

**Carnegie-Stout Public Library  
Board of Trustees'  
Meeting Minutes of November 17, 2009**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Library Board Room at 4:00 p.m. on Tuesday, November 17, 2009.

*Present:* President Diann Guns, Vice President Beverly Kolz; Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer  
Trustee Mike Willis; Library Director Susan Henricks; and  
Recorder Denette Kellogg  
*Excused:* Trustee Elizabeth Leeper

1. President Diann Guns called the meeting to order at 4:04 p.m. and the agenda was adopted with moving the agenda action item 5.C. Closed Session to follow item 1.

*"Moved to adopt the meeting agenda of Tuesday, November 17, 2009 with moving the agenda action item 5.C. Closed Session to follow item 1."*

*Motion:* Hammer  
*Second:* Smith  
*Vote:* Aye – 6; Nay – 0

2. Closed Session: The Board moved into closed session.

*"Moved to go into closed session in accordance with The Code of Iowa, Chapter 21.5 i: To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session."*

*Motion:* Kolz  
*Second:* Connors  
*Vote:* Aye – 6; Nay – 0

The Board moved into closed session at 4:06 p.m.

*"Moved to go back into open session."*

*Motion:* Kolz

*Second: Hammer*  
*Vote: Aye – 6; Nay – 0*

The Board moved into open session at 5:18 p.m. Discussion took place, and goals were set, regarding the renovation project.

2. Approval of Library Board of Trustees' Minutes of Thursday, October 22, 2009.

*"Moved to approve the Board minutes of Thursday, October 22, 2009"*

*Motion: Smith*  
*Second: Kolz*  
*Vote: Aye - 6; Nay - 0*

3. Board President's Report - Communication with the Dubuque City Council. Henricks reported the update was late and would be provided at the next meeting.

*"Moved to table the Communication with the Dubuque City Council."*

*Motion: Connors*  
*Second: Kolz*  
*Vote: Aye – 6; Nay – 0*

4. Motion to Receive and File Informational Items:

- A. Library Director's Report Summary and Update: Henricks provided a written summary of the following items to the Library Board:

- 1) Library Financial Report – Henricks reported that the month of October marked thirty-three percent of the fiscal year as lapsed. Expenditures through the third month were at thirty-three percent and revenue generated year to date at thirty percent of projections.

Henricks reported on the Maintenance Level budget hearing held on November 12, 2009 with the City Manager. This budget is only 1.5 percent over last year's budget despite a 3.5 percent standard wage increase. The City Manager has requested that the equipment replacement schedule be

reviewed to see what items could be postponed for purchase until following years.

Henricks reported twelve Improvement Level Decision Packages (IP) submitted by the Library. Ten of the IP's relate to staffing. The City Manager requested that these IP's be further broken down by detailed priority. Connors also attended the budget meeting. The Board expressed the critical need for all of the requests to be filled so that the Library can continue to provide service needed to patrons. Kolz reported on reading about impact to libraries in regard to staffing and provided an example of the Seattle Public Library's need to cut back on hours due to tight funding. The Board reported its desire to not have to cut back on hours.

The Library's budget hearing before the City Council is set for Wednesday, February 24, 2010 at the Dubuque Federal Building. Henricks asked that Board members respond whether they would be attending the dinner prior to the hearing.

- 2) Library Use Statistics – Henricks reported that October was a significant month, as it was the most difficult month during construction for patrons to enter the Library. Despite this, the Library was busier than ever averaging 100 people per hour visiting. Year-to-date circulation has increased seven percent. Library card applications have increased six percent, representing 48 new cards a day, seven days a week during the month of October.

Henricks reported that the database use is stronger in the more expensive platforms, but is weak for most others that the Library offers.

- 3) Personnel Update - Henricks reported that recommendation for hire for the opening for a part-time Library Aide in Youth Services has been made to the City Personnel office and the Library is waiting for approval.

Henricks reported on her detailed report on the pros and cons of cross-training provided in her Director's summary memorandum.



- 4) Construction Update - Henricks provided an update on the construction process, reporting on the final walk-through and punch list that took place for Phase Two - Second Floor mezzanine and historic stack area. After the Administration Offices are completed, Phase Three - Second Floor will begin with an expected completion date of nine weeks. Phase Four, the current Youth Services Activity, is expected to begin near the end of January 2010 and be completed by the week of April 19, 2010.

Henricks reported that Francis Boggus, the State Coordinator for "Iowa Great Places," visited the Library on November 12, 2009. Boggus was very pleased with the progress since his last visit and was enthusiastic that the entire historic area where the reference desk will be located, stacks, and glass floor mezzanine will be dedicated as an "Iowa Great Place."

- B. Library Comment Cards - The Library Board reviewed the eight comment cards received and concurred with the responses provided.

*"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Personnel Update, Library Construction Update and Library Comment Cards."*

*Motion: Kolz  
Second: Connors  
Vote: Aye – 6; Nay – 0*

## 5. Items for Action:

- A. Deed of Gift to the Library for Four Sculptures - Henricks reported on the four sculptures donated to the Library by local artist John Anderson-Bricker and his wife Kristen Anderson-Bricker. The sculptures have a theme of Andrew Carnegie, the Library's namesake, and are titled "The Gospel of Wealth: 'Robber Barons,' 'Philanthropy,' 'Homestead,' and 'Upward and Onward.'" Henricks reported that the sculptures were received by the Library in 2008 and are currently in storage. After the renovation, the sculptures will be displayed in the mezzanine reading area by the stacks.

*"Moved to acknowledge and accept the deed of gift for the sculptures from John and Kristen Anderson Bricker titled 'The*

*Gospel of Wealth: Robber Barons, Philanthropy, Homestead and 'Upward and Onward.' "*

*Motion: Smith*  
*Second: Connors*  
*Vote: Aye – 6; Nay – 0*

- B. Glass Floor Panel Repair/Replace – Henricks reported on the cracked historic glass panel and asked that this item be tabled until an engineer has provided an opinion about the future integrity of the structure.

*"Moved to table the item until a qualified engineer's written opinion in regard to future integrity and use of the glass floor panel structure is received."*

*Motion: Hammer*  
*Second: Kolz*  
*Vote: Aye – 6; Nay – 0*

6. Communications/Public Comment: Henricks invited the Board to the Art @ Your Library® reception from 5:30 p.m. to 7:30 p.m., Friday, November 20, 2009. The reception will not only highlight local artists' works of art, but also provide a mini-grand opening of the south side of the historic second floor or mezzanine area to the public.
7. Library Board Adjournment - The Board adjourned at 5:58 p.m.

*"Motion to adjourn."*

*Motion: Kolz*  
*Second: Connors*  
*Vote: Aye – 6; Nay – 0*



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**Kristen Smith, Board Secretary**