

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes April 28, 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, April 28, 2022.

Present: President Pam Mullin; Vice President Greg Gorton, Trustee Christy Monk, Trustee Patty Poggemiller, Trustee Victor Lieberman, Director Nick Rossman, and Administrative Assistant Denette Kellogg.

Excused: Board Secretary Rosemary Kramer and Trustee Robert Armstrong

1. President Mullin called the meeting to order at 4:02 p.m.

"Moved to adopt the meeting agenda of April 28, 2022."

*Motion: Poggemiller
Second: Gorton
Vote: Aye – 5; Nay – 0*

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

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

*Motion: Poggemiller
Second: Lieberman
Vote: Aye – 5; Nay – 0*

3. Board President's Report:

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

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

*Motion: Lieberman
Second: Monk
Vote: Aye – 5; 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 March marks 75% the fiscal year. Expenditures were at 69% and revenue generated was at 88% of projections.
- 2) Library Use – Rossman reported a number of correlations that occurred in March. Overall, circulation numbers dropped 3%, and visitor count dipped slightly. (Less than 1%). More in-person youth programming happened in March, and youth materials all had increase in circulation over March of last year.

An error in our Overdrive numbers reporting was discovered. While downloadable materials have decreased over the year, the error resulted in more Overdrive usage than previously reported. Instead there is a 5% decrease in downloadable circulations for the fiscal year instead of the 11% decrease. In a possible correlation, our circulation in print materials is up a little over 7% for the fiscal year.

The significant increase in new library card registrations is due to the middle and high school student cards resulting from the new program allowing the students to use their school identification card as their Library cards.

Curbside pickups were 101 in March.

- 3) Library Marketing Report – Rossman reported in March, Transparent Languages was promoted. The promotion resulted in a 106% increase of usage in March over February.

Telegraph Herald newspaper articles for the third quarter of FY-22 were provided for review.

- 4) Project/Events/Programs Update – Rossman reported on the following:
 - Friday, May 6 is the Art @ your library® artist reception for the artists in the second floor rotunda and Music @ your library® will take place in the Auditorium this same evening. The June/July show will have an opening reception for the artists on Friday, June 3, 2022.
 - Saturday, May 7 the Library is partnering with the Green Iowa AmeriCorps and the Dubuque Metropolitan Area Solid Waste Agency, City of Dubuque for a neighborhood clean-up program.
 - In April, the Library partnered with the Julien Dubuque International Film Festival giving out 500 festival movie vouchers to library card holders.
 - The bike library will resume outreach in the community starting in June. Tim Hitzler is returning as the bike peddler for the summer.

- The Friends of the Library Book Sale is scheduled for Wednesday, May 11 through Saturday, May 14 in the Auditorium. All proceeds benefit the Library.
 - The Board Book project, funded by the McDonough Foundation, is near completion with the books in the final printing process. Plans to submit another grant to this Foundation will be for Launchpads. These are tablets preloaded with education apps including games and videos that patrons will use in the library or check out. Internet is not required to use the Launchpad.
- 5) Strategic Plan Update - Rossman reported that the Library's Strategic Planning Consultants, Rethinking Libraries consultants will be here May 3-5 to conduct focus group meetings. The consultants requested several library statistics and these are being finalized for the consultants to be ready before the Board retreat. The Geographic Information System (GIS) map of Dubuque households that have library cards was completed last week by the City's GIS department. The consultants have been granted temporary log-ins from the City to evaluate the data as part of the strategic plan.

At the Planning Committee with the consultants, a need arose to open the Library at Noon, Thursday, May 5 to accommodate the Library Staff focus groups and this is an action item for the Board's review.

- 6) 28E Agency Library Services Agreement Update – Rossman reported that the 28E Agency Library Services Committee met April 21, 2022.

The 28E Committee discussed the future of the agency, the per capita rate each of the four institution charges and sustainability for subscribing Cities to pay the rate we collectively ask. The Agency representatives will be continuing to meet approximately once per month as we continue to brainstorm ideas on the future of the agency.

- 7) Library Board of Trustees Successes and Initiatives – Rossman reported that the City is requesting successes for fiscal year 2022 and initiatives for 2023. The Board discussed these and agreed on the goals and successes that included the addition of the partnership with the Dubuque Museum of Art and the movie night in conjunction the museum's Vietnam: The Real War exhibit.
- 8) Giving Tree Program - Rossman reported that the Giving Tree program currently has approximately \$1,800 available for use for children's accounts. Staff has identified accounts that qualify for the program and will begin sending out postcards to children that qualify. When the postcards are brought in, the fines associated with these accounts will be waived. This method of outreach will also be far less time consuming for library staff.

- 9) Staff Training – Remainder of the Fiscal Year Spending - Rossman reported that several initiatives are happening this summer for staff training and development. Three staff will be attending the American Library Association (ALA) conference, the Information Technology staff will be attending virtually technology symposium on security and privacy in May.

Rossman reported that the strategic plan will cover some of the staff training budget, as well as Niche Academy, which is a resource for staff and the public to have access to tutorials to all the different databases and software that we make available.

- 10) Materials Expenditures remainder of Fiscal Year Spending – Rossman reviewed the comparison expenditures sheet that provides encumbrance and outstanding budget information through April 20, 2022. This report provides more information about funds expended, balances and what is pending to come in for materials and equipment expenses.
- 11) Long Overdue Materials – Rossman reported that he has reviewed the procedures followed by staff to recover long overdue materials. This includes reviewing procedures from other larger urban Iowa libraries.

The Board held discussion about the procedures for retrieving long overdue materials.

The Police Department had been attempting to retrieve the materials versus directly serving a warrant for theft. The Board suggested that a possible partnership with the Police Department could also be an alternative and asked this to be investigated.

Rossman will report back to the Board with updated information.

12) Miscellaneous Items:

- a. Personnel Update – The Library Clerk new higher wage scale begins May 1, 2022.
- b. Book Drop at Asbury Plaza Hy-Vee Dubuque – Was hit by a truck on April 21, 2022 and destroyed. A new book drop has been ordered.
- c. Policy Reviews – Rossman reported several policies will need to be reviewed or revised for the Library's next accreditation. The policies will go to the Board Committee for review and then to the Board for approval.

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, Board of Trustees Successes and Initiatives, Giving Tree Program Update, Staff Training – Fiscal Year Spending, Materials Expenditures – Fiscal Year Spending, Long Overdue Materials Report, Miscellaneous Items that included Personnel Update, Book Drop at Asbury Plaza Hy-Vee, Policy Reviews Schedule; and, Library Department Updates."

*Motion: Monk
Second: Gorton
Vote: Aye – 5; Nay – 0*

5. Action Items:

- A. Library Expenditures Month of March FY 2022 (Period Nine) – The Board reviewed three reports for March FY 2022, period nine 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 nine report that includes both receipts and expenditures.

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

*Motion: Poggemiller
Second: Gorton
Vote: Aye – 5; Nay – 0*

- B. Library Open Hours – Thursday, May 5, 2022 – Mullin reported that as part of the Strategic Planning Process, the morning of Thursday, May 5 provide the opportunity for all Library Staff to attend a focus group to provide feedback. Mullin is requesting the Library open at Noon this day.

"Moved to approve opening at Noon, Thursday, May 5, 2022 to accommodate staff to attend the Strategic Planning Focus Group."

*Motion: Lieberman
Second: Poggemiller
Vote: Aye – 5; Nay – 0*

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

"Motion to adjourn."

*Motion: Poggemiller
Second: Gorton
Vote: Aye – 5; Nay – 0*

Rosemary Kramer May 26, 2022
Rosemary Kramer, Board Secretary **Date**