

*ORIGINAL*

**Carnegie-Stout Public Library**  
**Board of Trustees**  
**Meeting Minutes May 27, 2021**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met by teleconferencing based in the Lacy Board Room at 4:03 p.m. on Thursday, May 27, 2021.

Present in Person: President Christy Monk, Vice President Pam Mullin, Secretary Rosemary Kramer, Trustee Robert Armstrong, Trustee Greg Gorton, Trustee Patty Poggemiller, Director Nick Rossman, Susan Henricks, and Administrative Assistant Denette Kellogg.

Present Electronically: Trustee Victor Lieberman

1. President Monk called the meeting to order at 4:03 p.m.

*"Moved to adopt the meeting agenda of May 27, 2021."*

*Motion: Mullin*  
*Second: Armstrong*  
*Vote: Aye – 7; Nay – 0*

2. Approval of Library Board of Trustees' Meeting Minutes of April 22, 2021.

*"Moved to approve the Board Minutes of April 22, 2021."*

*Motion: Poggemiller*  
*Second: Mullin*  
*Vote: Aye – 7; Nay – 0*

3. Board President's Report:

- The Board reviewed the Communication with the Dubuque City Council for April, 2021

*"Moved to receive and file the Communication with the Dubuque City Council from April, 2021."*

*Motion: Gorton*  
*Second: Kramer*  
*Vote: Aye – 7; Nay – 0*

4. Motion to Receive and File Informational Items:

- A. Library Director's Report Summary and Update:

Henricks reported on Senator William Boyd Allison's antique Secretary owned by the Library that has been on loan to the Dubuque Historical Society and is located at the Ham House. There is an existing loan agreement for this piece, and review of these types of loans are needed periodically by the Library Board.

Rossmann reviewed a patron with a permanent patron ban for theft of a donation box from the Library in 2018. Rossmann read the letter that included an apology and permission to come back into the Library and use library services. The Board agreed restitution would need to be made to move forward with allowing her library privileges. This could be in the form of a payment plan.

- 1) Library Financial Report Fiscal Year (FY) 2021 – Henricks reported the end of April marked 83% of the fiscal year lapsing. Expenditures were at 68% and revenue generated was 120% of projections.
- 2) Library Use – Henricks reported that the Year-to-Date library visits are down 48% and the number of checkouts for the same time is down 21%. Curbside visits numbered 120 for the month of April. This is a significant reduction compared to previous months. The possibility of offering an on-demand curbside service during library open hours is an option offered by the Circulation Manager. New Director Nick Rossmann will review this information as an option for patrons and if recommended will provide an update to the Board.

The Board held discussion of online programs to patrons noting the low numbers compared to in-house programs. Rossmann will review the COVID-19 environment to determine when these programs move to in-library programs. C-SPL, along with other libraries, will most likely adopt a hybrid of offering some online programs that have been popular.

- 3) Past Dues - Henricks provided an overview of the past dues since the pandemic in March-April, 2020. The current number of items not returned remains over 3,000 for 60+ days, but there is a 10% improvement lower than any other time during the pandemic. This results in more library materials being available for patrons to check out.

Henricks provided an overview of the library materials collection process. One of the last steps in this process is sending the patron a restricted certified letter at a cost of \$12.51. Proof of sending this type of letter is a requirement for theft charges to move forward. The Library works closely with the Dubuque Police Department to collect these materials. When the Library contacts patrons to return overdue materials, the response is low. While when the police contact these patrons, the response is much higher.

Another option for delivering the letters to patrons is for the Sheriff's Department to serve the letter at \$30 for each letter plus mileage for those patrons living in Dubuque. The estimated cost per year would be between

\$5,000 and \$6,000 with the current cost about \$2,200. It is possible that the existing postage budget could cover this expense. Rossman will continue review of this information.

- 4) Marketing Report – Henricks reported that during April, Novelist Plus was promoted. At its most basic service, Novelist Plus is an online database that matches readers and listeners of books to new authors and titles. The promotion resulted in the highest use this fiscal year and an 81% increase over the previous month.

The Library van digital wrap project was completed using the graphics and theme from the “Open” campaign. Some bubbling of the wrap occurred and will be corrected by the vendor.

- 5) Project/Events – Henricks Reported that the Dubuque Museum of Art is hosting a photography exhibit beginning on Veteran’s Day through February of 2022 on the topic of the Vietnam War. To date, the library has agreed to partner with the Museum to promote the book they selected to support the program. The widely recognized Pulitzer Prize winning book is *The Things They Carried* by Tim O’Brien. The library will have copies available for loan and several e-books, host a movie screening, and a book discussion. The Museum is arranging to have the author visit Dubuque. The Board reviewed the possibility of taking this partnership further by doing an All Community Reads. The topic will be explored further after follow-up with the Dubuque Museum of Art for more information.
- 6) Grants Update - Henricks reported on projects with grants funding as follows:
  - The Library will apply for the American Rescue Plan Act (ARPA) grant through the State Library up to \$5,000 tied to technology. One possible project reviewed is a solar powered bench/benches outside the Library for patrons. The bench/benches would provide the ability for patrons to power devices and login to the Library’s network and digital services. Kramer suggested one of the benches in the Library’s “While You Wait” reading area at the Dubuque Kennedy Mall. The Board expressed its interest in the powered benches for patrons to include powered benches or seating area, whether solar or not.
  - A grant was submitted to the McDonough Foundation to fund a Library published children’s board book authored by the Library.
  - An idea for the grant proposal to the Dubuque Racing Association (DRA) is funding for pop-up programs. The Library Foundation has agreed to partner in this project and will provide \$2,500 in matching funds.
  - Henricks updated the Board on the proposed partnership project with the Center for Dubuque History (CDH) in Loras College and the National Mississippi River Museum, and Aquarium regarding collaboration on a grant proposal. The CDH is interested in creating a “one-stop-shop” for

local history. The CDH is submitting the grant that would allow for the planning stages of this large term project.

- 7) Transition Status – Henricks is currently working half days with Rossman completing orientation, review of the many facets of the position, including orientation and higher performance leadership practices with City Staff. Rossman reported meeting with staff, absorbing as much as he can from Henricks, Library Staff and City Staff.
- B. Rossman reviewed one comment card with the Library Board that included a donation to the Library of \$200.00 along with a note from the patron about the Library's exceptional service.

*"Moved to receive and file the informational update from the Library Director including the Library Expenditure, Revenue and Budget Financial Reports, Library Use Report, Past Due, Marketing Report, Projects/Events, Grants Update, Transition Status, and Comment Card."*

*Motion: Gorton  
Second: Kramer  
Vote: Aye – 7; Nay – 0*

## 5. Action Items:

- A. FY 2021 Library Expenditures – The Board reviewed an itemized report of April 2021, period ten expenditures, that includes both purchase orders and purchase cards expenditures for review. The Gifts Trusts period ten financial report includes both receipts and expenditures for the Board review.

*"Moved to approve expenditures for FY 21 period ten and the FY 21 period ten Library Gifts Trusts expenditures."*

*Motion: Poggemiller  
Second: Gorton (Gorton made the motion but was not present for the vote as he exited at 5:13 p.m.)  
Vote: Aye – 6; Nay – 0*

- B. Mask Mandate – Monk summarized the information received from Henricks on the City's lifting the mask mandate for Dubuque along with the State of Iowa. Henricks reported that the City of Dubuque continues to require staff to wear masks. Rossman reported about half of Library patrons are still wearing masks and most staff are wearing them in public areas. Feedback from Library Staff shows that 90% of employees have received the COVID-19 vaccination. Henricks reported that posters in the Library say, "Masks are welcomed and encouraged."

*"Moved to lift the mask mandate at the Library effective immediately, and to welcome and encourage the wearing of masks while in the Library."*

*Motion: Armstrong  
Second: Mullin  
Vote: Aye - 6; Nay - 0*

C. Partnership with Hillcrest Family Services – Henricks reviewed a request from Hillcrest Family Services to accept condoms to put in Library restrooms. Direct reports provided feedback that included; the Library is not the setting to offer condoms, it would encourage teenage sex, and there could be misuse of the condoms. The Board discussed concerns in offering condoms whether in the bathroom or in literature packets. Lieberman requested that if approved, that it be on a trial basis to review any problems or concerns that occur. Review of the Library's mission and its role to provide information, such as offering literature or books about this subject, versus providing condoms was reviewed.

*"Moved to decline the request from Hillcrest Family Services to supply condoms for Library restrooms."*

*Motion: Poggemiller  
Second: Kramer  
Vote: Aye - 5 (Armstrong, Kramer, Monk, Mullin, Poggemiller)  
Abstain - 1 (Lieberman)*

The Board agreed to offer the option of literature from Hillcrest Family Services on this subject to be offered literature racks for patrons.

6. Library Board Adjournment – The Board adjourned at 5:33 p.m.

*"Motion to adjourn."*

*Motion: Poggemiller  
Second: Mullin  
Vote: Aye - 6; Nay - 0*

*Rosemary Kramer*  
**Rosemary Kramer, Board Secretary**

*7-22-2021*  
**Date**