

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
October 20, 2022**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, October 20, 2022, in the Dale H. Ross Board Room with Johnson, Kluesner, Mitchell-Conway, Myers, Reynolds, and Thorbs-Weber in attendance. Christy, Marcu, and Torres III were excused. Assistant City Manager Schildroth, Director Schofer, Customer Account Services Manager Briseno, Library Operations Coordinator Morton, and citizen Abbott were also in attendance.

Call to Order: President Myers called the meeting to order at 7:00 p.m.

Consent Agenda:

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

1. Motion approving minutes of the regular meeting September 15, 2022
2. Motion approving payment of claims 9/1/22 – 9/30/22

**Vote on Motion: 5-0 (Myers abstained, Christy, Marcu, and Torres III excused).
Approved unanimously.**

Public Forum: None (Abbott just observing)

Activity Reports:

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

- The annual town budget meeting is scheduled for Tuesday, November 1, 2022 at 6:00 pm in council chambers. There will be a brief presentation and then the public has a chance to ask related questions or bring items to the Council.
- The first in a series of community conversations was held at the Library on October 4th with about fifty people in attendance about suicide prevention. The next session will take place on Monday, November 7, 2022 at the Ames Water Treatment Plant, 1800 E. 13th Street at 6:30 pm on mental health education and resources.
- City Council is having their joint meeting with the Iowa State Student Government on Wednesday, October 26, 2022 at 5:00 pm in the Sun Room at Memorial Union. They have two joint meetings each year, one in the spring and one in the fall, to discuss issues that impact both the University and the City. These meetings are open to the public. Next week they will have a follow-up to the Cyclone Welcome Weekend or 801 day, discuss mental health, have an update on the Climate Action Plan, and discuss student engagement in City initiatives.

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

- Person in Charge Team just had their first session on Mental Health First Aid training. They will have the second session next week.
- The employee satisfaction survey went out this week. It's done in conjunction with a practicum student and a professor that we have worked with for several years. We'll share back results, likely in December.
- The Repair Café went well. The engaged community volunteers were organized and prepared. Bohlke and Schofer did assist. About twenty-nine volunteers helped about seventy people came with a variety of items to be fixed including mixers, lamps, vacuums, desktop printer, lawnmower, microwaves, jewelry, and quilts.
- The library will serve as a satellite voting site on October 29 and November 5 from 9am to 4pm each day. On November 8 polls will be open from 7am to 8pm. All voting will take place in the auditorium.
- A new Accessibility Team was started this month. Their mission is to make Ames Public Library's spaces and services successfully and independently usable by people of all ages and abilities. The Accessibility Team, Schofer, and Duckett met Jamie Niman, Director of Student Accessibility Services at Iowa State University. They will be doing an introduction/overview of accessibility at our Staff Day on November 11.
- The annual State Survey has been submitted.
- Staff are working on the Library's Annual report and annual budget. Our PROBE meeting is scheduled for November 17.
- There will be a fun author visit next week. A husband and wife team, who are traveling with four kids and a dog in a converted school bus around the county, will be here at 11:00 am on Wednesday October 26. The Ames Public Library Friends Foundation purchased books to be given to students visiting from area classrooms.
- The Ames Public Library Friends Foundation has a new Development Director, Rodriguez, starting next week.
- Junk Mail Migration, a new exhibit with Kristine Roach, is going up. Some pieces will be in the vestibule but one, a map that shows migratory bird patterns across Iowa, will be under the grand staircase. It will be part of a Smithsonian Traveling exhibition so it is exciting to have it first.
- The Programming team may be exploring some display furniture and equipment.
- An email blast was sent to all donors and posted on the APL and APLFF websites in recognition of Friends of Library week. Because of the generosity of donors, the Ames Public Library is able to offer fuller collections, including neat ideas like Park Packs and indispensable tools like Wi-Fi Hotspots. Funds from APLFF enhance Library events by bringing in special presenters and buying supplies like LEGO® bricks and STEM kits.

APLFF Report: Thorbs-Weber gave a report to the Board.

- A fundraising letter will be sent out the week before Thanksgiving.
- The next book sale will be November 17-20.
- The APLFF received a nice donation from a former Ames resident.

- Torres III is no longer able to attend, Mitchell-Conway will take his position.

Budget and Finance Committee Report: Reynolds gave a report to the Board.

- Reynolds explained the new budget report. The former staff person in the City's Finance Department that prepared the Board report is no longer there. Johannes will now be preparing a summary report for the Board, so it has a new look.
- The committee reviews finances more closely and has the information available to answer any questions they may have. The summary will be presented to the entire Board. Visual graphs can be added if desired.
- The library has a fairly fixed budget with pretty predictable costs. The biggest areas of note are the contractual expenses are over 25% due to early annual contract payments. Internal expenses are lower because these payments are made at the end of the fiscal year. This is consistent with prior years. No concerns exist.

Board Education: Morton introduced herself to the Board. The Staff Development Team was developed as part of the current Strategic Plan. Briseno and Morton presented an update on the Staff Development Team. They focus on onboarding, training, and refresher activities.

Policy Review:

Investments Policy: Schofer introduced the policy. This policy was reviewed; no changes are recommended.

Moved by Reynolds, seconded by Johnson, to approve the review of the Investments policy as presented.

Vote on Motion: 5-0 (Myers abstained, Christy, Marcu, and Torres III excused). Approved unanimously. Resolution No. 2022-L031 adopted.

Petition Policy: Schofer introduced the policy. This policy will be reviewed by the managers and brought back next month for action. If any citations are available from the state or state library, they may be added. No other changes are expected.

Trustee Comments:

- Mitchell-Conway – the staff development books brought in by Briseno and Morton are interesting.
- Johnson - great training, he appreciates everything tonight, thanks.
- Myers - appreciates all the work they have done for the onboarding and training, it's huge for making new employees feel welcomed and retaining existing employees, so thank you to the staff development team. Myers will not be available next month; Marcu will chair that meeting.
- Thorbs-Weber – thank you to Myers for keeping us on track and running an efficient meeting.
- Reynolds – In 2020 she heard so many people say they were going to do this but then Covid and everything just came to a screeching halt. Tonight's Board training

from the Staff Development Team is a great example of how the library didn't stop but has just continued to adapt and keep moving forward. Thank you for all the work that has continued on the strategic plan despite all the challenges. Thanks to Johannes for all the work with the finances, the finance committee would be lost without her.


- Kluesner – appreciates all the work on the strategic plan, it's great to see all the effort that went into the plan coming in to play. He appreciates Morton stepping up as a leader on the Staff Development Team.

Adjournment:

Moved by Reynolds, seconded by Mitchell-Conway, to adjourn at 7:57 p.m.

**Vote on Motion: 5-0 (Myers abstained, Christy, Marcu, and Torres III excused).
Approved unanimously.**

The next regular meeting will be on Thursday, November 17, 2022, at 7:00 p.m. in the Dale H. Ross Board Room.


Melissa Johannes, Library Secretary


Jon Christy, Board Secretary