

Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes February 24, 2022

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Lacy Board Room at 4:00 p.m. on Thursday, February 24, 2022.

Present: Vice President Greg Gorton, Secretary Rose Kramer, Trustee Robert Armstrong, Trustee Victor Lieberman, Trustee Christy Monk, Director Nick Rossman, and Administrative Assistant Denette Kellogg.

Present Electronically: President Pam Mullin

Excused: Trustee Patty Poggemiller

1. President Mullin called the meeting to order at 4:00 p.m.

"Moved to adopt the meeting agenda of February 24, 2022."

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

2. Approval of Library Board of Trustees' Meeting Minutes of January 27, 2022.

"Moved to approve the Board Minutes of January 27, 2022."

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

3. Board President's Report:

- The Board reviewed the Communication with the Dubuque City Council for January 2022.

"Moved to receive and file the Communication with the Dubuque City Council from January 2022."

Motion: Kramer
Second: Gorton
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 January marks 58% of the fiscal year. Expenditures were at 54% and revenue generated was at 77% of projections.
- 2) Library Use – Rossman reported January saw a slight increase in visitors (less than 1%), a slight decrease in computer and Wi-Fi use (2%) and a 14% decrease in circulation. Mullin reported some cell phone applications provide some streaming services and apps for free and are there any available to provide to patrons in this way? Rossman responded that the Library has some Roku devices and is working on loading the Vudu app with movies where patrons could log into to stream movies. This project is at the beginning stages.

Curbside pickups were 152 in January.

- 3) Library Marketing Report – Rossman reported in January, DVD and Blu-ray materials were promoted in an attempt to boost circulation numbers for the collection. The trend of a decrease in circulation over the same month from the previous year is still continuing. The attempt to market DVD and Blu-ray checkouts for the month of January had not changed in the downward trend of declining circulation, indicating that streaming platforms seem to have a continued effect on physical media circulation numbers. Rossman suggested that virtual programming could also have an effect on this decrease as patrons are enjoying programs from home and not making trips to the Library that would include checking out materials as often.
- 4) Project/Events/Programs Update – Rossman reported on the following:
 - Through the Library's partnership with the City of Dubuque Metropolitan Waste Agency over 100 patrons brought in their Christmas tree lights in January to be recycled.
 - The first Friday of February brought the new Art @ your library® exhibit with artist Stephanie Funke hosting a Zentangle® class. The demand for more of these classes has resulted in Adult Services scheduling Funke for additional classes in March, April, and May.
 - Along the recent lifting of the mask mandate, and as pandemic numbers drop in the community, the Library is planning for in-person programming again. Having more in-house programs should result in circulation numbers increasing.
 - Rossman's Leadership Dubuque class toured the Library for its education day and experienced the Maker Space's new sublimation printing machine that imprinted a custom koozie for each of them. Members of the class commented on the Library being a "hidden gem".

- 5) Marketing Coordinator – Rossman recommended that the contract for the part-time Marketing Coordinator be extended for an additional year. The monthly marketing report to the Board along with the other marketing efforts such as social media posts and print marketing indicates that the efforts of the Marketing Coordinator continue to increase use and promote library services in the community.

Rossman reported that the City Manager Mike Van Milligen is not recommending the part-time Marketing Coordinator position to be filled in FY-23. The Board requested that the budget slide remain in the budget presentation to keep the position in the forefront for City Council's review.

- 6) Strategic Plan Update – Rossman reported that the Planning Committee Minutes from the February 8, 2022 meeting with ReThinking Libraries are included in the packet.

The Board also reviewed the Project Restart Scope and Costs Impact/Options report provided from ReThinking Libraries. Optional Scope Changes include the option to conduct a new survey. The Board agreed that the 2019 survey addresses the needs for the new strategic plan and agreed not to conduct a new survey. The Board will not be doing a new survey, but will consider the online elementary student survey option, and agreed with the Scope Change Recommendations.

Monk reported on the City of Dubuque's City Focus Magazine having the City's Imagine Dubuque community plan that included mentioning the Library exploring the potential for west end library service/branch. The Board agreed to include this topic for further discussion with feedback from focus groups through the planning process. Discussion took place on mapping the Library's patrons to find areas of the City that are not utilizing library services. Rossman will contact the City's Geographic Information System (GIS) Department to see what resources they could offer.

- 7) City of Dubuque Personnel Handbook Report – Rossman reported that the City of Dubuque has updated their Employee Handbook. Rossman is recommending that the Library keep its own handbook for those exceptions to the City's handbook along with the needed oversight language. In effect, there would be two handbooks, Library staff would use the C-SPL library specific handbook to address necessary policies and issues that are specific to the library. Anything not covered in the Library Handbook, would then be covered by the City's employee handbook. Library staff do sign that they have read the Library handbook and with the new revisions would be signing for a new handbook that also refers to sections of the City Handbook. The Board reported the need for the Library's handbook to take precedent over the City's handbook.

8) FY 2023 Budget Presentation – Rossman presented the final FY-23 budget presentation that includes the suggested information by the Board including larger fonts for easier readability, clarification of virtual and in person programming language, and adding a return on investment slide to show the value added the Library provides the community, and examples of how services pivoted due to the pandemic.

Rossman reminded the Board that the Library's budget presentation to the City Council is scheduled on March 3, 2022.

B. Comment Cards – One comment card was received from a patron who noted some water damage on the bottom of one of the restrooms door. Rossman reported that after investigation, a small amount of water damage was found on the women's rest room door on second floor. Maintenance is addressing the issue.

"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, Library Programs Report, Marketing Coordinator Contract Extension, Strategic Plan Update, City of Dubuque Personnel Handbook Report, FY 2023 Budget Presentation, and Comment Card."

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

5. Library Board Planning Committee Report – The Board reviewed the Planning Committee meeting minutes of February 8, 2022 reviewing the beginning steps of the Strategic Plan with ReThinking Libraries.

"Moved to receive and file the Planning Committee Minutes of February 8, 2022.

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

6. Action Items:

A. Library Expenditures Month of January FY 2022 (Period Seven) – The Board reviewed three reports for January FY 2022, period seven 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 Board also reviewed the Gifts Trusts period seven report that includes both receipts and expenditures.

"Moved to approve the Library period seven expenditures for January FY 2022; and, the Gifts Trusts period seven expenditures for January FY 2022."

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

B. Marketing Coordinator Contract – The Board reviewed the recommendation to renew the contract for the Marketing Coordinator. The fund currently used to pay for this temporary position is the Mutschler Trust Fund.

"Moved to renew the Marketing Coordinator Contract for one year effective February 24, 2022, to include an annual step increase, funded from the Mutschler Trust Fund."

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

C. City's Personnel Handbook – The Board reviewed Rossman's recommendation to revise the Library's Personnel Handbook. The only Personnel Handbook in force is the Library's Personnel Handbook. Much of the Library's Handbook is a duplication of the City's Handbook. The Board agreed that keeping the Library's Personnel Handbook to supersede the City's Handbook as a priority. The Board recommended revising the Library's Handbook to include necessary policies and issues that are specific to the library and referring anything not covered in the Library Handbook, to the City's Handbook. Rossman reported should the Board approve the City's Handbook today, until the Library's handbook is revised, both handbooks would be in effect. The Board discussed approving the City's handbook to be used in conjunction with Library's Handbook until such time that the Library Handbook is revised to include reference to sections of the City's Handbook as part of the Library's Handbook. The Board agreed to develop a Library handbook in conjunction with the City Handbook, with the City Handbook subordinate to the Library's Handbook.

"Moved to temporarily adopt the City's Personnel Handbook to be used in conjunction with the Library Personnel Handbook until such time that a superseding Library's Personnel Handbook is adopted."

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

The Board charged Rossman to bring a draft of the extensive revisions of the Library's Personnel Manual to the Relations Committee once staff feedback is completed and revisions are made.

D. FY 2023 Final Budget Presentation – Rossman presented the final FY 2023 budget presentation to the Board. The Board expressed approval of the added ROI slide and the presentation in its entirety.

"Moved to approve the FY 2023 Budget Presentation."

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

7. Library Board Adjournment – The Board adjourned at 5:13 p.m.

"Motion to adjourn."

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

Rosemary Kramer
Rosemary Kramer, Board Secretary

3-24-2022

Date