

ORIGINAL

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes September 23, 2021**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met by teleconferencing based in the Lacy Board Room at 4:05 p.m. on Thursday, September 23, 2021.

Present: President Pam Mullin, Secretary Rosemary Kramer, Trustee Robert Armstrong, Trustee Victor Lieberman, Trustee Christy Monk; Trustee Patty Poggemiller, Director Nick Rossman, and Administrative Assistant Denette Kellogg (present electronically).

Excused: Vice President Greg Gorton

1. President Mullin called the meeting to order at 4:05 p.m.

*"Moved to adopt the meeting agenda of September 23, 2021."*

*Motion: Poggemiller  
Second: Armstrong  
Vote: Aye – 6; Nay – 0*

2. Approval of Library Board of Trustees' Meeting Minutes of August 26, 2021.

*"Moved to approve the Board Minutes of August 26, 2021."*

*Motion: Monk  
Second: Poggemiller  
Vote: Aye – 6; Nay – 0*

3. Board President's Report:

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

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

*Motion: Monk  
Second: Kramer  
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) 2022 – Rossman reported that the end of August marks approximately 17% of the fiscal year. Expenditures were at 16% and revenue generated was 15% of projections.
- 2) Library Use – Rossman reported a 5% increase in circulation of library materials over last August. Visitor count was up 45%. Curbside visits numbered 65 in August.
- 3) Library Marketing Report – Rossman reported that during the month of August, marketing of the new online catalog software Aspen was promoted. August saw an increase of 23% for Page Views and a 69% increase in Sessions Started over July 2021.
- 4) Project/Events/Programs Update – Rossman reported the Art @ Your library open house is scheduled for Saturday, September 25 from 1:00 to 3:00 p.m. All of the Plein Air Painters of Dubuque will be at the open house where they will provide a live painting demonstration and Take & Make Kits will be given out to patrons at this event.

Rise in COVID cases resulted in some in-person activities cancelled, continued virtual programs and pop-up outdoor story times.

Rossman applied for the Leadership Dubuque program, with the approval of President Mullin. Information about the program was included in the Board packet materials for review.

- 5) Grants Update – Rossman reported that pedestals for the Arboretum Story Walk partnership have been delayed due to some material delays. The Arboretum plans to install them in early spring and promotion will follow.
- 6) Board Training – Rossman provided some of the materials provided in an e-mail to Trustees including materials from the presentations on the Staff Development Day. These materials included the program for the day, slides from Rossman's presentations, Brain Health session handouts from facilitator Julie Homb, and notes taken during a staff brainstorming session.
- 7) Staff Development Day – Rossman reported that anecdotal reports indicate that Staff Development Day was a success. A survey is out to all staff for further opportunity to provide feedback. Nick presented to the staff sharing general themes from one-on-one staff interviews and led discussion regarding Carnegie-Stout Public Library cultural values. Julie Homb, Licensed Mental Health Counselor presented about brain health and de-escalation techniques for staff to try on patrons that are visiting the library and suffering from brain health issues. There were a couple of team-building exercises and Board President Mullin welcomed staff and thanked them for their service on behalf of the Library Board of Trustees.

- B. Comment Cards – Rossman reviewed the comment card from a patron commenting favorably on the Library's display of vintage library photographs.

*"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, Board Training, Staff Development Day, and Comment Card."*

*Motion: Armstrong*  
*Second: Monk*  
*Vote: Aye – 6; Nay – 0*

5. Action Items:

- A. FY 2022 Library Expenditures – The Board reviewed three itemized reports of August 2021, period two expenditures that includes both purchase orders and purchase cards expenditures for review, and the second detailed report that breaks down a sub-total of the operational expenditures by account code. The Gifts Trusts period two financial report includes both receipts and expenditures for the gifts trusts for the Board review.

*"Moved to approve the Library expenditures for FY 22 period two and the FY 22 period two Library Gifts Trusts expenditures."*

*Motion: Poggemiller*  
*Second: Monk*  
*Vote: Aye – 6; Nay – 0*

- B. Board of Trustees By-Laws Proposed Amendment - The Board reviewed a proposed amendment to the By-Laws in Article 1: Officers, Section 2 removing the consecutive term limit for Board Secretary. The Board agreed to lift the term limit for Board Secretary.

*"Moved to adopt the amendment to the Trustees By-Laws lifting the term limit for Board Secretary."*

*Motion: Monk*  
*Second: Lieberman*  
*Vote: Aye – 6; Nay – 0*

Mullin reported that Lieberman declined the appointment as Board Secretary and appointed Kramer as the Board Secretary. Kramer accepted the appointment.

*"Motion to receive and file the Board President's appointment of Rose Kramer as Board Secretary."*

*Motion: Lieberman*  
*Second: Armstrong*  
*Vote: Aye – 6; Nay – 0*

- C. Library Card Program Agreement with the Dubuque Community School District (DCSD), Dubuque County Library District (DCLD) and C-SPL – Rossman reviewed the final draft of the agreement between C-SPL, DCSD and DCLD providing the use of the school identification number as the student's library account number. For now, the service is for high school students as they have a student identification card. The agreement includes development of procedures and feedback to the public libraries from the teachers, administrators, students and families. The Board requested use and circulation statistics to be reported to the Board for review once the program is under way.

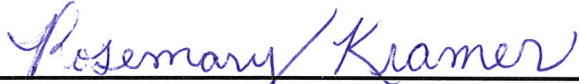
*"Moved to approve the Library Card Program Agreement with the Dubuque Community School District, Dubuque County Library District, and Carnegie-Stout Public Library."*


*Motion: Poggemiller*  
*Second: Monk*  
*Vote: Aye – 6; Nay – 0*

6. Library Board Adjournment – The Board adjourned at 4:40 p.m.

*"Motion to adjourn."*

*Motion: Monk*  
*Second: Armstrong*  
*Vote: Aye – 6; Nay – 0*

  
**Rosemary Kramer, Board Secretary**

  
**Date**