

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
November 17, 2022**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, November 17, 2022, in the Dale H. Ross Board Room with Christy, Johnson, Kluesner, Marcu, Mitchell-Conway, Reynolds, and Thorbs-Weber in attendance. Myers and Torres III were excused. Assistant City Manager Schildroth and Director Schofer were also in attendance.

Call to Order: Vice President Marcu called the meeting to order at 7: 01 p.m.

Consent Agenda:

Moved by Kluesner, seconded by Johnson, to approve the consent agenda as follows:

1. Resolution approving Donations
 - a) Hugo & Susan Franzen in memory of Dorothy Kizer \$50.00
 - b) The Ames Garden Club for gardening books..... \$28.00
2. Motion approving minutes of the regular meeting October 20, 2022
3. Motion approving payment of claims 10/1/22 – 10/31/22

Vote on Motion: 6-0 (Marcu abstained, Myers and Torres III excused). Approved unanimously. Resolution No. 2022-L032 adopted.

Public Forum: None

Activity Reports:

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

- Schildroth updated the Board on the Climate Action Plan. The last time the steering committee met was in April. That is when the consultant presented the six big moves and associated action steps that would need to be taken to work towards the target of 83% reduction by 2030 and net 0 by 2050. This is an aspirational target. City staff were directed to do a deep dive analysis of the six big moves. They are estimating a net cost of about \$900,000,000. That figure incorporates savings that will happen over time. The report is less than 30 pages long and is available on the City’s [website](#) and [Sustainability website](#).
- Schildroth is helping Adult Services Librarian Cooney with a Boards and Commissions program to be held on January 26, 2023. There will be a panel discussion and information on the application process.
- The Ames Human Relations Commission is accepting nominations for the Humanitarian Award until December 9th. This award recognizes a worthy individual whose contributions to our community demonstrate extraordinary quality, especially in efforts to promote diversity, inclusion and equity. Recipients are presented with the award during the community Martin Luther King Jr. Celebration held annually in January.

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

- Staff day was held November 11.
 - In previous years staff day was held only on President's Day. Last year we added a second day on Veteran's Day.
 - Jamie Niman presented via zoom about accessibility. Thorbs-Weber and Mitchell-Conway attended. Schofer received good feedback from staff.
 - Staff rotated around three stations on Niche and Professional Development Collection, Translation and World Language Resources, and Short and Impactful Advocacy.
 - Staff attended workgroup meetings after lunch that included a conversation around how to recognize and disengage from inappropriate comments or microaggressions, how to step in or support peers in the moment, and how to share and process when things happen. It is good to make space for this and recognize it is ongoing work.
 - The remainder of the workgroup time was for their teams' agendas.
 - All staff will be participating in a shared reading experience in January and February in preparation for the next staff day.
- The Migration exhibit is up. There was an author talk under the grand staircase last week.
- A waiver of liability form is being reviewed by legal.
- The annual budget PROBE meeting was today. The Library's ask includes an increase of under 3% in the general fund. We had a productive conversation around our staffing request. Our analysis called for 2.5 full-time employees (FTE). We adjusted our current budget to accommodate the .5 FTE for FY22 and are in the process of hiring for that. We requested two additional librarians and would love both of them now but understand that we may need to spread that out over the next two years since there are a range of needs across departments. Schofer feels it was a good conversation, and that our needs were heard and understood. We did identify some additional areas that we can reduce to offset the cost of one FTE without decimating our budget as it is a priority.
- The Ames Public Library Friends Foundation would like a bigger ticket item to fundraise for which works nicely with our Youth Service team looking to update their interactive play spaces and structure.
- The Annual Report is hot off the presses and posted on the library's website. Copies of the report have been distributed to staff, both the APL and APLFF Boards, and the Story County Board of Supervisors.

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

- A book sale is going on now; stop by this weekend. \$2 admission Thursday, free admission Friday & Saturday with all items \$1.00 each. \$1.00 admission Sunday with everything free.
- The Holiday Campaign fundraising letters are being mailed out next week.
- The Development Director has started. One of the first things she'll do is contact and thank donors.
- Zoom is no longer available for the APLFF Board meetings.

Board Education: Schofer shared a presentation on Short and Impactful Advocacy. Schofer discussed elevator speeches including 27 words, 3 points, and 9 seconds to promote various aspects of the library. The Board asked that staff provide elevator speeches to them during board education topics to make advocating for the library easier to do.

Policy Review:

Petition Policy: Schofer introduced the policy. This policy was reviewed by managers and had been brought to the Board last month for discussion. The recommended change includes referencing the Conduct in the Library policy.

Moved by Christy, seconded by Thorbs-Weber, to approve the revisions to the Petition Policy as presented.

Vote on Motion: 6-0 (Marcu abstained, Myers and Torres III excused). Approved unanimously. Resolution No. 2022-L033 adopted.

Expressions of Concern Policy: Schofer introduced the policy. The initial review of the policy brought about several recommendations including changing the first bullet from “direct customers to” to “provide contact information for”, changing the word “will” to “may” in the fifth bullet and changing the wording in the last bullet from “send a written response” to “may respond”. References to the Display and Exhibits policy and Public Participation policy may also be added. This policy will be reviewed by the managers and brought back next month for action.

New Business:

FY23 Budget Amendments and FY24 Proposed Budget: Schofer introduced the budget summary.

The City Manager requested city departments to submit adjustments to the current year’s budget (fiscal year 2022/23 or FY23) and initial requests for next year (fiscal year 2023/24 or FY24) by November 10. Schofer, Klein-Hewett and Johannes met with the City’s Finance Director, Budget Officer, and Assistant City Manager on Thursday, November 17, to review the initial entries.

- FY23 expenditures for Customer Account Services (CAS) Library Aides were reduced and expenditures for Administration, Adult Services, and Youth Service interns were shifted to Ames Public Library Friends Foundation (APLFF) funding in order to convert a .5 FTE Adult Services Library Assistant to full-time. This change also created an increase in the Adult Services wages.
- Partial audio-visual collection funding was shifted to the electronic collection to meet community interest and needs. Use of e-audio increased by 15% in FY22.
- APLFF funding will be used in FY24 to update the youth area play structure and interactive wall creating an increase in Youth Services budget. Additional APLFF funding will be used to update/replace some furniture in the Adult Services area also creating an increase.
- First floor carpet replacement is planned in FY24 as part of the capital improvement

plan.

- Story County funding is expected to decrease in FY24 as the result of a more equitable divide of county funding between the eleven Story County cities.
- Overall costs of utilities and maintenance and support contracts have increased in cost and is reflected in Commodities totals.
- The overall general fund support request shows an increase of 2.5%, with overall funding increased 4.2% (primarily APLFF funding) which they were pleased with.
- Schofer asked for two additional full-time staff as indicated in the staffing analysis needs and had a good conversation around planning for those increases. Additional funds were identified to potentially cover the cost of one FTE for FY24. The other FTE may have to wait until FY25. All FTE increases have to be approved by City Council. More conversations are expected.

Moved by Kluesner, seconded by Johnson, to approve the FY23 budget amendments and FY24 request as presented.

Vote on Motion: 6-0 (Marcu abstained, Myers and Torres III excused). Approved unanimously. Resolution No. 2022-L034 adopted.

Trustee Comments:

- Johnson – really appreciates the advocacy part and how easy it is to prepare and advocate for the library. It was a good meeting, thanks everyone.
- Reynolds – looks forward to more discussion on the Expressions of Concern policy.
- Mitchell-Conway – likes the book challenge, the gift that keeps on giving.
- Thorbs-Weber – thanked Marcu for stepping in and leading, thanked the Board for attending, and noted she attended the staff day Zoom presentation.
- Kluesner – thanked Schofer for the annual report. He likes the format.
- Christy – also appreciates the annual report.
- Marcu – also likes the concise format of the annual report, thanked Schofer for the nametag, and thanked the Board for the great discussions.

Adjournment:

Moved by Reynolds, seconded by Christy, to adjourn at 8:23 p.m.

Vote on Motion: 6-0 (Marcu abstained, Myers and Torres III excused). Approved unanimously.

The next regular meeting will be on Thursday, December 15, 2022, at 7:00 p.m. in the Dale H. Ross Board Room.


Melissa Johannes, Library Secretary


Jon Christy, Board Secretary