

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of August 25, 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, August 25, 2022.

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

Excused: Vice President Greg Gorton

1. President Mullin called the meeting to order at 4:03 p.m.

"Moved to adopt the meeting agenda of August 25, 2022."

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

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

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

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

3. Board President's Report:

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

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

*Motion: Armstrong
Second: Bland
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 Library staff are still learning the ins and outs of the City's new financial system. Entering invoices into the system for the new fiscal year is behind, which is reflected in the expenditures for the month of July.
- 2) Library Use – Rossman reported Circulation of physical materials had a slight decrease compared to July 2021. The library saw a 15% increase in visitors to the Library over the previous year and a 10% increase in downloadable materials. The largest decreases continue to come from physical audio and video materials.

The final number of Hoopla (streaming audio books, comics, e-books, movies, music, and TV) downloads for the month of July was 398.

87 curbside visits in July.

Bland reported that as part of the Strategic Planning process he is interested in having patron data by patron socio-economic status, checkouts and other data as available to learn more about the Library's customers. Rossman reported that information was provided earlier in the planning process and he will send this information to both Bland and Gregory.

- 3) Library Marketing Report – Rossman reported for the month of July, Hoopla was marketed. There were 398 downloads in July compared to 80 in June.
- 4) Library Projects and Partnerships Report - Rossman reported on the following:
 - Reception for the Art @ your library® was on Friday, August 19 featuring artists Lyndal Anthony, Gary Fagan, and Joan Overhouse. The artists are offering some programs to coordinate with the art exhibit. Artist Gary Fagan will do a presentation featuring photography of eagles on Saturday, August 27.
 - Library staff will be attending community resource fairs for students at the University of Dubuque and University of Wisconsin-Platteville in September. Both fairs feature resources that Dubuque can offer students to encourage them to consider staying in the area post-graduation.
 - Staff Development Day is scheduled for Thursday, September 15. The City of Dubuque's Employee Assistance Program will give a brief overview of the services that they can provide to library staff as City employees. Police Chief Jeremy Jensen will present on emotional intelligence and self-awareness. Dr. Gail Berger, an Associate Professor at Northwestern University in the Kellogg School of Management and School of Communication, will present on organizational culture and communication.

- 5) Dubuque Community School (DCSD) District Agreement Report – Rossman reported that plans are to continue the partnership with the DCSD and the Dubuque County Library District in automatically providing library cards to middle and high school students via their school IDs. Students have checked out 88 items using their school library cards over the summer months.
- 6) Partial Roof Replacement – Rossman reported that the Dubuque City Council approved a public hearing to open the bidding process for the partial roof replacement. The bid opening is scheduled for Thursday, September 8 at 2:00 p.m.
- 7) Miscellaneous Items Report:
 - A. McDonough Foundation Grant – Rossman reported on submission of a grant application to the McDonough Foundation for submitted in May 2022 through the Library Foundation. The Library Foundation is investigating funding for this youth services Launchpads project and Rossman will report back to the Board as to the status of this grant.
 - B. Parking for Staff – Rossman reported that employee vehicle information has been provided to the transportation department who is working on the transfer of budget funds for this expense. Funds for this project is coming from the Library's FY-22 personnel budget savings in the amount of \$24,500. The FY-24 expense will be built into the Library's operational budget as a regular expense.
- 8) Department Updates – Rossman provided highlights of the past month for Adult, Circulation, Information Technology and Youth Services.

As part of the updates, Rossman asked Information Technology Manager Michael Kerth to provide detail on the possibility of the Library applying for the E-Rate program. The government E-rate program can provide discounts to schools and libraries for telecommunications and internet access while requiring blocking or filtering Internet access for both minors and adults to certain visual depictions. Kerth reported that this program could provide up to a 60% discount for both telecommunications and internet. Kerth noted that filtering software is required for Adult access and that includes filtering out Adult content and stricter content limiting for children. Staff has the ability to override a site for a patron.

The Board discussed the challenges of filtering software and requested additional detailed information on the filtering and software, how it filters, including test users before considering this program for approval.

- B. Comment Cards – The Board reviewed three comment cards thanking the Library and staff for its summer reading and Art @ your library® programs.

"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; Miscellaneous Items, Library Department Updates, and three Comment Cards."

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

5. Action Items:

- School Library Card Agreement - Rossman reported on the continuation of the Dubuque Community School (DCSD) District Agreement between the Library, the County Library and the DCSD. Rossman reported that the agreement was updated with one revision of removing language of blocking students from using the program, as there is not a method of doing this yet. Rossman reported that students who are trespassed from the Library would be reviewed on a case-by-case basis for use of this program. Monk suggested that cost of items not returned by students be shared equally.


"Moved to approve the School Library Card Agreement with the Dubuque Community School District and the Dubuque County Library District."

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

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

"Motion to adjourn."

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


Andrew Bland, MD, Board Secretary

9/22/22
Date