

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
December 17, 2020**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, December 17, 2020, via Zoom, with Butler, Glatz, Kluesner, Marcu, Marshall, Myers, Raman, and Thorbs-Weber in attendance. Barchman was excused. Assistant City Manager Schildroth and Director Schofer were 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 Worldly Goods fundraiser for Project Smyles\$74.30
 - B. In honor of Herb Harmison from Duane Aske\$50.00
 - C. In memory of Winnie Lee Carlson from:
 - Deborah and Stephen Adams\$25.00
 - Deean Clancy.....\$85.00
 - Debra Hintze\$35.00
 - Trudy Hodson.....\$50.00
 - Teresa Beer Larson.....\$25.00
 - Mary Maack.....\$50.00
 - Joan Peterson and Joe Burris\$50.00
 - Len Thiede\$20.00
 - Various cash memorials via Dawn Marsh\$30.00
 - D. In memory of Robert Kern from Herb Harmison.....\$150.00
2. Motion approving minutes of the regular meeting November 19, 2020
3. Motion approving payment of claims 11/1/20 – 11/30/20

Vote on Motion: 7-0 (Kluesner abstaining; Barchman excused). Approved unanimously. Resolution No. 2020-L031 adopted.

Public Forum: None

Activity Reports:

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

- We did receive some feedback from our initial budget request. The City Manager requested that the Library make almost \$60,000 in reductions to the general fund budget to offset the loss of revenue from going fine free. We reduced our planned conference attendance. We shifted some of our intern expenses to

carryover APLFF funds. We reduced the amount we normally set aside for technology replacement. We also made small cuts to various other budget lines. We were able to make the reductions without any major impacts.

- The Adult Services Librarian recruitment is moving forward. They have made a selection and are undergoing the background check process. The next recruitment will be the Principal Clerk. Anderson's last day will be January 4, 2021. Johannes will be taking on the additional roles in the interim. An Adult Services Library Assistant will be posted after the Principal Clerk is filled.
- Final touches are being made to the Annual Report. There will be an insert highlighting the Library's adaptation to services during the pandemic.
- We did receive our Iowa Urban Public Library Association (IUPLA) statistics. Johannes will be formatting those results to share with the Board at the next meeting.
- We are working with the Ames Community School District on getting students library cards as part of registration. This will require a memorandum of understanding. There will be a limit on the number items each student may have out at a time.
- The staff is keeping professionally engaged. Anderson and Kramer did a presentation "Checking Your Work Using Diversity Audits to Make Collection Development Decisions" at an online conference. Youth Services took some of their STEM and storytime videos and put them out on a portal for the school Parent Teacher Organization. Rastogi and Francis are filming some training for the State Library. Rastogi and Gent are going to present about the Black Arts and Music Festival at the Innovative Libraries online conference.
- Schofer was accepted into Leadership Ames.
- Schofer is on the recruitment team for the Parks Library Director at Iowa State University.
- Schofer was contacted by United Way to act as a mentor to a protégé, so she will be matched to someone soon for that program as well.

APLFF Report: Myers gave a report to the Board.

- REG is donating \$7200 to APLFF.
- The goal for solicited donations was \$40,000. They have received about \$31,000 so they are getting close to meeting their goal.
- The TAG group hasn't had any meeting lately but they are planning on having a Zoom meeting with Christopher Schell from the University of Washington who is going to talk about the impacts of structural inequality on wildlife. They are also looking into having a team compete at the Iowa Teen Trivia Competition. They did have a Boundary Waters program with about 25 people in attendance virtually.
- The holiday campaign flyers did get sent out.
- There is a subcommittee researching software programs to handle volunteer and donor management.

Assistant City Manager Schildroth: Schildroth gave a brief report to the Board.

- City Council is working on extending the mask ordinance that is set to expire the end of December. They have one more reading, and if passed it will extend the mask requirement until June 30, 2021. They can rescind it at any point in time if the situation warrants doing so.
- The City is applying for the State's Reinvestment District Program (RDP). This program allows new state sales and hotel/motel taxes generated by new developments constructed within a City Council created Reinvestment District to be rebated in a pre-approved amount to that municipality over a 20-year time period. The initial application is due the end of February, and a final application would be due about a year later. They City is looking at an indoor aquatic center, downtown plaza, and some type of walkway connecting the indoor aquatic center to downtown.
- The current employee COVID numbers are currently under 10. This includes persons out with illness, caring for family members, and quarantining. The City was as high as 55 before Thanksgiving. Kudos to everyone taking the responsibility and playing it safe.

Board Education:

United for Libraries has "Short Takes" for Trustees along with other resources. These video training sessions are approximately ten minutes long. The Board viewed the Short Take "Succession Planning and New Board Orientation".

Policy Review:

Petition Policy: Schofer introduced the policy. The recommended revisions included the additions of the Meeting Room, Displays and Exhibits, and the Social Media policies listed as related policies.

Moved by Myers, seconded by Marshall, to approve the amendments to the Petition Policy as presented.

Vote on Motion: 7-0 (Kluesner abstaining; Barchman excused). Approved unanimously. Resolution No. 2020-L032 adopted.

Expressions of Concern Policy: Schofer introduced the policy for the initial review. It will be brought back next month as an action item. The Board discussed the language of the current policy in detail.

- Butler pointed out a typo in the second paragraph "While customers are free to reject for themselves what that they do not approve of" that needs to be corrected.
- Marshall brought up concerns over the first sentence in the second paragraph "Ames Public Library does not endorse particular ideas, beliefs, or views" because the Library is against censorship and supports freedom speech.

- Marcu asked about the final bullet under Expressions of Concern regarding the Board making a final ruling and sending a written response. The Board discussed this bullet and the difference between someone commenting at a Board meeting versus someone filling out the formal Expressions of Concern form.
 - Comments in the Public Forum at a Board meeting do not require a response, and action cannot be taken at the meeting since it is not an agenda item. The concern could be addressed on a future agenda.
 - The formal Expressions of Concern form would be submitted prior to a Board meeting. The Director would follow the protocol. The concern would be brought to the Board if the person or group sought further action. The item would be an agenda item. The person or group would present the concern, the Director would respond, and the Board would make a final ruling. The President would draft the written response if the need arose.
- Raman recommended combining the fifth and sixth bullets under the Expression of Concern.

Unfinished Business:

Service Offerings: Schofer reviewed the current service model with the Board. The Library will continue to offer curbside services. The situation will continue to be monitored and discussed at the next Board meeting.

New Business:

Upcoming Board Vacancies & Recruitment:

The Board discussed upcoming vacancies and the need to recruit candidates. Anyone wishing to serve on the Library Board must submit an application by 5:00 pm on Friday, 5, 2021.

Trustee Comments:

- Thorbs-Weber – no comment, have a good holiday everyone.
- Butler – appreciates everything Schofer and staff are doing. You are respected and appreciated. Thank you so much.
- Glatz – very nice discussions, he appreciates everyone chiming in with their thoughts.
- Raman - likewise
- Marcu – To Raman, Butler, and Marshall, it was such a pleasure to meet you though this board and work with you, and she hopes to run into them in the community. Thank you for serving.
- Myers – reiterates everything everyone else has already said. She will be updating her mailing address.
- Kluesner – thank you to the Director Evaluation Committee for their work. Please respond to the survey before the deadline. Commends Schofer and the staff on the day to day work. Reiterates the thanks to the three members going

off the Board, and how great it has been to meet everyone. Congratulations again to Marshall, what an honor that took her from us.

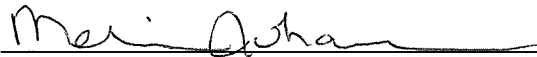
- Marshall – thank you so much for the support and kind words. She has really enjoyed serving on the Board and learning all the behind the scenes things. Everyone has been great to serve with. She appreciates everyone that has served as Presidents. She is glad they were able to hire Schofer, and all she has learned about the City. She is delighted to have been part of it. She hopes to keep up with everyone.

Adjournment:

Moved by Glatz, seconded by Marshall, to adjourn at 8:47 pm.

Vote on Motion: 7-0 (Kluesner abstaining; Barchman excused). Motion approved unanimously.

The next regular meeting will be on Thursday, January 21, 2021, at 7:00 p.m., via Zoom.



Melissa Johannes, Library Secretary



Sandra Marcu, Board Secretary