

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
December 19, 2024**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, December 19, 2024, in the Dale H. Ross Board Room with Gibson, Johnson, Mitchell-Conway, Myers, Rearick, Reger (7:06 p.m.), and Thorbs-Weber in attendance. Reynolds was excused. Assistant City Manager Goldbeck, Director Schofer, and citizen Deyo were also in attendance.

Call to Order: President Johnson called the meeting to order at 7:03 p.m.

Consent Agenda:

Moved by Myers, seconded by Thorbs-Weber, to approve the consent agenda as follows:

1. Motion approving minutes of the regular meeting November 21, 2024
2. Motion approving payment of claims 11/1/24 – 11/30/24

Vote on Motion: 5-0 (Johnson abstained; Reger and Reynolds excused). Approved unanimously.

Public Forum: Richard Deyo was present to talk to the Ames Public Library Board. He spoke to the Human Relations Committee last week. He would like the opportunity to get to know people and for people to get to know him. He shared some of his past traumas and experiences with the Board. The Board thanked him for coming.

Activity Reports:

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

- The City is partnering with Heartland of Story County to hold some fitness classes in their new building.
- The Fitch Aquatic Center is moving forward as scheduled.
- The City is in the thick of budget season. The full proposal will be ready in mid-January.
- They will be doing some carpet replacement at City Hall which will cause some disruptions.
- They received six proposals from potential consultants to work on the homelessness issues in Ames and Story County. They will be working on selecting one of these candidates.
- A 5% increase in funding was approved for ASSET.

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

- The Library's original fiscal year 2026 budget was submitted with a 5.8% increase. We were asked to reduce that increase to a 4% increase. With some fixed costs in wages, benefits, risk management insurance, and contract increases, we had to reduce budgets for collections, conference attendance, professional services, and other areas.
- The Library is also gearing up for carpet replacement. We will have reduced services. Some areas of the building will be closed during the installation process.

Study rooms and meeting room use will be impacted. We will offer programming in the auditorium and meeting rooms. We are planning on alternative browsing options as well as grab and go bags. Holds may take longer to pull. Our marketing staff are messaging these disruptions.

- The Freedom of Information Act (FOIA) complaint was dismissed today.
- Schofer will be working with area churches to share training on homelessness and de-escalation.

Ames Public Library Friends Foundation (APLFF) Report:

- There wasn't a December meeting to report on but work on finalizing the new logo continues.

Board education:

Schofer reviewed some of the completed items from the 2020-2024 strategic plan which focused on the six main topics of Equity, Inclusion, Civic Engagement, Access, Wellness, and Staff Development.

Equity: Create an intentional plan to address barriers in library systems and actively work to create equitable services and access.

- Going Fine Free
- Establishing a Diversity, Equity, and Inclusion (DEI) Team
- Establishing an Accessibility Team
- Purchasing translation devices for each service desk
- Translating key brochures into multiple languages
- Offering bus tickets (now bus passes)
- Increasing the number of Hotspots circulating
- Establishing School IDs as Library cards
- Adapting hiring practices
- Expanding Deposit Collections
- Adapting Service Desks for accessibility

Inclusion: Create a welcoming and comfortable place for all community members.

Develop best practices for collaborative partnerships in order to amplify a diversity of ideas, cultures, and experiences and foster community understanding.

- Diversity audit of collections
- Black Arts and Music Programs
- Ames PRIDE partnership & programs
- World language collections
- Inclusive exhibits and book displays
- International meet ups
- School ESL partnership
- Expanded outreach
- Juneteenth

Civic Engagement: Provide opportunities for community members to connect with accurate information, be involved in their community, and better understand and be prepared to participate in the institutions of representative democracy.

- Civics Center Webpage

- Voting site and registration
- League of Women Voters partnership
- Candidate forums
- Get on Boards and Run for Office programs
- First Amendment Day programs and exhibit
- Foster TAG and Kids Choice voting

Access: Connect community members to needed information and resources.

- Added New York Times, Wall Street Journal, Comics Plus
- Added EZ Proxy to streamline access to e-resources
- Added the visual discovery layer to the catalog
- Began the Personalized Picks and 12 to Try reading program
- Increased outreach at schools, ISU, and community events
- Held Baby, Summer Camp, and College Resource Fairs
- Hosted multiple Social Service agency for in-reach office hours at the Library
- Increased e-book and e-audio budgets
- Held computer classes

Wellness: Foster a thriving community through promotion of physical, mental, and socio-emotional well-being.

- Vaccine Clinics
- Resume and job searching support
- Social service in-reach, resource binder, street card
- Community Mental Health programs
- Teen mental health programs
- Caregiver programs
- Supply kits
- Added Health and Wellness online resource
- Community connection programs like Speed Friending, Fiber Arts, Repair Café
- Environmental programs

Staff Development: Ensure excellent customer service as our community needs evolve through proactive staff development and training.

- Additional Staff Day
- DEI focused trainings, conversations, and reading
- Niche Academy
- Staff attend and present at various conferences
- Online webinars
- Staff attend leadership workshops
- Hiring and onboarding process review and improvements
- Library Aide wage increase
- Workflow and staffing analysis
- PIC (Person in Charge) training

Schofer also reviewed the process for the next strategic plan including teams working on planning and synthesis of a lot of feedback from almost 600 survey responses, 5 stakeholder groups, 4 public input sessions, and multiple staff, Board, and volunteer input opportunities. The new strategic plan should be presented at the January meeting for approval.

Policy Review:

History: This policy was brought to the Board last month for discussion and reviewed by staff. There are no recommended changes. The Board discussed the policy including researching black history to incorporate in the future.

Moved by Thorbs-Weber, seconded by Reger, to approve the review of the History Policy as presented.

Vote on Motion: 6-0 (Johnson abstained; Reynolds excused). Approved unanimously. Resolution No. 2024-L023 adopted.

Programs: Schofer introduced the policy. The Board discussed the policy. This policy will be reviewed by staff and brought back next month for action.

Trustee Comments:

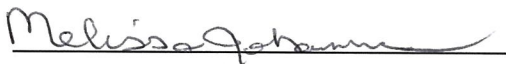
- Gibson – thanked Schofer for making the strategic plan look easy when having a large group of people to work with and find consensus with. Thanked Johannes for getting the food and taking care of the Board.
- Rearick – thanked everyone for the discussions and all the work.
- Myers – appreciates Thorbs-Weber and Rearick for bringing up great questions and points of view. Thanked everyone for the work on the strategic plan, the food, all everyone does and wished everyone happy holidays.
- Mitchell-Conway – good job team.
- Reger – was happy to be back after missing two months. Thanked everyone for all the work the Library staff does, Schofer's leadership and the food. We have a Library we can all be proud of. Merry Christmas everyone.
- Thorbs-Weber – Suggested having an open house or ribbon cutting with the Chamber after the carpet replacement is complete. Thanked Schofer, Johannes, and the Board for coming monthly and their work.
- Johnson – appreciates what Thorbs-Weber said. The Board is here, trying to do the best job they can in addition to what Schofer, Johannes, and the rest of the Library staff does.

Adjournment:

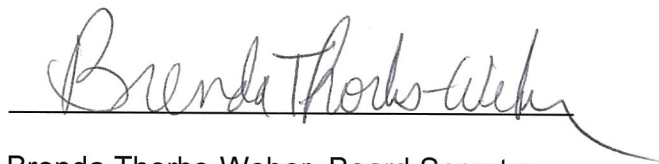
Moved by Myers, seconded by Mitchell-Conway, to adjourn at 8:46 p.m.

Vote on Motion: 6-0 (Johnson abstained; Reynolds excused). Approved unanimously.

The next regular meeting will be on Thursday, January 16, 2025, at 7:00 p.m. in the Dale H. Ross Board Room.



Melissa Johannes, Library Secretary



Brenda Thorbs-Weber, Board Secretary