

ORIGINAL

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes November 18, 2021**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met by teleconferencing based in the Lacy Board Room at 4:14 p.m. on Thursday, November 18, 2021.

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

1. President Mullin called the meeting to order at 4:14 p.m.

*"Moved to adopt the meeting agenda of November 18, 2021."*

*Motion: Armstrong  
Second: Gorton  
Vote: Aye – 4; Nay – 0*

2. Approval of Library Board of Trustees' Meeting Minutes of October 28, 2021.

*"Moved to approve the Board Minutes of October 28, 2021."*

*Motion: Gorton  
Second: Armstrong  
Vote: Aye – 4; Nay – 0*

3. Board President's Report:

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

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

*Motion: Gorton  
Second: Armstrong  
Vote: Aye – 4; Nay – 0*

4. Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update:

*"Moved to table the Library Director's Report Wage Schedule Discussion."*

*Motion: Gorton*  
*Second: Armstrong*  
*Vote: Aye – 4; Nay – 0*

- 1) Library Financial Report Fiscal Year (FY) 2022 – Rossman reported that the end of October marks 33% of the fiscal year.
- 2) Library Use – Rossman reported October saw an increase of 23% in library visitors, but a decrease of 9% in circulation. Looking closer at the statistics, a significant decrease in DVD, Blu-ray, and other physical audio materials contributes to the circulation decline from last October. A shift in model for distribution of new release movies, and access to these items via streaming services is suspected for the decrease.

Curbside visits to pick up materials were 123 in October.

- 3) Library Marketing Report – Rossman reported that in October, Teen programming was promoted. Several new students attended October's Teen Advisory Group meeting over September's meeting, representing a 90% increase in teen programming attendance over September.
- 4) Project/Events/Programs Update – Rossman reported on the following:
  - Lollipops and Music for Our Preschoolers (LMOP) concerts, a partnership program with the Northeast Iowa School of Music (NISOM), resumed in October. We had approximately 25 in attendance.
  - Friends of the Library book sale in October generated over \$3,000 in sales.
  - C-SPL partnered with the Dubuque County Extension Office to give away Amaryllis bulb kits.
  - The Board agreed to postpone the Trustees Annual Holiday Gathering due to the pandemic environment. This event typically occurs each December and includes library volunteers, staff, Carnegie-Stout Library Foundation, and the Friends of the Library.
- 5) Grants Update – Rossman reported he is scheduled to meet with Danielle Stowe from the Winter's Farmers Market on collaboration to bring the *Programs to People* outreach project to the winter market. This project is funded by the Dubuque Racing Association and the Carnegie-Stout Public Library Foundation.

- 6) Library Clerk Schedule Discussion - Rossman shared information for review and suggested this item be discussed at the December 2021 meeting and the Board members agreed.
- 7) FY-23 Annual Budget Update – Rossman reported that the first round of recommendations for annual budget were submitted. This included submission of the operational expenditure and revenue budgets, Improvement Package and Capital Improvement Project requests. A detailed budget presentation will be provided to the Board for review at the January 2022 meeting.
- 8) Library Closure/Holiday Schedule for 2022 – Rossman reviewed the holiday and closure schedule for 2022 with the Board. The Board concurred with the schedule as reviewed.

B. Comment Cards – No comment cards were received.

*"Moved to receive and file the informational update from the Library Director including the Library Expenditure, Revenue and Budget Financial Reports; and, Library Use Report, Marketing Report, Projects/Events/Programs Report, Grants Update, FY-23 Annual Budget Update, and Library Closure/Holiday Schedule for 2022."*

*Motion: Gorton  
Second: Armstrong  
Vote: Aye – 4; Nay – 0*

5. Action Items:

- Library Expenditures FY 2022 Period Four – The Board reviewed three itemized reports of 2021, period four 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 four report was not received from the City Finance Department and will be on next month's report.

*"Moved to approve the Library expenditures for FY 2022 period four."*

*Motion: Gorton  
Second: Armstrong  
Vote: Aye – 4; Nay – 0*

6. Library Board Adjournment – The Board adjourned at 4:30 p.m.

*"Motion to adjourn."*

*Motion:*     *Armstrong*  
*Second:*    *Gorton*  
*Vote:*       *Aye – 4; Nay – 0*

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| <i>Rosemary Kramer</i>                         | <i>12-16-21</i>    |
| <b><i>Rosemary Kramer, Board Secretary</i></b> | <b><i>Date</i></b> |