

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes October 28, 2021**

ORIGINAL

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met by teleconferencing based in the Lacy Board Room at 4:05 p.m. on Thursday, October 28, 2021.

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

1. President Mullin called the meeting to order at 4:02 p.m.

"Moved to adopt the meeting agenda of October 28, 2021."

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

2. Approval of Library Board of Trustees' Meeting Minutes of September 23, 2021.

"Moved to approve the Board Minutes of September 23, 2021."

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

3. Board President's Report:

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

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

*Motion: Monk
Second: Lieberman
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) 2022 – Rossman reported that the end of September marks 25% of the fiscal year. Expenditures were at 23% and revenue generated was 15% of projections.
- 2) Library Use – Rossman reported a consistent checkout usage compared to September of 2020, with a 21% increase of visitors.

September 1, 2021 marked the first day of providing curbside service during all Library open service hours. Use in September rose to 125 patrons using the service for the month, nearly doubling August's numbers.

- 3) Library Marketing Report – Rossman reported that during the month of September, Library Card Signup Month and the new Curbside Service hours were promoted throughout the month. Library card registrations were up 25% over the previous September and curbside use was up 92%.
- 4) Project/Events/Programs Update – Rossman reported the Art @ your library® October/November Show opened October 1 featuring artists Gail Chavenelle, Elizabeth Eagle, Nick Majesky, and Mike Reiss.

The Art @ your library® open house on Saturday, September 25 featuring Plein Air Painters of Dubuque with a live exhibition by the artists, and take and make craft kits was well attended with four pieces sold during the open house. The Library received 20% of all art sales that help support the continuation of this successful program connecting the history of arts to the Library.

September saw a significant increase in Teen programming thanks to the addition of our Teen Librarian, Haidee Cardoso.

The Dubuque Community School Board (DCSD) approved the Library card partnership with C-SPL and the Dubuque County Library District (DCLD). The agreement aims to provide free and easy access for students to the Library with the use of their student identification card. Meetings between DCSD, DCLD, and C-SPL are being set to work on getting the program to work. The Board requested, if possible, that circulation use of material types be tracked and reported.

Several staff presented at the 2021 Iowa Library Association conference. Sarah Smith and Bailey Keimig-Gehrke presented "Positive Partnerships: Connection For Community Outreach" with Codi Sharkey, Education Coordinator from Dubuque Green Iowa AmeriCorps. Angie Johnson and Amy Muchmore presented "The Great Reading Challenge: A Yearlong Reading Program for Book Lovers".

Plans are in the works for the Trustees Holiday Gathering, which we are planning for the afternoon of December 16 before that month's Trustees

meeting. Rossman reported that review of the COVID environment in advance of this date with the Board would determine if the gathering would be an open house type of setting this year or the need to cancel this event.

- 5) Grants Update – Rossman reported that pedestals for the Arboretum Story Walk partnership have arrived and are being stored at the Arboretum until they are installed in the spring of 2022.
 - 6) Board Training – Rossman shared information for review from his Leadership Dubuque presentation that recently took place in the library.
- B. Comment Cards – Rossman reviewed the comment card from a patron commenting favorably on the Library's Art @ your library® program.

"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, and Comment Card."

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

5. Action Items:

- Library Expenditures FY 2022 Period Three – The Board reviewed three itemized reports of September 2021, period three 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 three financial report includes both receipts and expenditures for the gifts trusts for the Board review.

"Moved to approve the Library expenditures for FY 2022 period three and the FY 2022 period three Library Gifts Trusts expenditures."

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

6. Library Board Adjournment – The Board adjourned at 4:39 p.m.

"Motion to adjourn."

*Motion: Poggemiller
Second: Armstrong*

Vote: Aye – 7; Nay – 0

<i>Rosemary Kramer</i>	<i>10-28-2021</i>
Rosemary Kramer, Board Secretary	Date