

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes May 26, 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, May 26, 2022.

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

Present Electronically: Trustee Victor Lieberman

Excused: Trustee Patty Poggemiller

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

"Moved to adopt the meeting agenda of May 26, 2022."

Motion: Gorton

Second: Kramer

Vote: Aye – 6; Nay – 0

2. Approval of Library Board of Trustees' Meeting Minutes of April 28, 2022.

"Moved to approve the Board Minutes of April 28, 2022."

Motion: Gorton

Second: Kramer

Vote: Aye – 6; Nay – 0

3. Board President's Report:

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

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

Motion: Monk

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 April marks 83% the fiscal year. Expenditures were at 76% through April 30 and revenue generated was at 87% of projections. When including encumbrance amounts expenditures are at 86% as of mid-May.
- 2) Library Use – Rossman reported April saw increases in usage across almost all statistical categories compared to April 2021. The return of more regular in-person library programming is definitely impacting usage. The Library's partnership with the Julien Dubuque Film Festival brought in 480 people to pick up tickets to the festival movies and may have also impacted library usage and the issuing of new cards.

The Dubuque Community Schools has delayed promoting the school-library card partnership to the beginning of the new school year.

106 curbside visits in April.

- 3) Library Marketing Report – Rossman reported in April, the exercise equipment collection was relocated to a new shelving location and was promoted. Four items were circulated in April, compared to only one in March, resulting in a moderate increase in use, but also awareness of the existence of the collection.
- 4) Project/Events/Programs Update – Rossman reported on the following:
 - In May, in-person Storytimes resumed, both in the library auditorium on Monday mornings and at Washington Park on Wednesday mornings. Attendance numbers at the Storytimes is encouraging for both days.
 - Approximately 90 people attended the Art @ your library and Music @ your library event on May 6.
 - The partnership with the Julien Dubuque International Film Festival (JDIFF) was considered a success from the standpoint of the JDIFF Board and the library. Plans for the library and the JDIFF to continue this partnership in 2023 are underway.
 - First Friday reception for the June/July Art @ your library® show *Diverse Voices* featuring Hieyler Talley, Yara Lopez, A. Alanda Gregory, and Gail Chavenelle will be on Friday, June 3.
 - The Summer Reading Program begins on Monday, June 6. The youth Friday events and performers have been scheduled at the Dubuque Arboretum who is partnering with the Library for these programs.
 - The Dubuque Racing Association (DRA) grant was being submitted for a space needs study. Notification of the grant is July 26.

- 5) Strategic Plan Update - Rossman reported that the Library's Strategic Planning Consultants, Rethinking Libraries, report on the focus group meeting held May 3 through May 5. The consultants compiling the feedback from the focus groups and the next steps include the Board of Trustees focus group and retreat. The Board focus group can be done just before the retreat or in advance through an electronic meeting.
- 6) 28E Agency Library Services Agreement Update – Rossman reported that the 28E Agency Library Services Committee met May 12, 2022. Scott County Library District Director Tricia Kane and Dubuque County Project Coordinator Ed Raber joined the meeting. Kane provided feedback on how Scott County Library interacts with the municipal libraries in the county, setting library rates for the municipalities it contracts and how their collaborative library system (Rivershare) works.

After the information session, the Committee decided that no new changes would be pursued for the time being, and the Committee would resume meeting twice/year for now, with our next meeting coming in September 2022.

- 7) Long Overdue Materials Report - Rossman reported that he discussed the police involvement in a patron not returning materials and the collection process with Police Chief Jeremy Jensen. Chief Jensen agreed to help with this process with a preferred set higher dollar amount. The Board reviewed the State Code documents 714.2 Degrees of Theft and 714.5 Library Materials and Equipment provided by Chief Jensen. The Board discussed the collection process for patron account of \$300.00 or more and directed Rossman to move forward with this criteria. Rossman reported that staff will continue the same process they had been doing with other patrons.
- 8) Miscellaneous Items: Patron Psychosocial Needs Assessment – Rossman reported that the State Library of Iowa is partnering with a social worker with focus groups to gain feedback and needs for libraries. The social worker visited C-SPL. Lieberman suggested that there are many agencies in the City that also may have insight in these areas. Rossman has also contacted Hillcrest Family Services who has a community resource app that provides information at your fingertips for staff that the Library can use.
- 9) Department Updates – Rossman provided highlights of the past month for each Library department.

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, Long Overdue Materials Report, Patron Psychosocial Needs Assessment, and, Library Department Updates."

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

5. Action Items:

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

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

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

The Board reviewed the higher expenditure cost for the roof replacement at \$120,029 that is \$100,000 less than the Capital Improvement Project (CIP) requested funds for FY-22. Rossman reported that the City Budget Director suggested an option to move forward with the needed project, is to move the funds from the FY-22 Landscaping Project of \$100,202 to the Roof Replacement Project. Then, resubmit for the much needed Landscaping Project in FY-24.

"Motion to approve expending the FY-22 Landscaping CIP funds of \$100,202 to utilize for the Library Building Additional Roof Replacement Project for a total of \$220,231."

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

6. Library Board Adjournment – The Board adjourned at 4:55 p.m.

"Motion to adjourn."

Motion: Gorton

Second: Kramer
Vote: Aye – 6; Nay – 0

<i>Rosemary Kramer</i>	<i>6-23-2022</i>
Rosemary Kramer, Board Secretary	Date