

**Ames Public Library Board of Trustees
Agenda – July 19, 2018
Dale H. Ross Board Room, 515 Douglas Avenue**

Call to Order 7:00 p.m.

Consent Agenda (Action Item)

(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes.)

- 1) Resolution approving donations
- 2) Motion approving minutes of the regular meeting of June 21, 2018
- 3) Motion approving payment of claims 6/1/18 – 6/30/18

Public Forum

Members of the public who wish to address the Board will be given the opportunity at this time. (Please complete a blue card and hand it to the presiding officer.)

Financial Reports

- 4) Fiscal Year 2017/18 Preliminary Year-end Reports
 - a) Expenditure Summary – All Funds
 - b) General Fund (Operating Accounts)
 - c) General Fund Revenue
 - d) APLFF, Future Needs Fund, and Donations Accounts

Activity Reports

- 5) Ames Public Library Friends Foundation (APLFF) – Butler
- 6) 2018 American Library Association Annual Conference – Barchman
- 7) Administration – Carey

Board Education

- 8) Open Meetings/Records Law – City Attorney Mark Lambert

New Business

- 9) Response to Channel 5 June 26, 2018 News Report (Action Item)
- 10) Library Director Search
 - a) Whether to Use a Search Firm (Action Item)
 - b) Appointment of Search Committee
 - c) Review of Position Description, Information Gathering, Process (Discussion)
 - d) Charge to the Committee (Action Item)
 - e) Approval of Proposed Timeline (Action Item if not using Search Firm)

Trustee Comments

Adjournment

**Next regular meeting: Monday, August 20, 2018
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org**

SEARCH COMMITTEE COMPOSITION:

Ultimately, the entire Board of Trustees will select a candidate to whom an offer should be extended. However, the Board may identify a search committee whose membership will narrow the list of candidates prior to the on-site interviews. The choice to do this may depend on what role a search firm plays in the recruitment process. It may be possible with a limited or full-service recruitment for the search firm to interview the Board and other stakeholders separately, then present candidates for on-site interviews with the Board.

If the Library Board chooses to not use a search firm for a limited or full-service recruitment, staff's recommendation is that a prospective search committee should consist of four to six people, with potential membership as follows:

- Representatives of the Board of Trustees (perhaps 2-3)
- A representative of the Friends Foundation
- A community representative
- An APL staff representative (Tracy Briseño)

The Library Board may add or subtract representatives from this proposed list as it sees fit. The goal is to have a search committee that can represent the Library Board's wishes throughout the process, while also being small enough to quickly and efficiently make many planning decisions.

Regardless of the composition of the search committee, Assistant City Manager Brian Phillips will assist with recruitment planning and support, and administrative staff at the Library will coordinate other logistics for the recruitment.

SEARCH COMMITTEE DIRECTION AND CHARGE

Assuming a search committee is established, the Library Board should give direction regarding what decisions the committee is allowed to make without receiving further guidance from the Board. A list of suggested roles for the search committee, the Library Board, and staff is provided below. One important decision the Board will need to make now is whether the full Board intends to interview every finalist or if that should be delegated to the search committee. If the finalist interviews are delegated to the search committee, the Board members could commit to attending at least one on-site interview component of each candidate as their time allows.

PROPOSED RESPONSIBILITIES IN LIBRARY DIRECTOR SEARCH

Search Committee	Library Board of Trustees	Staff
<ul style="list-style-type: none"> • Approve advertising locations and budget, as recommended by staff • Gather feedback from stakeholders • Approve interview components (e.g., schedules, exercises, presentations, meetings, tours) • Review questions (phone interviews and on-site interviews) • Conduct screenings (review for minimum qualifications, phone interviews) • Identify any disqualifying criteria prior to finalist arrival on-site (e.g., disqualifying criminal/credit history) • Contact unsuccessful finalists 	<ul style="list-style-type: none"> • Approve job description • Establish Search Committee • Conduct finalist on-site interviews • Review feedback from other components of on-site interview process • Identify a final candidate • Authorize staff (or search firm) to negotiate with the final candidate and identify parameters 	<ul style="list-style-type: none"> • Make changes to job description as approved by the Board • Screen applicants for minimum qualifications • Prepare recommendations for advertising, interview components and questions • Prepare logistics for interviews and meetings (room reservation, materials, food, technology, etc.) • Attend interviews to ensure questions are appropriate; provide feedback as desired by the search committee • Complete routine communication with candidates (e.g., scheduling information, dismissal notices in early stages of screening) • Complete reference/background checks and provide appropriate summaries to the Board • Negotiate salary and other negotiable benefits as directed by the Library Board

The Library Board may choose to:

1. Approve the roles of the search committee, Library Board, and staff as outlined in the table above.
2. Move proposed responsibilities from one column to another.
3. Add additional or remove any listed responsibilities in the table above.

SEARCH TIMELINE

As a reminder, a department head search in the City of Ames takes approximately 16 weeks to complete, from the time the job announcement is posted until the hired candidate's first day of employment. Director Carey's proposed final day of employment will be in late December or early January. Staff's recommendation would be for the new director to start immediately following Lynne's departure (as opposed to overlapping or an extended gap). At the June Library Board meeting, Trustee Glatz proposed a timeline of the search. An adjusted version of that timeline follows below.

July 19	Search Committee makeup finalized for first meeting Job description approved by Library Board
Aug 20-24	APL staff interviews for input on criteria to emphasize
Sept 1-30	Accept applications
Oct 1-8	Screening of applicants for minimum qualifications and invitation to phone interviews
Oct 15-19	Phone interviews
Oct 22-23	Selection of on-site candidates
Nov 5-16	On-site interviews and reference/background checks
Nov 19-21	Board debrief and final selection
Nov 21-29	Make offer
Jan 2	Candidate start date

This timeline assumes no search firm involvement. If a search firm is retained for any aspect of the recruitment, the timing of individual components will need to be adjusted. However, there should be plenty of time to complete the recruitment prior to the proposed start date.

Library Director

DESCRIPTION:

Under the administrative direction of the Ames Public Library Board of Trustees and in cooperation with city officials, plans, directs, and coordinates all Library fiscal, operational and personnel activities to achieve the Library mission, goals and objectives within the context of community need and priorities; performs related work as required.

EXAMPLES OF DUTIES:

Plans, directs, coordinates, and assures the efficiency and effectiveness of all Library operations, facilities, services, collections and programs; provides information, alternatives and recommendations regarding policy and service issues to the Library Board; implements Board decisions; develops protocol and procedures for Library operations, services, and programs; develops and implements methods to measure community needs and Library effectiveness; develops and implements short and long term strategic plans; represents the Library in interactions with City administration, including active participation as a member of the City Manager's Executive Leadership Team; prepares and presents reports to the City Manager and City Council.

Establishes and maintains effective working relationships with other governmental agencies, civic and community groups and the general public; acts as liaison with a variety of local, regional and statewide organizations to develop collaborative relationships and promote the goals and objectives of the Library; makes public presentations; responds to public inquiries and complaints; represents the Library in professional organizations and on local boards and committees.

Directs the selection, training, performance review and discipline of Library employees; develops Library staff as a strong team through leadership, mentoring and providing staff development opportunities; communicates with staff to determine vision and operational needs.

Directs the preparation, presentation, and administration of the Library budget and capital improvement plan; directs the application for grants and county, state and federal funds to enhance Library programs; ensures proper and efficient use of all Library funds; serves as an ex-officio director and administration support for the board of the Ames Public Library Friends Foundation; advocates for the Library's interests with governmental agencies at the county, state, and federal level; ensures compliance with federal, state and local laws and regulations.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include committing to continuous improvement, inspiring creativity and innovation, being customer driven, making data-driven decisions, championing employee involvement, striving for excellence, having fiscal stewardship, acting with honesty and integrity, exhibiting leadership, choosing a positive attitude, respecting one another, promoting safety and wellness, and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional

services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:

Required Physical Activities: Talking, hearing, grasping, and finger dexterity.

Physical Characteristics of Work: Sedentary work requiring routine lifting of objects under 10 pounds.

Vision Requirements: The minimum standard for those whose work deals largely with preparing and analyzing data and figures and the use of a computer terminal.

Environmental Conditions: Office environment; the worker is not subject to adverse environmental conditions.

Equipment Essential for Job Function: Computer including keyboard, monitor, and mouse; general office equipment such as calculator, copy machine, writing utensils, and files. Communication equipment including telephone, e-mail, and fax machine. A wide variety of printed material such as contracts, legal documents, reports, and reference materials.

EMPLOYMENT STANDARDS:

Education and Experience: Masters of Library Science degree from a graduate school accredited by the American Library Association. Must have seven years of increasingly responsible experience in public library management, including three years at the senior staff or management level.

Licenses and Certificates: Public Library Certification by the State Library of Iowa.

Knowledge, Skills, and Abilities: Extensive knowledge of the principles, methods and best practices used in public libraries; extensive knowledge of public library management including daily operations, personnel administration, budget preparation and monitoring, and facilities maintenance. Considerable knowledge of laws and regulations affecting public library service.

Skill in all areas of library science; skill in planning and utilization of budgetary, staff and material resources; skill in developing effective interpersonal relationships; skill in determining the community's library needs.

Ability to plan and organize activities and resources for the efficient accomplishment of library objectives; ability to analyze community needs, trends, resources, and technological developments; ability to develop programs to effectively meet public needs for library services; ability to develop, analyze, interpret, and apply library policies and operating procedures; ability to establish and maintain effective working relationships with the Library Board of Trustees, library staff and volunteers, other City departments, community groups, and the general public; ability to communicate in a clear and concise manner both verbally and in writing; ability to make presentations to groups; ability to plan, delegate, and review the work of library staff;

ability to guide, develop and motivate staff; ability to function effectively in a team-oriented management environment.