

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
October 17, 2024**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, October 17, 2024, in the Dale H. Ross Board Room with Crain, Gibson (7:03 pm), Johnson, Myers, Rearick, Reynolds, and Thorbs-Weber in attendance. Reger and Mitchell-Conway were excused. Assistant City Manager Goldbeck, Director Schofer, and Adult Services Manager Klein-Hewett were also in attendance.

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

Consent Agenda:

Moved by Reynolds, seconded by Crain, to approve the consent agenda as follows:

1. Resolution approving donations
2. Motion approving minutes of the regular meeting September 19, 2024
3. Motion approving payment of claims 9/1/24 – 9/30/24

Vote on Motion: 5-0 (Johnson abstained; Gibson, Reger and Mitchell-Conway excused). Approved unanimously. Resolution No. 2024-L020 adopted.

Public Forum: None

Activity Reports:

Assistant City Manager Report: Goldbeck gave a report to the Board.

- City Council approved \$12,000 towards a consultant for homelessness conversations. Story County Board of Supervisors matched that with an addition \$12,000. ISU Extension has a facilitator that will continue working with service providers to create an inventory of what services are available and identify gaps. A Request For Proposals should go out next week to seek a consultant with the end goal to get a community wide action plan. They are hoping to identify additional funding streams and come up with some long-term strategies. They will also be looking at prevention.
- The 2024 Ames Residential Satisfaction Survey will be presented to City Council next Tuesday. They do a random survey of people in the spring and receive the results in the fall. The Library results seem to be similar to previous years.
- The Utility Customer Service are changing their opening hours to begin at 7:00 am to see if that benefits residents that work 8 am – 5 pm jobs.
- The Community Center gym floor was refinished and looks really nice.
- This week they had middle school student from Japan that came and toured various places in the City including the Library.
- This Sunday, October 20, the Human Relations Commission will celebrate their 50th anniversary with a tree-planting ceremony from 2 to 4 pm at Moore Memorial Park.
- As the weather gets colder, the City auditorium gets used more and more. Open mic night was very popular. Watch for upcoming programs.
- The new aquatic center is on schedule to open November of 2025.
- The City is in budget season.

- Schinker Plaza should be open in a month or so, but the ice skating portion will most likely not be open.

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

- Joe Monahan submitted an additional FOIA (Freedom of Information Act) request. This time he is asking for emails from Schofer and Klein-Hewett's personal email addresses. This is after his requests for a variety of other things, his last being a request for records that describe money spent by the City of Ames, or the Ames Public Library from any source for all membership or related dues for any professional organization such as the Iowa Library Association or the American Library Association. He also requested any records describing monies spent on conferences for library employees, including travel, food and miscellaneous related expenditures. This would include fees spent on both in person and virtual conferences or other meetings for which there was a charge. Before that he had requested all emails including attachments sent to or from the Library Director and or Library Managers including SF 496, Book Ban, LGBT, Conservative, Right Wing, Race, and other key phrases. He has filed complaints for having to pay for the fees for pulling such information (those complaints were dismissed). It was noted that Mr. Monahan has not attended any Board meetings.
- We received a complaint regarding homeless people being at the library. Schofer continues to meet with Goldbeck and other department staff to address the issues. Library staff will have additional training about homelessness.
- The initial vendor for the carpet project withdrew their bid. They were not able to meet the scope of work described in the project and proposed cutting around the bookshelves instead of moving them. The meeting with the second vendor went well. Staff will continue to discuss logistics in order to have as limited impact on the patrons while maintaining a safe environment for everyone and allowing the contractors to have access to run both floor projects concurrently.
- Managers had a productive meeting with representatives from the Strategic Planning Teams to begin distilling ideas so that we can work into a final plan. There were common themes across the various engagement teams. To start we grouped things into general categories of Space, Community Connections, and Services and we tried to look at things through the lens of whether they touched on the values of belonging, accessibility, welcoming, sustainability, advocacy, inclusion, diversity, equity, communication, staff, mission. We also considered possible activities within the framework of whether they were CORE areas that we are pretty solid in, BUILD: areas we have started but have opportunity to develop or REACH: bigger or more complex areas that may take more time, planning or resources. These categories or terms may not be our final ones, but It was a good start. We'll compile into a more usable document, and continue to wordsmith, refine or add items we may have missed. Our goal is to have a fairly final document to share with the board in December so that we can share feedback and then approve it in January in time for us to submit as part of our February Accreditation process. That February accreditation has now been pushed back a year for anyone renewing because of a retirement of a key person at the State Library of Iowa.

Ames Public Library Friends Foundation (APLFF) Report: Gibson gave a report to the Board.

- Luze gave a report to the Board.
- The Fundraising Committee has several versions of a new logo. The APLFF Board will look at them at the November meeting.
- Luze has several grants that she is waiting to hear about.
- Luze has the Holiday letter drafted and is working on who to send it to.
- APLFF has a gambling license.
- The next book sale is November 14-17, 2024.
- Finances look good.
- There will not be a meeting in December.
- Tiff did a great job reaching out to people about trivia night. It was sold out and raised about \$2100 between the tables and raffle.

Budget & Finance Report: Crain gave a report to the Board.

- Fiscal year 2024 ended just under 98% spent which is good.
- Fiscal year 2025 is currently 28%. It is still a little higher due to prepaid subscriptions and maintenance contracts in Administration and Resource Services, and low in Internal with those internal charges for things like risk insurance and telephone being charged for in the spring. There are no concerns.
- Plans for fiscal year 2026 are in progress.

Moved by Myers, seconded by Thorbs-Weber, to approve the financial report as presented.

**Vote on Motion: 6-0 (Johnson abstained; Reger and Mitchell-Conway excused).
Approved unanimously.**

Board education:

Adult Service Manager Klein-Hewitt introduced herself and gave a presentation to the Board on Civic Engagement. Civic Engagement was part of the current Strategic Plan. The Library has a Civic Center page on their website that includes voting information, tax information, information on running for office, how to get involved with Boards, some assistance resources, as well as links to local government and community agencies. Partnerships have been developed with League of Women Voters, various City departments, Braver Angels, and Greenlee School of Journalism and Communication at Iowa State. The Library will serve as a satellite voting location again this year on October 19, October 26, and November 2, as well as a voting site on November 5, 2024. A variety of programs are also offered to support Civic Engagement.

Policy Review:

Financial Limits Authority: This policy was brought to the Board last month for discussion and reviewed by the City's Legal Department. Recommended changes include changing the "Policies and Procedures" Policy to "Compensation" Policy and changing "City's Finance Purchasing Division" to the "Purchasing Division of the City's Finance Department". The Board discussed the policy.

Moved by Myers, seconded by Reynolds, to approve the review of the Financial Limits Authority Policy as presented.

Vote on Motion: 6-0 (Johnson abstained; Reger and Mitchell-Conway excused). Approved unanimously. Resolution No. 2024-L021 adopted.

Records Retention: Schofer introduced the policy. The Board discussed the policy. This policy will be sent to the City’s Legal Department for review and brought back next month for action. The Board also recommended looking at the wording “address security and space concerns”.

New Business:

2025-30 Addendum 1 Carpet Replacement at Ames Public Library: The Library building was expanded and completely renovated between 2012 and 2014 and was re-opened to the public on September 14, 2014. The library sees an average of 1,300 people per day. By this time the renovated building has been in use for 10 years, the flooring has been traversed over 4 million times and shows considerable wear.

The Director worked with staff and the City Purchasing Department to place the Carpet Replacement project out for bids on July 18, 2024. This initial bid closed on August 9, 2024 and did not generate any submissions. The project was reposted as 2025-030 Addendum 1 Carpet Replacement at the Ames Public Library on August 20, 2024 and closed September 9, 2024 with the following three bids:

Responding Supplier	City, State	Response Submitted	Lines Responded	Response Total
GTG Construction, LLC	Des Moines, IA	9/9/2024 12:47:49 PM (CT)	1	\$288,900.00
Poindexter Flooring Inc.	Indianola, IA	9/9/2024 01:30:00 PM (CT)	1	\$304,341.00
True Construction Services (Tru	Des Moines, IA	9/9/2024 12:04:37 PM (CT)	1	\$375,985.20

The Director and a small team of staff originally met with GTG Construction to discuss the project. GTG Construction was not able to meet the scope of work. The same team met with Poindexter, who have a plan in place to safely move the library shelving and materials to install the carpet as indicated in the scope of work.

Administration recommends awarding the contract for Carpet Replacement at the Ames Public Library to Poindexter Flooring Inc.in the amount of \$304,341.

Moved by Thorbs-Weber, seconded by Rearick, to approve the bid for Carpet Replacement at the Ames Public Library to Poindexter Flooring in the amount of \$304,341 and recommend that City Council do the same.

Vote on Motion: 6-0 (Johnson abstained; Reger and Mitchell-Conway excused). Approved unanimously. Resolution No. 2024-L022 adopted.

Committee Appointments: Crain has submitted his resignation from the Board; this will be his last meeting. He has accepted a position with the City of Ames. Johnson presented Crain with a certificate of appreciation. Crain has served on the Executive Committee as

Secretary, the Director Evaluation Committee, and the Budget and Finance Committee. He will be missed.

In his departure the Board will need to fill his roles and discussed other Board members willingness to serve in these positions. Positions will be appointed under consent agenda at the next meeting. At this time Thorbs-Weber is nominated for Secretary, Reynolds for the Director's Evaluation Committee, and Rearick for Budget and Finance Committee. Any other Board members interested in these positions can nominate themselves prior to the appointment at next month's meeting.

Trustee Comments:

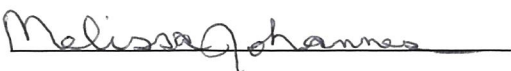
- Gibson – already did a hip, hip, hooray for trivia night. She is very impressed with all the civic engagement programming, partnerships, and work that has been done after hearing the suggestions from the public on the last strategic plan.
- Reynolds – appreciates everyone listening to all the thoughts, concerns, and questions and being able to have discussions around them.
- Thorbs-Weber – Thanked Schofer for continuing to do a great job, Klein-Hewett for doing a great job, and Johannes for coordinating stuff for the Board.
- Myers – thank you to Johannes for coordinating trivia night seats. She appreciates what the civic group has been doing, especially locally. Thank you to Schofer for letting the Board know about concerns and thank you to everyone who attended trivia night.
- Rearick – thank you to Schofer and others for their work on the current strategic plan. It was great to see equity, inclusion, and access included in the plan and to see the library making that shine through for people that come here. He is grateful that it is part of the plan.
- Crain – glad he's been on the Board; it's been a really rewarding experience and he's sorry that he has to leave. It's been an honor to serve. He'll still be an active library user.
- Johnson – thank you again to Klein-Hewett for all the great work. Thank you again to Crain for your service, you will be missed. Thank you everyone.

Adjournment:

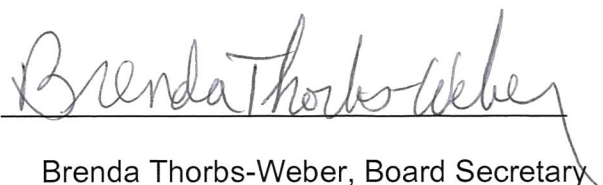
Moved by Gibson, seconded by Reynolds, to adjourn at 8:59 p.m.

**Vote on Motion: 6-0 (Johnson abstained; Reger and Mitchell-Conway excused).
Approved unanimously.**

The next regular meeting will be on Thursday, November 21, 2024, at 7:00 p.m. in the Dale H. Ross Board Room.



Melissa Johannes, Library Secretary



Brenda Thorbs-Weber, Board Secretary