

ORIGINAL

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of June 23, 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, June 23, 2022.

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

Public: Andrew Bland, MD, incoming Library Board Trustee (Term 7/1/2022 – 7/1/2026)

1. President Mullin called the meeting to order at 4:05 p.m.

"Moved to adopt the meeting agenda of June 23, 2022."

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

2. Approval of Library Board of Trustees' Meeting Minutes of May 26, 2022.

"Moved to approve the Board Minutes of May 26, 2022."

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

3. Board President's Report:

- A. The Board reviewed the Communication with the Dubuque City Council for May 2022.
- B. Board Recognition of Outgoing Trustees Rosemary Kramer served from July 2017, and Patty Poggemiller served from July 2014. Mullin presented, on behalf of the Board, framed library prints each with an appreciation plate of their volunteer service as Library Trustees. Board members congratulated both Kramer and Poggemiller for their longtime service and dedication to the Board and the Library.

"Moved to receive and file the Communication with the Dubuque City Council from May 2022, and Board recognition of outgoing Trustees Rosemary Kramer serving from and Patty Poggemiller."

*Motion: Lieberman
Second: Monk
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 91% of the fiscal year has lapsed by the end of May. Expenditures were at 82% and revenue generated was at 94% of projections. Along with the regular expenditure reports, are the mid-June expenditures with the encumbrance numbers. These numbers include encumbered funds that have orders against them with vendors, providing a more accurate report on expenditures. With the encumbered funds, projections are at 95% through June 2022. This number is expected to increase slightly when purchase card expenditures post.
- 2) Library Use – Rossman reported increased usage during May in everything except Adult DVDs and Blu-rays.

Patrons 113 curbside visits in May.

Rossman reported that three new book drops are expected to be delivered and installed in the next month at Eleanor Roosevelt Middle school, Asbury Plaza Hy-Vee, and the Bluff Street locations. Two of the book drops are being replaced as part of the budget equipment replacement funds. The Hy-Vee drop, damaged beyond repair in April, is expected to be funded by insurance for the driver that damaged the drop.

- 3) Library Marketing Report – Rossman reported in the Library's Makerspace was promoted in May. Makerspace had 71 people attend programs in May compared to 34 in April. A 108% increase. We also saw a 9.6% increase in visitors to the space.
- 4) Library Program, Partnerships, and Grants Report - Rossman reported on the following:
 - Over 100 guests attended the June 3 Art @ your library® art reception for the Diverse Voices show. An anonymous grant to the Library Foundation provided for music at the event provided by the Northeast Iowa School of Music. Two of the artists sold several pieces.

Representatives from the City of Dubuque's Arts and Cultural Affairs Department attended to gather information concerning the economic impact of arts events involving people of color.

- In an effort to promote diverse art to our youth audience Art Subcommittee member Gail Chavenelle and Administrative Assistant Denette Kellogg have worked on a promotional rack card identifying library programming and arts programming.
- Hills and Dales is scheduled to bring a busload of 4 and 5 year olds to the library every Thursday this summer for library visits. These youth will be participating in the Library's agency reading program that is also provided to organizations such as the Dubuque Y and Dubuque Boys & Girls Club.
- The Library Foundation approved to fund \$5,000 for the purchase of a Beam Interactive Projection System for the youth department. The projector beams an image onto a mat on the floor and interacts with users as they walk, skip, or jump across the mat. The plan is to put it in the programming room to enhance library programming for youth.
- Tim Hitzler is taking the bike library out again this summer and will be going to some Farmer's Markets dates, as well as other area celebrations to provide materials available for check out.
- The Dubuque Racing Association (DRA) grant, through the Library Foundation, was submitted for a space needs study. Notification of the grant is July 26.

5) Strategic Plan Update - Rossman reported scheduling will begin soon with the Board and incoming new Trustees for the Board of Trustees focus group, as well as the strategic plan retreat. Plans are for a virtual focus group meeting in late July or August and the retreat in late August or September.

6) 28E Agency Library Services Agreement Update – Rossman reported at the virtual 28E Agency meeting held June 9, 2022 discussion came about due to the Dubuque County Supervisors interest in providing funding to the cities of Farley and Cascade with America Rescue Plan Act funds to build new libraries. The agency members met with county staff to discuss potential impacts regarding stipulations that the County Supervisors are asking to be contracted as part of the agreement to receive the federal money. Currently, the Supervisors are requesting that the libraries in Farley and Cascade provide access to all Dubuque County residents, regardless of whether municipalities have agreed to provide library funding for their residents. The concern is that such an agreement would violate the current 28E agreement set by the agency.

The contract has yet to be written, nothing is certain at this point. More information will be provided as it is received.

- 7) Miscellaneous Items: Downtown Parking for Library Staff – Rossman reported that the City currently provides parking for some downtown employees. Library employees currently pay for parking and the City is implementing equity for all employees to be provided parking downtown beginning as soon as July. The plan includes for the 12th and Bluff Street lot for Library full-time staff and part-time staff at the 9th and Bluff Street lot both at \$42.00 per month. The budget impact of \$24,500 is based on the estimate of 21 full-time staff and 20 part-time staff.
- 8) Department Updates – Rossman provided highlights of the past month for each Library department.

B. Comment Cards – Rossman reported on a comment card from a patron visiting the Library while visiting Dubuque. The patron requested that the Library consider additional recognition of Andrew Carnegie who helped to establish the Library. Rossman is following up with the patron to get more information to identify a possible donor opportunity and discussion of what the Library currently has in recognition of Mr. Carnegie.

"Moved to receive and file the informational update from the Library Director including the Library Expenditures, Revenue and Budget Financial Reports; and, Library Use Report, Marketing Report, Library Programs, Partnerships, and Grants Report; Strategic Plan Update, 28E Library Services Agreement Update, Downtown Parking for Library Staff, Library Department Updates, and one Comment Card."

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

5. Library Board Relations Committee Report – Mullin reported the Relations Committee met on June 2, 2022 to complete Director Nick Rossman's performance evaluation. The Committee is referring the completed evaluation process for receive and filing item for the Board's review.
6. Action Items:

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

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

*Motion: Poggemiller
Second: Lieberman
Vote: Aye - 6; Nay - 0*

7. Communication/Public Comment – Newly appointed Library Trustee Andy Bland, MD, who begins his term on July 1, 2022 was welcomed to the Board. Bland provided his background and expressed his desire to be on the Library Board of Trustees as he loves learning and loves to help other learn.
8. Library Board Adjournment – The Board adjourned at 4:49 p.m.

"Motion to adjourn."

*Motion: Poggemiller
Second: Kramer
Vote: Aye - 6; Nay - 0*

Pam Mullin
Pam Mullin, Board President

7/28/22
Date