

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes June 24, 2021**

ORIGINAL

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met by teleconferencing based in the Lacy Board Room at 4:00 p.m. on Thursday, June 24, 2021.

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

1. President Monk called the meeting to order at 4:00 p.m.

"Moved to adopt the meeting agenda of June 24, 2021."

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

2. Approval of Library Board of Trustees' Meeting Minutes of May 27, 2021.

"Moved to approve the Board Minutes of May 27, 2021."

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

3. Board President's Report:

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

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

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

4. Motion to Receive and File Informational Items:

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

1. Library Financial Report Fiscal Year (FY) 2021 – Rossman reported that May 31 marked 92% of the fiscal year lapsing. Expenditures were at 76% and revenue generated was 126% of projections.

Rossman provided a summary of the FY-21 end of year reporting that the Library will come in under budget for expenditures and raise more revenue than budgeted. Much of the expenditure budget savings is from frozen budget lines during this budget year.

2. Library Use – Rossman reported that year-to-date visits are down to 42% and the number of checkouts for the same time is down 16%. Curbside visits numbered 86 for the month of May. Kramer asked about curbside being offered during all open hours as previously discussed should staffing allow. Rossman will be reviewing this request and report back.
3. Marketing Report – Rossman reported that during May, Libby, the OverDrive app for downloadable ebook and audiobook collections, was promoted and resulted in an 8.5% increase over the previous month.
4. Project/Events/Programs – Rossman reported that after discussion with Margi Buhr and Gary Stoppelman from the Dubuque Museum of Art (DMA), the All Community Reads approach regarding their winter exhibit and *The Things They Carried* has dissipated. The fees to bring the author of the book, Tim O'Brien, were greater than anticipated and the discount from the publisher to purchase a bulk order of the title was not ideal. C-SPL is still planning to collaborate with the Museum with showing of the movie, a book discussion, and having copies of the book in the Library's collection for patrons to check out.

The Changing Lives Through Literature (CLTL) is planned for a session this summer. Previous Library Director Susan Henricks will continue the program as a volunteer while Rossman learns more about how this unique program is managed.

Staff have been inquiring about in-person programming as they are beginning to plan events for the fall and, if possible, begin hosting receptions for the Art @ Your Library program beginning in August.

The Summer Reading Program launched in June with the music group *The Cats Pajamas* who performed at the event at the Arboretum and had approximately 200 attendees. Rossman reported Arboretum Executive Director Sandi Helgersen has already inquired about collaborating for programming again next summer.

5. Grants Update – Rossman reported that the Dubuque Racing Association (DRA) Grant for the Programs for the People Project (pop-up programs),

was submitted by previous Director Susan Henricks, along with the McDonough Grant submission for the board book project.

Premier Bank has awarded C-SPL a \$1,500 grant to support the Art @ Your Library® program.

Rossman reported interest from the Arboretum to support a grant for a story walk there. The Arboretum will also provide a letter of support for this project.

6. Personnel Update – Rossman reported that the full-time library aide position focusing on outreach in Youth Services will be filled beginning July 6. Interviews are underway for the second library aide position in Youth Services that focuses on teen programming, and for a number of clerks in Youth, Circulation and Adult Services.
7. Board Training – Rossman reported that Trustee Board training is required to meet the State Library of Iowa Accreditation Standards. Rossman will begin this initiative by bringing the Trustee By-Laws and the Trustee Policy for review at its July meeting in preparation of the annual meeting when the executive committee is elected and assignments to Committees are made. Poggemiller requested that the annual meeting be held in August, as she will not be at the July meeting.
8. Transition Status – Rossman reported on his wealth of information attained through meetings from both Susan Henricks and City. He continues to work on areas of budget and finance with City Staff. Rossman reported that he has had the opportunity to get to know staff and thanked them for being so welcoming. He also thanked Susan Henricks for her sharing of knowledge and processes for the Library Director. Rossman is excited for the challenge and opportunity to come.

B. No comments cards received.

"Moved to receive and file the informational update from the Library Director including the Library Expenditure, Revenue and Budget Financial Reports, Library Use Report, Marketing Report, Projects/Events/Programs Update, Grants Update, Personnel Update, Board Training, and Transition Status."

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

5. Action Items:

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

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

Motion: Poggemiller
Second: Gorton
Vote: Aye – 7; Nay – 0

- B. Resume In-Person Programming in Library – Rossman reported on the possibility of opening up for in-person programming. A majority of staff have received the COVID-19 vaccine. Most programming is scheduled out until the end of August, but making the decision to allow in-person programming now would allow for planning of these programs or events for fall to be scheduled over the next month. This would also allow for planning an Art @ Your Library® reception in August. The Board discussed how other buildings are opening up for in person events and programs. The Board agreed that it could change services or programs should the COVID-19 environment change. After reviewing the pros and cons of offering in-person programming, the Board agreed to offer this service.

"Moved to resume in-person programming at staff discretion immediately."

Motion: Kramer
Second: Mullin
Vote: Aye – 7; Nay – 0

- C. Status of Loan Agreement for Secretary Furniture – Rossman reported on the need for a new loan agreement with the Dubuque County Historical Society (DCHS) Ham House for a historic piece of furniture loaned by the Library to the Ham House in 1973. The Secretary was from the private collection of Senator William Boyd Allison and given to the Library. In 1973, the Library Board established a loan for the Secretary with the Ham House. The Board reviewed recent photos of the Secretary and reviewed possible spaces in the Library the Secretary could be exhibited. After review, the Board agreed to continue the loan with the DCHS with a new loan agreement, add attribution by placing a plaque about the piece and ownership, ensure the piece is adequately insured by the DCHS, and to review this loan every five years or earlier as needed. The Library's artworks will be valued in the coming months and this piece will be added on to the schedule to be appraised during this process.

"Moved to continue the loan of the Library's Senator William Boyd Allison's Secretary furniture piece with the Dubuque Historical Society Ham House with a new loan agreement be established, add a plaque showing ownership and loan from the Library, ensure adequate insurance on the piece, and review the loan agreement every five years or sooner as needed."

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

6. Library Board Adjournment – The Board adjourned at 4:54 p.m.

"Motion to adjourn."

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

Rosemary Kramer
Rosemary Kramer, Board Secretary

July 22, 2021
Date