week with an in person date scheduled for March 10. The Library Board of Commissions is not being dissolved.
- Schofer is featured in a Claim Ames bus ad as well as a YouTube Video. Brown, an Adult Services Librarian, is in another video. We had other staff participate so we may see more of them in ads or video clips in the future.
- Schofer and six other staff will be attending the Public Library Association conference in Nashville, Tennessee next week. Those staff met yesterday to review the program listing and discuss who wanted to attend the various sessions in order for them to cover more topics. Schofer and Klein-Hewett will be attending a pre-conference session on Strategic Planning. Cooney is attending pre-conference on a Person Centered Approach to Providing Library Services. Rastogi will be attending a session on Building Equity into the DNA of Your Organization and will be presenting as part of a panel on What Comes Next after Drag Queen Story Hour.
- There are several building updates. The chiller needs a pump rebuilt. We have revamped the storage closet in Youth Services to address some safety issues. We added glass to the auditorium ramp which was another safety issue as kids would swing on it. We reinforced the handrail at the bottom of grand stairway and added glass there also. We will be replacing a broken glass window and remediating fogged windows in the near future. We are expecting the telescoping doors to be paid for out of this year's budget instead of being a capital project so Schofer and Duckett are researching options.

APLFF Report: Barchman stated that the Friends Foundation did not meet due to lack of quorum.

Board Education:

Warburton, Resource Services Technician and Team Lead for the Strategic Planning Data Team, gave a presentation to the Board. The Data Team has been researching various data sources including past census information and working with the City GIS Department to map various information relevant to the library. We are able to map things like the number of people in Ames with library cards, the super users (people who check out 100 plus items a year), blocked accounts, diversity, income inequality, and areas showing transportation routes, housing, and such. This information is helpful to support trends we are seeing in the recent survey results such as home delivery being a highly valued service we provide and the growth in the older population.

Policy Review:

The Library Board reviewed and discussed the Programs Policy in January and provided feedback for Schofer to take back to staff. The Manager's Team considered

Moved by Glatz, seconded by Raman, to adopt a resolution setting the Director's salary at \$127,909 effective November 30, 2019. Vote on Motion: 7-0. Motion carried unanimously. Resolution No. 2020-L005 adopted


Trustee Comments:

- Butler – Appreciates the people that have served and those willing to serve on the committees. Thank you to Schofer for all she does and keeping the Board informed. She is looking forward to the upcoming year.
- Looft – It is good to be here tonight. Thank you to all of you.
- Glatz – appreciates all the effort being put in to the strategic planning and the presentation by Warburton, it was very interesting.
- Marshall – liked the data presentation a lot so thank you for that. She could geek out on that all day.
- Raman –Thank you to everybody
- Kluesner – Thank you to the Nominating Committee and the Director's Evaluation Committee. It's a big process and it went well. Thank you to Warburton for the presentation; he did a great job.

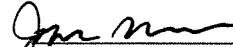
Adjournment:

**Moved by Looft, seconded by Glatz, to adjourn at 8:46 pm.
Vote on Motion: 7-0. Motion approved unanimously.**

The next regular meeting will be on Thursday, March 19, 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