

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
July 19, 2018**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, July 19, 2018 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Barchman, Briese, Glatz, Linch, and Raman in attendance. Butler, Kluesner, Marshall, and Wang were excused. Library Director Carey, Assistant City Manager Brian Phillips, and Customer Accounts Services Manager Tracy Briseño were also present.

**Call to Order:** Board President Glatz called the meeting to order at 7:00 p.m.

**Consent Agenda:**

**Moved by Raman, seconded by Briese, to approve the following items on the consent agenda:**

- 1) Resolution accepting donations:
  - a) From Britta Hasiuk ..... \$121.98
  - b) From Paul and Lynn Hauer ..... \$100.00
- 2) Motion approving minutes of the regular meeting of June 21, 2018
- 3) Motion approving payment of claims 6/1/2018 – 6/30/2018

**Vote on Motion: 5-0 . Approved unanimously. Resolution No. 2018-L024 adopted.**

**Public Forum:**

Bill Diesslin, 5209 Maryland Street, Ames, was present with his spouse, Brenda, and Mark and Deborah Blaedel, who were all affiliated with Collegiate United Methodist Church-Wesley Foundation. On behalf of the group, Mr. Diesslin spoke in support of Camp Drag and their belief that the community supports diversity.

**Fiscal Year 2017/18 Preliminary Year-end Financial Reports:** Trustee Briese stated that Fiscal Year 2017/18 is still being closed out, so these are not the final statements. Briese said the Library had expended about six percent more by June 30 this year than it had by the same time last year and 95% of the annual budget had been spent. He noted that the intent is to get as close to 100% spent without going over budget and complimented staff for maximizing the available funds. Briese said the Budget and Finance Committee had reviewed all the other reports, as well, when it met last week.

**Moved by Barchman, seconded by Raman, to accept the Financial Reports.**

**Vote on Motion: 5-0. Motion carried unanimously.**

**Ames Public Library Friends Foundation (APLFF) Report:** Carey reported that the Development Director met or exceeded nearly all of her goals. The Teen Advisory Group is working hard on 5K planning and discussing the possibility of a Murder Mystery event for adults. The Sales Committee reported revenue of \$6,900 from the July book sale, and over \$3,700 in Literary Grounds and online sales in June, far exceeding its stretch goals for the fiscal year. The Fundraising Committee has seven establishments which paid an upfront fee to participate in Pub Fiction on August 16. The event begins at the Library and Carey said ticket sales will be capped at 300. Another Author Café will take place in October and ticket sales for it will begin the night of Pub Fiction. Three new directors were also approved: Ashley Rippke, Brian Eslinger, and John Fitzsimmons.

**2018 American Library Association Annual Conference Report:** Trustee Barchman thanked the Board for allowing her to be able to attend the conference. She said the event, which took place in New Orleans, was attended by about 23,000 people who were passionate about books, programs, summer reading, acquisitions, and all facets of library work. Barchman attended several seminars, was able to bring back books and posters, and has sent discount codes from vendors back to the APL staff. She found one seminar offered by United for Libraries on board diversity particularly interesting and spoke about some of the ideas that were discussed about attracting millennials and persons with limited income.

**Administration Report:** With regard to staff changes, Carey reported that: Neil Rowe graduated and his position as Small Talk Program Coordinator was accepted by Craig Van Pay; Small Talk Support Coordinator Liuran Fan also graduated and her replacement is being sought; the two open Customer Account Service Clerk positions were accepted by Amy Vinchattel and Marci Gallagher; the first ever Book Sale Intern position has been filled by Cassandra Jackson; and an offer will likely be made to a new Cataloging Clerk later this week.

Carey stated that the *Ames Tribune* newspaper digitization project is going well. The first half of the work (on the oldest issues) is done and already available on line, although some logos and a direct connection from APL website are still being added. Carey said the Story County Genealogical Society is very excited about the project.

Additional updates Carey offered were:

- Members of staff employed by the anonymous funder of Small Talk visited APL last week and they were amenable to a request for funds for a fourth year of the program.
- A long-time library volunteer has left the library a bequest of about \$33,000 which will be directed to APLFF and added to its existing bequest fund.
- Between 120 and 140 lunches are being served per day through the Summer Food Program; Carey has noticed that it draws new people into the library and they seem to be staying longer.
- The Camp Drag programs generated a good deal of activity, including a Channel 5 TV show, an *Ames Tribune* article, a program on 99.3 The Truth Radio, as well as a very large amount of correspondence and numerous Facebook comments. Carey said it was a good time to help educate the community on how and why APL does programming and what it has to offer.
- Employee performance reviews were done before the end of the fiscal year, along with goal setting sessions in which attempts are made to tie individual goals to the strategic plan.
- The Bookmobile participated in the 4<sup>th</sup> of July parade.
- The Ames Police Department has been handing out doughnuts just before Bookmobile storytimes in the parks this summer, which has nearly doubled attendance. School Resource Officer Nick Schaffer has also been coming for lunch at the Library and hanging out with kids. It's helpful for him to be able to stay in touch with them over the summer and advantageous for the library to have the positive collaboration.
- APL's website design is getting underway. Material has been sent to the vendor and staff is determining which of the existing features to keep. The design team will be meeting with each work group and the launch date is still November 12.

**Open Meetings/Records Law:** Assistant City Manager Brian Phillips stated that City Attorney Mark Lambert was unable to attend the meeting, so he and Carey would address the topic and refer advanced questions to Lambert for a response. Phillips stated that there are two essential

pieces that identify a meeting as one that must be open:

1. a gathering of the board members (whether in person or via electronic means); and
2. deliberation or action on a policy-related issue takes place.

Phillips and the Board then discussed various hypothetical situations and Phillips emphasized that each trustee is personally responsible for upholding the open meetings law. He invited the trustees to talk to Carey, e-mail questions or ask for more information; he will share responses with the whole Board.

**Response to Channel 5 June 26, 2018 News Report:**

Glatz stated that Trustee Linch was concerned about how the Library was characterized in a recent news report and had proposed the adoption of the resolution that was included in the packet.

**Moved by Linch, seconded by Briese, to adopt a resolution in Response to Channel 5 June 26, 2018 News Report.**

Linch said the Camp Drag program received broad notoriety in the community and the news report had been introduced with an inflammatory characterization of those who questioned the suitability of the program—terming them “haters.” Several trustees indicated that they agreed with the points Linch expressed and were displeased by the newscaster’s use of the word “haters” to characterize those who did not approve of Camp Drag. They expressed concern about addressing the matter through a Board resolution. Carey and others discussed possibly making a more educationally focused response. Additional discussion focused on what efforts the Library made to allow a variety of viewpoints while avoiding exclusion and derogatory descriptions of others in the community. Carey noted that program content often depends on who comes forward with requests.

**Vote on Motion: 1-4. (Linch voting aye; Briese, Barchman, Glatz, and Raman voting no.) Motion failed.**

As to an appropriate educational response, Carey said that she would take a stab at discussing this in her next Library Notes column.

**Approval of Library Director Position Description:** Carey, Phillips, and Customer Accounts Services Manager Briseño met to review the position description used in the 2013 recruitment. They felt it was good and made just a few changes.

**Moved by Raman, seconded by Briese, to use the job description presented in the packet for the search process.**

**Vote on Motion: 5-0. Motion carried unanimously.**

**Involvement of Search Firm for Director Recruitment:** The Board considered the options for search firm involvement that Phillips had outlined in his staff report. These ranged from no search firm to a search firm conducting the entire recruitment from start to finish.

Discussion of these options, along with the logistics of the endeavor and the responsibilities that would fall to the Board and staff under each scenario, took place. There was unified agreement about the importance of getting a good pool of applicants, and supposition that a firm with expertise in libraries could have contacts and the ability to do targeted work to bring in a diverse pool of candidates.

**Moved by Briese, seconded by Barchman, to develop an RFP for search firms laying out either Option 3 or Option 4.**

There was discussion about who would develop the RFP for obtaining bids from a Search firm and how much delay that would introduce. Staff noted that through their contacts they could enlist many to nominate candidates and thus address the pool issue. Phillips reiterated the resources he and the City could provide in running the search.

**Vote on Motion: 0-5 . Motion failed.**

**Moved by Barchman, seconded by Raman, to conduct the search as described in Option 1 (i.e. no use of search firm), but to reconvene near the application deadline to consider whether a search firm might be needed to further the process and discuss the possibility of going with Option 3 (in which a search firm would attract applicants and present a short list of top candidates to the Board).**

**Vote on Motion: 5-0. Motion carried unanimously.**

**Appointment of Director Search Committee:** Glatz said that he and Roger Kluesner would participate on the Search Committee, along with staff member Tracy Briseño. As a representative from APLFF, Board President Steve Sullivan offered to Glatz that he would serve. Briese nominated Joanne Marshall to be the third trustee on the committee; that motion was seconded by Raman. There was discussion about the appointment of an external representative; Glatz suggested that Jane Acker—former member of the APLFF Board, former Library Trustee, and current volunteer—be tapped.

Since Marshall and Acker were not present, Glatz said he would contact them. He said he would like to have a third trustee, even if Marshall were to decline. It was suggested that the community representative slot could be left open for other suggestions if Acker declined.

**Moved by Raman, seconded by Briese, to proceed with the proposed Search Committee roster (Trustees Charles Glatz, Roger Kluesner, and Joanne Marshall; APLFF Board President Steve Sullivan; APL Staff Member Briseño; and External Representative Jane Acker) and to empower the Board President to appoint someone else, if someone on the list dropped out.**

**Vote on motion: 5-0. Motion carried unanimously.**

It was noted that Brian Phillips will serve as the Committee's support person.

**Charge to the Committee:**

There was discussion about how extensively involved the entire Board would be in the search process. Phillips said that the Board's level of involvement at the final stages would send a strong signal to the candidates. The trustees felt it would be better to allow the search committee to manage the initial steps of the process to the point of presenting the Board with a proposed list of candidates to interview on-site. At that point, the entire board should review the application forms of all finalists and be involved in components of the on-site visit.

**Moved by Raman, seconded by Barchman, to approve the Proposed Responsibilities in the Library Director Search with amendments, as follows:**

Search Committee:

- 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
- Conduct initial on-site interviews

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- Approve job description
- Establish Search Committee
- Review application forms of all finalists
- Participate in finalist on-site visit components
- 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

Staff:

- 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

**Vote on Motion: 5-0. Approved unanimously.**

**Search Timeline:** The following version of the timeline proposed by Glatz in June and revised by Phillips was included in the meeting packet:

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

**Moved by Raman, seconded by Briese, to approve the tentative timeline for the Director Search Process presented by Mr. Phillips and to authorize the Search Committee to tweak it as necessary in the intervening five weeks.  
Vote on Motion: 5-0. Motion carried unanimously.**

**Trustee Comments:**

Barchman thanked Briese for attending the meeting and completing the quorum.

Briese thanked Linch for doing a lot of work and working with his constituency to bring forward an important topic for discussion and for the group to take it up.

Glatz extended thanks to Linch and for the entire group's labor this evening.

**Adjournment:**

**Moved by Barchman, seconded by Briese, to adjourn at 10:18 p.m.  
Vote on Motion: 5-0. Motion carried unanimously.**

The next regular meeting will be on Monday, August 20, 2018, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

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Karen C. Thompson, Administrative Assistant

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Sarah Barchman, Board Secretary