

ORIGINAL

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes December 16, 2021**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Lacy Board Room at 4:04 p.m. on Thursday, December 16, 2021.

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

1. Vice President Gorton called the meeting to order at 4:04 p.m.

"Moved to adopt the meeting agenda of December 16, 2021."

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

2. Approval of Library Board of Trustees' Meeting Minutes of November 18, 2021.

"Moved to approve the Board Minutes of November 18, 2021."

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

3. Board President's Report:

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

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

*Motion: Monk
Second: Lieberman
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 November marks 42% of the fiscal year. Expenditures were at 37% and revenue generated was at 28% of projections.
- 2) Library Use – Rossman reported November saw an 11% increase in the number of visitors, a 24% increase in computer and Wi-Fi use, but circulation numbers are down again in November. A significant decrease in the number of DVD and Blu-ray checkouts seen in November, as well as extra closed dates are the likely main factors.

Curbside visits to pick up materials were 96 in November.

- 3) Library Marketing Report – Rossman reported that in November, our digital movie service Kanopy was promoted. A 22% increase of usage was reported in November over October.
- 4) Project/Events/Programs Update – Rossman reported on the following:
 - The joint program with Dubuque Museum of Art: Live Q & A with Author Tim O'Brien and Filmmaker Aaron Mathews held by the Library was well attended. Positive feedback about the program was received from both Gary Stoppelman and Margi Buhr at the museum.
 - Some of the Library's larger in-person youth programs were cancelled due to COVID in November. The decision was based on advice from the City of Dubuque Health Services Department.
 - Despite COVID, we have seen some nice attendance numbers for our programs. Over 1,000 attendees attended nearly 50 programs in November.
 - The Library's Annual Christmas Tree Lighting Event held on December 4, 2021 was standing room only. The 89 attendees sang along with the Dubuque Senior High School Madrigal Singers and helped count down to the tree lighting.
- 5) Grants Update – Rossman reported he submitted the final report for the Dubuque Racing Association (DRA) grant: Programs to People. The final project cost for the project was \$10,230. The DRA funded \$7,672 with the remaining 25% funded by the Carnegie-Stout Public Library Foundation.

The Library partnered with the Winter Farmer's Market to bring the Programs to the People project to the Kennedy Mall on December 4. Staff showed off the new ukuleles and displayed the Cricut; and, the many creative opportunities available at the Library.

Rossman reported that the Art Audio Tour Project funded by the Library Foundation is nearly completed. He shared a draft of the self-guided art tour brochure with this project to launch soon.

- 6) Library Clerk Schedule Discussion – Rossman reported on the challenge to hire and retain library clerks, an entry-level hourly position. He provided the Board information on the current wage schedule as well as fiscal year wage estimates with sample increases.

Rossman explained that the first step in moving forward with consideration of wage increases is to get support from the Board, then approach the City Human Resources Department to review. He reported that the City Human Resources would be conducting a salary comparison study in 2022 of all job levels.

The Board agreed that the salary information provided is not competitive in the community and agreed to work with the City's study with more urgent emphasis on all the Library's entry-level positions.

The Board agreed to express to the City that the Library Board supports the salary comparison study. Rossman reported he is scheduled to meet with the City Manager in January and will express the Board's wage concern of all Library entry-level positions along with support of the salary comparison study to be completed by City Human Resources and report to the Board.

- 7) Bequest – Rossman reported on receipt of \$4,129.94 for a bequest from the Maxine A. Griep Trust to C-SPL. The Board agreed to deposit these funds in the General Gift Trust and earmark these funds for restoration of the Library's artworks and updates for the art audio tour.

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, Library Clerk Wage Schedule Discussion, and Bequest to the Library."

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

5. Action Items: Library Expenditures FY 2022, Period Five – The Board reviewed three itemized reports of FY 2021, November period five 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 and five reports includes both receipts and expenditures for the gifts trusts for the Board review.

"Moved to approve the Library expenditures for FY 2022 period five; and the Gifts Trusts expenditures for FY 2022 period four and period five."

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

6. Library Board Adjournment – The Board adjourned at 4:56 p.m.

"Motion to adjourn."

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

Rosemary Kramer

Rosemary Kramer, Board Secretary

1-27-2022

Date