

Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of October 27, 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, October 27, 2022.

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

Present Electronically: Board Secretary Andrew Bland, M.D.

Excused: Trustee A. Alanda Gregory

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

"Moved to adopt the meeting agenda of October 27, 2022."

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

2. Approval of Worksession Meeting Minutes of September 19 and September 20, 2022; and Meeting Minutes of September 22, 2022.

"Moved to approve the Board Worksession Minutes of September 19 and 20; and, the meeting minutes of September 22, 2022."

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

3. Board President's Report:

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

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

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 the end of September marks the end of the first quarter of the fiscal year. Reporting features are in full working order and library accounting staff is nearing the point of being caught up on entering information with the new system.
- 2) Library Use – Rossman reported total library circulation of materials included a 2% decrease in September 2022 over September 2021, the major decrease seen in physical audio and video materials. There was a 14% increase in visitors and a 20% increase in internet and Wi-Fi usage. Attendance in programming saw a significant 62% increase over September 2021.

95 curbside visits in August.

753 Hoopla downloads in September. Rossman provided a breakdown for Hoopla usage so far in this fiscal year.

- 3) Library Marketing Report – Rossman reported for the month of September, Library Card Signup Month was promoted. A total of 1,217 new cards were issued for the month. Of these cards, 918 cards were the addition of all the 6th grade students that were transferred over with the School ID partnership with the Dubuque Schools. New cards issued over September 2021 increased 82%.

The Board reviewed the quarterly report of Carnegie-Stout Public Library mentions in the Dubuque Telegraph Herald for the first quarter of FY-23.

- 4) Library Programs, Partnerships, and Grants Report: Rossman reported on the following:

Several staff made professional presentations at the 2022 annual Iowa Library Association conference, ranging from library programming, to intellectual freedom, and using TikTok to promote the library and library services.

The Library is launching a new literacy program called Bookworm Builders. Each month, the Library's AmeriCorps staff will visit Head Start Preschool students, share a storytime and deliver a free book to hundreds of students. At the end of the school year, each student will have his or her own small library of books.

The Library took part in several outreach events in September including awareness days for students at the University of Dubuque and University of Wisconsin-Platteville, and taking part in Steve's Ace Hardware Fall Festival.

Library staff are providing training opportunities for Dubuque Schools Teacher Librarians on book talking, selecting storytime books, and “weeding” of library materials.

- 5) Iowa Library Association (ILA) Conference 2023 – Rossman reported on the ILA Conference that will be held in Dubuque in October 2023. The first conference day will be in place of the Library's staff development day providing staff the opportunity to attend the conference. The Board was encouraged to attend.
- 6) Dubuque Community School (DCSD) District Agreement Report – Rossman reported that the agreement is set to be on the agenda for the November 2022 School Board Meeting. Afterward, the Board President will sign the document on behalf of the Library Board. The Board previously approved this agreement.
- 7) Partial Roof Replacement – Rossman reported a pre-construction meeting was held with Black Hawk Roofing Company on October 12. This project is scheduled to be completed in the spring, as temperatures need to stay above 40 degrees for the new roofing material to properly adhere.
- 8) Miscellaneous Items Report:
 - A. The Board agreed to host its Holiday Reception on December 15, 2022.
 - B. Damaged Book Returns Update - Rossman reported that the Library has been reimbursed \$8,640.67 for the cost of the book drop damaged at the Asbury Hy-Vee in April 2022 that had to be replaced. The insurance claim against the driver who damaged the book drop at Eleanor Roosevelt School has been submitted.
 - C. The Board reviewed the calendar of meeting dates through October 2023. The Board agreed to hold a Noon meeting on November 15, 2022, and agreed on the meeting dates through October 2023 with this change.
 - D. The Board reviewed the library closings for 2023 and agreed on the list of closings.
 - E. The consulting firm, Rethinking Libraries, plans to have the draft strategic plan to the Library Board within one week. The Board will then review the documents and provide final revisions to the plan.
- 9) Department Updates – Rossman provided highlights of the past month for Adult, Circulation, Information Technology and Youth Services.

B. Comment Cards – Rossman shared a letter of apology from a child who lost two books.

"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, Iowa Library Association Conference, Partial Roof Replacement Update, Miscellaneous Items Report, Library Department Updates, and one comment card."

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

5. Action Items:

- Library Expenditures FY-23: September, Period 3 – The Board reviewed the detailed expenditures reports for period three. The Gifts Trusts report is delayed from the City due to the new financial system's reporting module and will be provided as soon as it is received for the Board's review.

"Moved to approve the Library expenditures for FY-23 September, period three."

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

6. Library Board Adjournment – The Board adjourned at 4:50 p.m.

"Motion to adjourn."

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

Andrew Bland

Andrew Bland, MD, Board Secretary

1/29/23

Date