

**Carnegie-Stout Public Library**  
**Board of Trustees**  
**Meeting Minutes March 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, March 24, 2022.

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

Present Electronically: Trustee Victor Lieberman

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

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

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

2. Approval of Library Board of Trustees' Meeting Minutes of February 24, 2022.

*"Moved to approve the Board Minutes of February 24, 2022."*

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

3. Board President's Report:

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

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

*Motion: Monk*  
*Second: Kramer*  
*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 February marks 67% of the fiscal year. Expenditures were at 60% and revenue generated was at 85% of projections. The Board reviewed areas of the budget that expenditures are low and Rossman reported that staff are spending out their budgets along with any equipment replacement and year end contracts.

Rossman reported that at the Library's budget presentation held on March 3, 2022 the FY-21 Annual Report was provided and is included in the packet for Board review. The City Manager is recommending FY-23 budget funding for the Maker Space part-time position to become a full-time position. Additional outreach opportunities with this new position will be planned through the Programs to People Project funded by the Library Foundation and the Dubuque Racing Association.

- 2) Library Use – Rossman reported February brought a 17% increase in visitors and a 24% increase of computer and Wi-Fi use over 2021. Circulation is down 10%. 61% of that decrease is due to a decrease in DVD/Blu-ray checkouts. Decrease in downloadable materials usage makes up 30% of the overall circulation decrease.

Rossman reported on a service called Hoopla that is a digital media streaming service that is easily accessed that provides some different options for patrons to use including six different mediums including older TV series and shows, eBooks, eAudiobooks, eComics, music, and movies. Plans are to add Hoopla to the Library's collection with expectations that it increase the library downloadable materials usage.

Curbside pickups were 131 in February.

- 3) Library Marketing Report – Rossman reported in In February, eBooks were promoted across various platforms. There was no significant difference in the circulation numbers from previous months. January 2022 had a 14% decrease over January 2021 and February 2022 saw a 13% decrease over February 2021. Library staff are investigating other services and methods to boost digital material usage.
- 4) Project/Events/Programs Update – Rossman reported on the following:

- February saw many in-person programs cancelled due to COVID-19, however, some smaller programs were still able to happen and there were several virtual programs. Plans for March include the return of in-person programming.
- Art Subcommittee met virtually and discussed ways to integrate the Art @ your library® art and artists with other library programming. The

Subcommittee is continuing efforts to recruit artists from a wide variety of ethnicity, race and socioeconomic status.

- The in-person movie screening on March 10, 2022 of the film *Belfast* had 48 people in attendance.
- One of the Library's FY-22 Capital Improvement Projects is removal of the old oil tank that is underground outside of the Library with the second project Library Landscaping to follow. Steve Sampson Brown, City Engineering Department, is in the process of attaining a legal opinion to see if the tank can be filled and left underground or would need to be removed. Monk asked to be included this information and process as it moves forward.
- Monk suggested, the Board members agreed, that the Board receive a three to five bullet point list of the past month's accomplishments or updates from the Library Departments in the Director's Summary for the Board.

- The Student Library Card project is moving forward with students in grades 6-12 having the ability to use their student identification card to access the Library collections. Students who live in the County are also eligible to use both Carnegie-Stout Public Library and the County Libraries.

- 5) Strategic Plan Update - Rossman reported that the Planning Committee will meet on Monday, March 28, 2022 with Rethinking Libraries Consultants Kimberly Bolan Cullin and Rob Cullin to review what focus groups are needed and form a draft schedule, and to review the statistical information needed by the consultant. The Strategic Retreat Guidelines provided by the consultant were reviewed by the Board. The retreat follows the focus group meeting and takes place 2-4 weeks following the focus group meetings.
- 6) 28E Agency Library Services Agreement Update – Rossman reported that the 28E Agency Library Services Committee met on March 17, 2022. The Board was provided the Library Services Agreement and a copy of a letter that goes out to Mayors of other local counties in the service area to invite them to participate to receive library services. The Committee is assessing cost of service and the future of this agreement and will meet again in April to continue review.
- 7) Library Clerks Wage Discussion – Rossman reported on the new wage schedule for Library clerks. A formal request to the City Manager to review the proposed wage schedule will be submitted.

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, Library Programs Report, Strategic Plan Update, 28E Library Services Agreement Update, and, Library Clerks Wage Discussion."*

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

5. Action Items:

- Library Expenditures Month of February FY 2022 (Period Eight) – The Board reviewed three reports for February FY 2022, period eight 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 eight report that includes both receipts and expenditures.

*"Moved to approve the Library period eight expenditures for February FY 2022; and, the Gifts Trusts period eight expenditures for February FY 2022."*

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

6. Library Board Adjournment – The Board adjourned at 5:03 p.m.

*"Motion to adjourn."*

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

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***Rosemary Kramer, Board Secretary***

***Date***