

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
June 18, 2020**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, June 18, 2020, via Zoom, with Barchman, Butler, Kluesner, Looft, Marshall, Myers, Raman, and Thorbs-Weber in attendance. Glatz was excused. Director Schofer was also in attendance.

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

Consent Agenda:

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

1. Resolution approving donation:
 - A. From the Ames Morning Rotary for books for Ames school children \$7,500.00
 - B. From Judith P. Anthony in honor of Jonie Fitzsimmons \$100.00
 - C. From Theodore Hutchcroft in honor of Herb Harmison \$25.00
2. Motion approving minutes of the regular meeting May 21, 2020
3. Motion approving payment of claims 5/1/20 – 5/31/20

Vote on Motion: 8-0. Approved unanimously. Resolution No. 2020-L013 adopted.

Public Forum: None

Financial Reports: Myers gave a report to the Board. The Budget & Finance Committee met and reviewed the reports through April 30, 2020. The budget is on track with no unexpected expenses. The budget was slightly reduced due to COVID including slight reductions in a few line items and the front door project being postponed. The overall reduction will not impact the operations of the library. The Committee also met with City finance personnel on Monday to learn more about the overall process.

Moved by Barchman, seconded by Looft to approve the financial reports as presented. Vote on Motion: 8-0. Approved unanimously.

Activity Reports:

Assistant City Manager Schildroth: Schildroth was not able to attend. Schofer did discuss the proposed re-opening plan with her prior to tonight's meeting to ensure there wasn't any objections to the plan. Schofer will share the approved plan back to the City.

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

- We are managing curbside pickup. We have checked out approximately 15,000 items since we started. We are scheduling about 450 people a week to come pick

items up and pulling 500-600 items each day. This is about four times the normal amount of pulls.

- We did bring in some select volunteers to help with the pull list. The volunteers are wearing masks, and did review safety expectations upon returning.
- We just completed the annual staff evaluations. Schofer wrote for her direct reports and the Adult Services staff.
- The re-opening plan has been the focus. Schofer has shared drafts with the Board but this is an agenda item so it will be discussed later.
- Summer meals will be starting next Monday. It will be a drive-up or walk-up service. The meals are grab and go style this year so nobody will be eating on site. We are partnering with the Ames Public Schools this summer receiving our meals from them. Each participant will each receive a lunch and a breakfast for the next day. We did receive a generous donation from the Ames Morning Rotary to be used to purchase books to give to Ames community school children at the summer meal programs. Books will be distributed four times over the course of the summer.
- We have already started the summer reading program. We are doing weekly STEAM videos on YouTube and Facebook. These videos introduce a science concept, highlight some books, and talk you through activities you can do at home with everyday objects. Upon reopening we will have some stem kids available for pickup.
- We did put out our anti-racism statement and welcomed feedback. We haven't received any program requests in. Someone recommended some books they saw in an article, another person asked about donating money towards purchasing more books, and another person shared their concerns regarding how fines disproportionately affect low income individuals and recommended APL go fine free. Most Iowa Urban Public Libraries have gone fine free.
 - The Board discussed going fine free, what research would need done, and the process that should be taken. It will be a future agenda topic.
- The strategic plan is still being worked on however it hasn't been a top priority. Schofer is hopeful to have something in place by September 1.
- The managers have reviewed Library policies to see if changes were necessary due to COVID. They have not found anything drastic that needs to be changed. Staff will be dropping in on volunteer lead online programs. Messaging to the public will be available to know what is expected upon their return such as "masks expected".

APLFF Report: Myers gave a report to the Board.

- There were some changes to the APLFF budget.
 - The number of transactions have been reduced with COVID.
 - Danfoss has reduced the amount of their donation in order to donate to other causes instead.
 - R.E.G. will be donating more money for summer meals.
 - May be a large donation coming in but they haven't heard more about it.
 - Beck will be retiring in September from the Development Officer position.
 - The teen group has been trying to be more creative since they can't meet in person. They have been having Zoom meetings every two weeks. They are going to read the book Stamped and discussing it online.
 - They are using Discord to meet up and have watch parties and discussions.

New Business:

FY21 OCLC renewal: This is the renewal of the cataloging software.

Moved by Raman, seconded by Marshall, to approve the FY21 OCLC renewal as presented in the amount of \$32,377.20.

Vote on motion: 8-0. Motion approved unanimously. Resolution 2020-L014 adopted.

2020/21 APLFF Memorandum of Understanding: This is our annual agreement which describes the work staff will do on behalf of the APLFF and the cost the APLFF will pay for those services. Kluesner gave background information on the MOU.

Moved by Butler, seconded by Myers, to approve the Memorandum of Understanding with Ames Public Library Friends Foundation for Fiscal Year 2020/2021 as presented.

Raman is very supportive but did question the cost of a single line phone. Beck does have a line in her office for APLFF use with voicemail. Barchman asked if that included the cost of internet. Internet is included in the use of facilities cost.

Vote no motion: 8-0. Motion approved unanimously. Resolution 2020-L015 adopted.

Proposed Re-opening Plan: Schofer reviewed the draft of the re-opening plan with the Board. This plan is a multi-phased plan.

Considerations for reopening the Library to the public will include:

- Direction from State and County health officials, Governor, City Council, and Board.
- The ability for the area healthcare system to accommodate an outbreak.
- The library having sufficient access to personal protective equipment, cleaning supplies, and staff.
- Physical space adaptations in place to foster staff and community safety.

The first phase will be a lobby only phase with a slight reduction of hours. Curbside service will end when lobby service opens. Computers and meeting rooms will not be available during this phase. Grab and Go bags will be prepared for people to check out, tax forms will be available, and holds will be able to be picked up. Phone and email reference will be available and programming will continue virtually.

Circumstances will be monitored and services such as browsing, computer use, meeting room use, and time in the building will increase slowly over the course of the other phases.

Moved by Raman, seconded by Looft, to approve the re-opening plan as presented.

Vote on motion: 8-0. Motion approved unanimously.

Director's Evaluation

Moved by Raman, seconded by Barchman, to table the Director's evaluation until the July 16, 2020 meeting.

Vote on motion: 8-0. Motion approved unanimously.

Trustee Comments:

- Butler – appreciate all the work Schofer has been doing during this time.
- Looft – thank you to Schofer and staff for all the work with the curbside pickup. Her daughter was very happy to get a new book.
- Barchman – no comments
- Thorbs-Weber – no comments
- Marshall – no comments
- Myers – no additional comments
- Raman – what a great job that has been done keeping the library vibrant during this time, so thank you to Schofer and all the staff for everything they have done.
- Kluesner - echoes the gratitude to Schofer and staff, and to the Board for all their work. He's looking forward to the day we can all meet in person.

Adjournment:

Moved by Barchamn, seconded by Butler, to adjourn at 8:29 pm.

Vote on Motion: 8-0. Motion approved unanimously.

The next regular meeting will be on Thursday, July 16, 2020, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.


Melissa Johannes, Library Secretary


Sandra Looft, Board Secretary