

Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of September 22, 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, September 22, 2022.

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

Excused: Vice President Greg Gorton and Trustee Victor Lieberman

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

"Moved to adopt the meeting agenda of September 22, 2022."

*Motion: Monk
Second: Bland
Vote: Aye -5; Nay -0*

2. Approval of Library Board of Trustees' Meeting Worksession Minutes of August 24, 2022 and Meeting Minutes of August 25, 2022.

"Moved to approve the Board Worksession Minutes of August 24, 2022"

*Motion: Bland
Second: Gregory
Vote: Aye - 5; Nay - 0*

"Moved to approve the Board Minutes of August 25, 2022 with the following changes: page 2, Library Use 4.A.2) fourth paragraph, line three, change "but the" to "about", and page 3, Miscellaneous Items Report 4.A.7) A) second line, omit the word "for" from the line."

*Motion: Armstrong
Second: Bland
Vote: Aye - 5; Nay - 0*

3. Board President's Report:

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

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

*Motion: Monk
Second: Armstrong
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 financial reports at the end of August reflect 10% of the Library's budget has been spent, while 16% of the fiscal year has passed. The reports from the new financial system do not include payroll reports as these are still coming out of the old financial system, while the rest of the budget is in the new system. Payroll will eventually be added to the new system and reporting of financial information will be more on target, as well as resemble more closely what the Board is used to reviewing

2) Library Use – Rossman reported Total library circulation included a 5% increase over August 2021, as well as a 16% increase in visitors, and a 19% increase in internet and Wi-Fi usage. The new streaming platform *hoopla* had 755 downloads in August.

96 curbside visits in August.

755 Hoopla downloads in August.

3) Library Marketing Report – Rossman reported for the month of August, Novelist Plus, a reader's advisory database was marketed. There were 153 uses compared to 82 in August 2021. An increase of 186%.

4) Library Projects and Partnerships Report - Rossman reported on the following:

- Library Administration would like to welcome Christine Feldman, the new part-time Confidential Account Clerk. Her first day was Tuesday, September 13.
- Staff Development Day was Thursday, September 15. A survey has been sent to staff to evaluate the day's activities, but initial oral reports were positive.
- Library Director Nick Rossman was appointed to the Iowa Library Association Foundation Board.

- In support of the local International Day of Peace effort, the Library will be running a slideshow on the TV in the front atrium Monday, September 19 through Friday, September 23. The Maker Space will be featuring Kindness Rocks.
- Plans are taking place for a collaborative county libraries banned book discussion of the book *Gender Queer* and two other titles in the spring of 2023 or June of 2023 and Rossman asked for feedback on moving forward with this program. Bland suggested that the Library present discussions from all sides of a subject so that the Library presents itself as neutral where everyone has a voice. Monk suggested the Board must be ready for feedback on the issue and liked the idea of partnering with other libraries. Gregory suggested having community conversation of the Library being open and inviting all views to be heard on any issue.

5) Dubuque Community School (DCSD) District Agreement Report – Rossman reported that the agreement did not make it onto the agenda for the September 12, 2022 School Board meeting. An inquiry into a timeline of when it would be reviewed has begun.

6) Partial Roof Replacement – Rossman reported that two bids were received for the project:
Black Hawk Roofing Company: \$119,000
Giese Roofing Company: \$121,580

Total project cost with materials and 5% contingency is estimated at \$213,060, with currently \$220,231 in available project funding. The Board reviewed the memo the was provided to the City Manager dated September 14, 2022 recommending approval of the bid award to Black Hawk Roofing Company by the City Council.

Monk recommended not spending the \$7,000 until the end of the project.

7) Miscellaneous Items Report:

- A. McDonough Foundation Grant – Rossman reported that the Library Foundation was awarded \$3,000 from the McDonough Foundation for the youth services Launchpad project.
- B. Parking for Staff – Rossman reported that part-time staff are now able to park at the 9th Street lot once they submit their vehicle information. The parking for full-time staff who have submitted their application for the 12th Street lot should implemented in the next month by the City Parking Department.

C. E-Rate Discussion – Rossman reported that further investigation into the levels of funding that corresponds with the level of blocking depending on funding for Internet and/or equipment. The Operations Committee will review this information along with the concerns the Board has expressed.

8) Department Updates – Rossman provided highlights of the past month for Adult, Circulation, Information Technology and Youth Services.

B. Comment Cards – Rossman reported on a comment from a citizen on banned books data from the American Library Association that was on a banned books display in the Library.

"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; Dubuque Community School District Agreement Report, Partial Roof Replacement Update, Miscellaneous Items Report, Library Department Updates, and one citizen comment."

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

5. Action Items:

- Library Expenditures FY-23: July, Period 1 and August Period 2 – The Board reviewed the expenditures reports for period one and two. The reports are formatted differently from the FY-22 reports that were generated from the old system. The new system lacks ease of use to retrieve the reports needed and as noted lacks detailed payroll information that is to be merged into the new system at some point.

"Moved to approve the Library expenditures for FY-23 July, period 1 and August, period 2."

*Motion: Armstrong
Second: Gregory
Vote: Aye – 5; Nay – 0*

6. Library Board Adjournment – The Board adjourned at 4:42 p.m.

"Motion to adjourn."

Motion: Monk
Second: Gregory
Vote: Aye - 5; Nay - 0



October 27, 2022

Andrew Bland, MD, Board Secretary

Date