

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes July 22, 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, July 22, 2021.

Present: President Christy Monk, Vice President Pam Mullin, Secretary Rosemary Kramer, Trustee Robert Armstrong, Trustee Greg Gorton, and Director Nick Rossman.

Present Electronically: Trustee Victor Lieberman and Administrative Assistant Denette Kellogg.

Excused: Trustee Patty Poggemiller

1. President Monk called the meeting to order at 4:01 p.m.

"Moved to adopt the meeting agenda of July 22, 2021."

Motion: Armstrong
Second: Kramer
Vote: Aye – 6; Nay – 0

2. Approval of Library Board of Trustees' Meeting Minutes of June 24, 2021.

"Moved to approve the Board Minutes of June 24, 2021."

Motion: Kramer
Second: Gorton
Vote: Aye – 6; Nay – 0

3. Board President's Report:

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

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

Motion: Kramer
Second: Mullin
Vote: Aye – 6; 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 June 30 marked the close of the fiscal year. Expenditures were at 86% and revenue generated was 132% of projections. The thirteenth month report is the final financial report of the FY. The Library will maintain its budget savings mostly due to frozen budget lines during this fiscal year.
2. Library Use – Rossman reported year-to-date library visits are down 36% and the number of checkouts for the same time is down 12%. Curbside visits numbered 55 in June. Plans to open curbside hours during all available open hours will follow the successful hiring and training of new Library Assistants in the Circulation Department. Interviews for these positions are currently in process.

Rossman reported the plan to promote this service extensively once the service hours expand to all library hours.

Mullin asked if in-person programming has resumed. Rossman reported other than weekly youth programs at the Arboretum, most C-SPL programming, classes and events continue to be virtual. Once the COVID environment improves, more in-person programming will be resume.

3. Marketing Report – Rossman reported that during June, the online Small Business Reference Center database was promoted and resulted in an increase of 42 uses versus two uses from the previous month.

Staff are busy developing a brochure of fall events at the library as well as blog posts for our website. The Library also promotes its events in the Leisure Service Brochure, which is currently available online.

4. Project/Events/Programs – Rossman reported that on Veteran's Day, November 11, C-SPL will host a movie screening of *The War and Peace of Tim O'Brien* with filmmaker Aaron Matthews in attendance. Planning details of the book discussion for *The Things They Carried* and other potential programming to partner with the Dubuque Museum of Art for their exhibit *Vietnam: The Real War* continues.

On Saturday, August 14, C-SPL will host a travelling bus-museum, which will be at the Dubuque Farmer's Market from 7:00 a.m. until Noon. The *Hidden or Forbidden No More: Prequels to the 'Greatest Generation'* exhibit will also feature a presentation from TRACES Center for History; and, Culture Executive Director Dr. Michael Luick-Thrams discussing the flu pandemic of 1918 at 10:00 a.m.

Friday, August 27 will be the artist reception for the Plein Air Painters exhibit for the August/September Art @ Your Library® installation.

June saw nice attendance numbers for in-person youth programs held at the Arboretum.

Rossman reported contacting the City Attorney's Office for assistance in drafting a new loan agreement for the Library owned William Boyd Allison Secretary furniture on loan to the Dubuque Historical Society Ham House. An appraisal of the Secretary's value will be completed and this information will be added for insurance purposes to the loan agreement.

5. Grants Update – Rossman reported the State Library of Iowa has approved up to \$5,000 to put a story walk in at the Dubuque Arboretum. The Arboretum has agreed to cover the installation of the pedestals. The plan is to install them on the Legacy Tree Learning Forest path.

The State Library is considering competitive grants with remaining American Rescue Plan Act (ARPA) funds to focus on digital inclusion efforts especially in support of education, health, and workforce development needs. Kelly Larson, Human Rights Director for the City of Dubuque is assisting the library in making some connections with the Community Foundation Immigration Steering Committee to gather information on whether digital translators is a community need. If found a community need, a grant application would be submitted.

6. Iowa Urban Public Library Association (IUPLA) Report – Rossman reported attending an in-person IUPLA meeting on June 25 in Des Moines, Iowa. Agenda items included policy reviews, approach to in-person programming going forward, use of ARPA grant funds, and navigating diversity training with regard to the “divisive concepts” ban. Included was a tour of new renovations to the West Des Moines Public Library.
7. Board Training – Rossman reviewed the newsletter for review by the Association of Bookmobile and Outreach Services (ABOS). The *Out & About* newsletter provides information about the organization that supports library outreach services. Annual membership to this organization is \$135.00 per year, which provides access to ABOS resources for three staff members, with the ability to purchase more at \$45 per year for each additional staff member. After reviewing the information provided, the Board agreed that membership to this organization would be a terrific resource in growing C-SPL's outreach services.

Monk reported she receives information from the Iowa Library Association (ILA) and she will share any pertinent training information with the Board as she receives it.

- B. Comment Cards – Rossman reviewed the comment card received about a patron's approval of the youth VOX books. VOX books are all-in-one read along books.

"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, Iowa Urban Public Library Association (IUPLA) Report, Board Training, and Comment Card."

Motion: Armstrong
Second: Gorton
Vote: Aye – 6; Nay – 0

5. Action Items:

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

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

Motion: Mullin
Second: Kramer
Vote: Aye – 6; Nay – 0

Lieberman suggested that the Board be provided a more detailed report of material budget category expenditures for review. Rossman reported that a more detailed report would be provided at the August Board meeting for review.

- B. Library Board of Trustees Policy – Monk asked for any recommended changes to the policy last reviewed in September 2018. Kramer noted a format error on page two with correction of a double period, section Trustee Memberships at the end of the first sentence. Kramer suggested that on page 3, section 2, Friends of the Library and Library Foundation, first sentence change the word "services" to "partners". The sentence to read, "The Library Board recognizes the Friends of the Library and Library Foundation as important 'partners' to the Library." The Board concurred with the changes.

"Moved to adopt the Trustees Policy as revised."

Motion: Mullin
Second: Gorton
Vote: Aye – 6; Nay – 0

Lieberman suggested that the Board be kept informed of any legal responsibilities as noted in the introduction of the policy in paragraph two. The Board agreed with Lieberman's suggestion and charged Rossman with this task.

- C. Library Board of Trustees By-Laws – Monk asked for any suggested revisions to the policy last revised in August of 2019. Kramer suggested the following changes: Page 1, Section 3. third sentence change "on" to "by"; page 2, Section 5, second sentence add "in" after the word director, and under b) delete the period at the end of the sentence; and on page 4, Section 5, line five, change "meets" to "meeting". The Board concurred with the suggested changes.

"Moved to adopt the Board of Trustees By-Laws as revised."

Motion: Mullin
Second: Kramer
Vote: Aye – 6; Nay – 0

6. Library Board Adjournment – The Board adjourned at 5:02 p.m.

"Motion to adjourn."

Motion: Gorton
Second: Armstrong
Vote: Aye – 6; Nay – 0

Rosemary Kramer
Rosemary Kramer, Board Secretary

7-22-2021
Date