

ORIGINAL

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

Present: President Pam Mullin; Vice President Greg Gorton; Trustee Robert Armstrong, Trustee Andrew Bland; Trustee A. Alanda Gregory, Trustee Victor Lieberman, Trustee Christy Monk, Director Nick Rossman, and Administrative Assistant Denette Kellogg.

Public Present: Ellen Dettmer, 1328 Jackson St., Dubuque, Iowa

1. President Mullin called the meeting to order at 4:05 p.m. and welcomed new Trustees Bland and Gregory.

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

*Motion: Gorton
Second: Bland
Vote: Aye - 7; Nay - 0*

2. Approval of Library Board of Trustees' Meeting Minutes of June 23, 2022.

"Moved to approve the Board Minutes of June 23, 2022."

*Motion: Armstrong
Second: Lieberman
Vote: Aye - 7; Nay - 0*

3. Board President's Report:

- A. The Board reviewed the Communication with the Dubuque City Council for July 2022.
- B. Election of Board Officers: Mullin reviewed Board Officer Roles of President, Vice President, and Secretary as set forth in the Board of Trustees By-Laws that provides information about officers and the annual meeting elections held each year.
 - 1) Mullin asked for nominations for Board President.

"Moved to nominate Pam Mullin for Board President."

Motion: Monk
Second: Lieberman
Vote: Aye - 7; Nay - 0

2) Mullin asked for nominations for Board Vice President.

"Moved to nominate Greg Gorton for Board Vice President."

Motion: Armstrong
Second: Lieberman
Vote: Aye - 7; Nay - 0

3) Mullin asked for nominations for Board Secretary.

"Moved to nominate Andrew Bland for Board Secretary."

Motion: Lieberman
Second: Gorton
Vote: Aye - 7; Nay - 0

C. Oath of Office Andrew Bland and A. Alanda Gregory – Mullin administered both the Oath of Office for a four-year period through July 1, 2026 as appointed by Dubuque Mayor and approved by the Dubuque City Council for both Bland and Gregory.

D. Library Board Committee Appointments – Mullin reviewed the various committee appointments. The President is a standing member of each committee. Mullin made the following appointments:

- 1) Relations Committee – Trustees Armstrong and Gregory
- 2) Operations Committee – Trustees Monk and Lieberman
- 3) Planning Committee – Trustees Bland and Gorton
- 4) 28E Agency – Trustee Victor Lieberman
- 5) Art Subcommittee – Trustee Armstrong
- 6) Library Foundation Board – Gregory, Lieberman, and Monk

"Moved to receive and file the Communication with the Dubuque City Council from June 2022, Oath of Office for Bland and Gregory, and Library Board Committee Appointments."

Motion: Armstrong
Second: Bland
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 Fiscal Year 2022 ended on June 30, 2022. Expenditures came in just over 95% of the budget, and projected revenue was just over 100%. The City is transitioning to a new financial system and it may have an effect in the way that expenditures are reported going forward.
- 2) Library Use – Rossman reported Library use increased in the majority of categories compared to June 2021. In-house programming was well attended along with an increase in library visits. There is an upwards trend in Library use over the past few months.

Hoopla a digital media service that allows patrons to borrow movies, music, audiobooks, eBooks, comics, and TV shows was connected on May 24. A soft launch took place in June and this service was promoted in July. May and June had 80 downloads. To date for July there are 230 downloads.

108 curbside visits in June.

- 3) Library Marketing Report – Rossman reported In June, the digital magazine service Flipster was promoted. The usage for June was 436 downloads, compared to 294 downloads in May. A 48% increase. The 436 downloads represent the most downloads in a month for the fiscal year.

A report of unsolicited articles appearing in the Dubuque Telegraph Herald was provided for review.

- 4) Library Projects and Partnerships Report - Rossman reported on the following:
 - The flyer that was provided in the July mailing of the utility bills was reviewed. City Departments can participate to do this only once/year. The Library plans to continue to do this annually.
 - This week is Shark Week in the Maker Space. There will be shark-inspired crafts, and look for some fun stop-motion videos on our social media pages.
 - The Youth update provided information about the mini-art program. The mini-paintings are on display on top of shelving by the elevator on the first floor. The mini-paintings are on display until the end of July.
 - Three new book drops were installed In July 2022. One at the Roosevelt Middle School and one at the Bluff Street location. The third was the Asbury Hy-Vee book drop that was destroyed in April 2022 when a truck

hit the book drop. The Roosevelt drop box was taken to Kennedy Mall to replace the smaller units at that location.

- Art @ your library® for August-September opens August 5 and will feature art by Gary Fagan (photography), Lyndal Anthony (wood turning), and Joan Overhouse (pyrography). A reception for the artists is planned for Friday, August 19. Fagan and Lyndal are also planning programs about their art.
- Youth Services is having a BMX show at the Dubuque Arboretum and Botanical Gardens on Friday, July 29.

5) Strategic Plan Update – Rossman reported that dates are set for the Strategic Plan Board Retreat. The retreat will be broken into two sessions. The afternoon of Monday, September 19 and the morning of Tuesday, September 20. Each session will be approximately 4 hours. The virtual Board focus group session is confirmed for August 24. The Board discussed some options for times for both of these sessions to allow for the best participation numbers. Rossman will verify timeframe options with consultant and contact the Board.

6) Miscellaneous Items Report:

- A. Downtown Parking for Staff – Rossman reported the City project for downtown parking for staff is moving forward. The \$24,500 funds for this project for FY-23 will be from funds carried over from FY-22. Full-time staff will be provided a space at the 12th and Bluff Street lot and part-time staff will be provided parking spaces at the 9th and Bluff Street lot.
- B. Rossman reported on attending the American Library Association conference in June in Washington, D.C.
- C. The Dubuque Racing Association (DRA) Grant was submitted for a Space Needs Study through the Library Foundation. The DRA awarded \$3,000 of the \$12,700 requested.

7) Department Updates – Rossman provided highlights of the past month for each Library department. The Iowa Library Association (ILA) conference is in Coralville, Iowa in 2022 and Dubuque will host the 2023 conference.

B. Comment Cards – Rossman reported on a comment card from a patron Sara McAlpin, BVM. McAlpin praised the Library for its vast and interesting summer reading calendar of events.

"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

Projects and Partnerships Report; Strategic Plan Update, Miscellaneous Items, Library Department Updates, and one Comment Card."

*Motion: Armstrong
Second: Bland
Vote: Aye - 7; Nay - 0*

5. Action Items:

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

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

*Motion: Bland
Second: Gorton
Vote: Aye - 7; Nay - 0*

6. Communication/Public Comment – Library school student Ellen Dettmer reported she is working on an assignment having to do with Library Boards and thanked the Board for an interesting meeting. She also thanked Kellogg for providing her information on the Library budget for an assignment on library budgets.

7. Library Board Adjournment – The Board adjourned at 5:00 p.m.

"Motion to adjourn."

*Motion: Gorton
Second: Armstrong
Vote: Aye - 7; Nay - 0*

 *8/25/22*
Andrew Bland, MD, Board Secretary Date