

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
March 21, 2024**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, March 21, 2024, in the Dale H. Ross Board Room with Crain, Johnson, Mitchell-Conway, Myers (7:03 pm), Reger, Reynolds, and Thorbs-Weber in attendance. Gibson and Torres III were excused. Director Schofer and citizen Rearick were also in attendance.

Call to Order: President Reynolds called the meeting to order at 7:01 pm.

Consent Agenda:

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

1. Election of Officers
 - a. Richard Johnson, President
 - b. Deb Gibson, Vice President
 - c. Matt Crain, Secretary
2. Motion approving minutes of the regular meeting February 15, 2024
3. Motion approving payment of claims 2/1/24 – 2/29/24

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

Public Forum: None - Mr. Rearick was present for observation only.

Activity Reports:

Administrative Staff Report: Schofer gave a report to the Board. (Myers entered at 7:03 pm)

- Bluey Palooza was held on March 12. They expected around 200 people but closer to 900 attended.
- March 23 is the Seed Library open house. An Apple Tree Grafting workshop, a Seed Starting workshop, and an Ames Reads Leopold event will also be held the same day.
- Upcoming programming in April will include a Solar Eclipse information session, Landlord Issues & Tenant Rights session with Legal Aid, the Black Arts Festival, and Ames Repair Café featuring outdoor repairs.
- The Mayor will issue a proclamation for National Library Week on April 9th at 6pm at the beginning of the regular City Council meeting. APL Board members are welcome to attend.
- March 28 is the City of Ames Annual Boards and Commissions Luncheon at the Gateway Hotel.
- April 24 is the Ames Public Library volunteer reception.
- Coffee with Mel, previously Breakfast Club with Mel, will be at the Ames Public Library Auditorium from 7:00-9:00 am on Friday, April 26.
- April 30, 6:00-7:30 pm is a joint Story County Library Trustee Training in the PEO Room at the Ames Public Library.
- The strategic planning public survey closed with 590 people responding.

- Other strategic planning activities include staff completing a staff feedback activity at staff day, there will be a Board Engagement activity during the April 18 APL Board meeting, the APLFF Board will have a Board engagement activity on May 9, community focus group invites have been sent out, and the Data Team has some demographic data as well as some analytical data looking at themes in a variety of other libraries strategic plans.
- A Freedom of information request came in. The first step is to look at the scope of work, which is very broad, and to estimate the amount of work to pull the documentation. We did that and gave the requestor an estimate of the cost. The person modified their ask, we modified the quote for the cost and are waiting to hear if they will be moving forward. If they pay the estimated cost, the searches will be pulled and then information will have to be reviewed to ensure protected information is not disclosed before releasing the information. It is a timely process.

Ames Public Library Friends Foundation (APLFF) Report: Myers gave a report to the Board.

- APLFF applied and was awarded a grant of \$2500 to do some rebranding.
- They have transitioned from Salsa to Donor Perfect.
- The March 7-10 book sale was successful.

Policy Review:

Bylaws Board of Trustees: This policy was brought to the Board last month for discussion and reviewed by the City Legal Department. No changes are recommended. The Board discussed the policy.

Moved by Myers, seconded by Reger, to approve the review of the Bylaws, Board of Trustees as presented.

**Vote on Motion: 6-0 (Reynolds abstained; Gibson and Torres III excused).
Approved unanimously. Resolution No. 2024-L004 adopted.**

Personnel Policy: Schofer introduced the policy. The Board discussed the policy. This policy will be reviewed by staff and brought back next month for action. No changes are expected.

New Business:

Agreement with the Ames Public Library Friends Foundation: This agreement outlines the relationship between the Ames Public Library (APL) and the Ames Public Library Friends Foundation (APLFF). APLFF recommended changes to clarify wording in the aged document. The City Legal Department reviewed and approved the proposed changes. It was brought back this month for action. It will then be taken to the APLFF Board for action in April.

Moved by Myers, seconded by Johnson, to approve the revisions to the Ames Public Library – Ames Public Library Friends Foundation Agreement as presented.

**Vote on Motion: 6-0 (Reynolds abstained; Gibson and Torres III excused).
Approved unanimously. Resolution No. 2024-L005 adopted.**

APL Collection Endowment: On July 17, 2008, the Ames Public Library Board of Trustees passed a resolution that acknowledged and approved the Ames Public Library Foundation's receipt of a bequest that stipulated an endowment for the purpose of acquisitions for the library collection be established. On January 1, 2011, the merger of the Ames Public Library Friends and the Ames Public Library Foundation created what is known today as the Ames Public Library Friends Foundation (APLFF). Story County Community Foundation is requesting the Ames Public Library Board of Trustees approve the transfer of the collection endowment that was established at that time to the Ames Public Library Friends Foundation for consistency across the APLFF investment funds.

Moved by Thorbs-Weber, seconded by Crain, to approve the transfer of the APL Collection Endowment to the Ames Public Library Friends Foundation.

**Vote on Motion: 6-0 (Reynolds abstained; Gibson and Torres III excused).
Approved unanimously. Resolution No. 2024-L006 adopted.**

Discussion of the Director's evaluation:

Moved by Reger, seconded by Mitchell-Conway, to enter into closed session in accordance with the provisions of Sections 21.5(1)(i) and 21.9, Code of Iowa, for the discussion of strategy in matters relating to employment.

**Vote on Motion: 6-0 (Reynolds abstained; Gibson and Torres III excused).
Approved unanimously.**

The meeting was closed at 7:47 p.m. and reconvened in open session at 7:58 p.m.

Approval of the Director's Salary:

The Board completed the Director's evaluation in closed session.

Moved by Johnson, seconded by Reger, to set the Director's salary effective July 1, 2024, at \$161,678 which is a 6% increase.

**Vote on Motion: 6-0 (Reynolds abstained; Gibson and Torres III excused).
Approved unanimously. Resolution No. 2024-L007 adopted.**

Trustee Comments:

- Mitchell-Conway – hopes Schofer uses her raise to shop locally at small shops.
- Thorbs-Weber - reminded trustees to wear their name badges at upcoming events including the luncheon, proclamation, training, and volunteer reception.
- Crain – there are a lot of events coming up, he is planning on attending as many of them as he can.
- Myers – thanked Schofer for all the work she has done. She continues to be impressed with everything the library does. She is honored to be reappointed to serve another term.

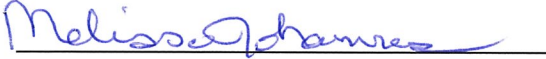
- Reynolds – this is her last meeting as President. Also thanked Schofer for all she has done.
- Johnson – realized next month he will be sitting in the President’s seat, leading everyone. Thanked Schofer for all she has done as well as all the staff.
- Reger – Thanked Schofer for all her hard work. He has appreciated working with the Director’s Evaluation Committee including Reynolds and Johnson, and previously with Thorbs-Weber.

Adjournment:

Moved by Mitchell-Conway, seconded by Johnson, to adjourn at 8:17 p.m.

**Vote on Motion: 6-0 (Reynolds abstained; Gibson and Torres III excused).
Approved unanimously.**

The next regular meeting will be on Thursday, April 18, 2024, at 7:00 p.m. in the Dale H. Ross Board Room.


Melissa Johannes, Library Secretary


Matt Crain, Board Secretary