

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
December 15, 2022**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, December 15, 2022, in the Dale H. Ross Board Room with Christy, Johnson, Marcu, Myers, Mitchell-Conway, and Thorbs-Weber in attendance. Kluesner, Reynolds, and Torres III were excused. Director Schofer was also in attendance as well as an Ames resident that asked to remain anonymous.

Call to Order: President Myers called the meeting to order at 7:05 p.m.

Consent Agenda:

Moved by Christy, seconded by Marcu, to approve the consent agenda as follows:

1. Resolution approving Donations
 - a) Roberta Twedt.....\$150.00
2. Motion approving minutes of the regular meeting November 17, 2022
3. Motion approving payment of claims 11/1/22 – 11/30/22

**Vote on Motion: 5-0 (Myers abstained, Kluesner, Reynolds and Torres III excused).
Approved unanimously. Resolution No. 2022-L035 adopted.**

Public Forum: An Ames resident that asked to remain anonymous addressed the Board after witnessing an incident in the library to ask that the bar of tolerance be lowered. The Board listened to their concerns and discussed the matter. The Board President will follow-up with a letter.

Activity Reports:

Assistant City Manager: Schildroth was not able to attend due to scheduling conflicts.

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

- The Ukraine Memory Project is on display until December 20th. KCCI came to do a story about the project. Schofer spoke to reporter but didn't see the segment. Also promoted tonight's program about making Ames welcoming for immigrants and refugees.
- A multilingual welcome banner was installed on the soffit above the welcome desk. This started as a staff initiated Novel idea. Customer Account Services staff led the project. It is a good leadership opportunity and puts the strategic plan into action.
- A Youth Services Librarian position is posted.
- An Adult Services Library Assistant will be starting mid-January.
- Interviews were held for the Customer Account Services Library Assistant.
- Schofer had a follow-up conversation with Schainker and Schildroth after the initial budget PROBE and it seems as though we may be able to include an additional

librarian in next year's budget. This is a priority and we identified some potential reductions to offset the cost.

- One of the things we heard from staff after last year's training and small group work was a desire for more information on allyship and next steps. Starting in January, the entire staff will be reading *Anti-Racist Ally* by Sophie Williams - which we will discuss in our workgroups at Staff Day! We picked *Anti-Racist Ally* for its high quality content as well as its very manageable page count. The All APL Read aligns with our strategic plan goals and builds on our previous staff day training. Trustees are invited to read the book with staff.
- Schofer is working with the Youth Services team to explore options around a new play structure and other interactive elements in the youth area. This would be funded by the Ames Public Library Friends Foundation (APLFF) and will be included in the annual ask.
- Another potential APLFF fundraising project is the Memory Lab. This started as a staff led Novel Idea to provide the hardware and software to convert older formats such as VHS and slides into digital formats.
- The Iowa Urban Public Library Association (IUPLA) stats just got released and since we had to reschedule the staff survey board education for next month Schofer thought this was another informational piece to share. Schofer thinks we benchmark really well across categories, often out performing libraries with larger budgets and more staff. This is Ankeny's first year being included.
- Literary Grounds is great for gift giving. The selection includes recent bestsellers, book bundles, and gift certificates all at great prices.
- The winter reading challenge is underway with cool prizes.

APLFF Report: Mitchell-Conway gave a report to the Board.

- The Board broke into groups to brainstorm ways to engage the community and increase awareness.
- The book sale, sales at Literary Grounds, and the holiday mailing are all going well.

Policy Review:

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 will also be added.

Moved by Marcu, seconded by Johnson, to approve the revisions to the Expressions of Concern Policy as presented.

Vote on Motion: 5-0 (Myers abstained, Kluesner, Reynolds and Torres III excused). Approved unanimously. Resolution No. 2022-L036 adopted.

Director's General Job Duties Policy: Schofer introduced the policy. No changes are recommended at this time. This policy will be reviewed by the managers and brought back next month for action.

Waiver of Liability for Exhibits and Displays: Schofer sent the waiver to the legal department and the Risk Manager for review. They confirmed volunteers and patrons are not allowed to be on ladders. This isn't a policy so it does not require Board approval. It was brought as informational only.

Trustee Comments:

- Marcu – thank you for the treats this evening. I (Marcu) will be leaving the board in April to pursue other interests. Marcu thanked everyone for being a great board to be a part of.
- Mitchell-Conway – great meeting, really good discussion on the issues.
- Johnson – is in favor of the treats. It was a good meeting. He thanked Marcu for sharing the news in person stating it is a fantastic move, they are lucky to have her (Marcu). Happy Holidays to all and thanks everyone.
- Thorbs-Weber - we will miss you (Marcu).
- Christy - thanks for treats, happy holidays and safe travels.
- Myers – presented Johannes with a certificate of appreciation and beautiful plant on behalf of the Board to thank her for all that she does.

Adjournment:

Moved by Marcu, seconded by Thorbs-Weber, to adjourn at 8:10 p.m.

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

The next regular meeting will be on Thursday, January 19, 2023, at 7:00 p.m. in the Dale H. Ross Board Room.


Melissa Johannes, Library Secretary


Jon Christy, Board Secretary

