

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of November 16, 2022**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Lacy Board Room at 12:00 p.m. on Thursday, November 16, 2022.

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

1. President Mullin called the meeting to order at 12:07 p.m.

"Moved to adopt the meeting agenda of November 16, 2022."

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

2. Approval of Board of Trustees Meeting Minutes of October 27, 2022.

"Moved to approve the Board Meeting Minutes of October 27, 2022."

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

3. Board President's Report:

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

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

*Motion: Monk
Second: Gregory
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 the fiscal year is one third of the way complete. Expenditures are at 25% of the budget and revenue is a little less than 17% collected of projected budget.
- 2) Library Use – Rossman reported total library circulation of materials was nearly identical to October 2021, and currently a 1% increase over year to date numbers compared to FY 2022. There is a 14% increase in visitors and a 22% increase in internet and Wi-Fi usage. Attendance in programming saw a significant 108% increase over October 2021.

100 curbside visits in October.

797 Hoopla downloads in October. Since launch of the service began in May 2022, \$5,650 has been spent on the service. Rossman provided a report for Hoopla usage for August to October 2022.

- 3) Library Marketing Report – Rossman reported for the month of October, the online tutoring support *Brainfuse HelpNow* was promoted. This resulted in 283 uses, compared to 23 uses in September and 24 uses in August.

Marketing Coordinator, Amanda Dolter, attended a Library Marketing and Communications Conference November 2-3, 2022.

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

Twenty Launchpad Academy tablets for Pre-K users have arrived. The tablets were made available through a grant from the McDonough Foundation. The tablets do not need to be connected to the internet to be used and are available for check out. Each tablet comes with different games, stories, etc. aimed to engage students in literacy, social/emotional skills, and STEAM activities.

Library staff participated in the Julien Dubuque Film Festival sponsored Halloween parade on October 22, 2022. The staff theme was “Librarians by Day, Rock Stars by Night.”

Halloween programs including Scary Storytime and a Costume Parade took place at the Library. Prizes were given to “trick-or-treaters”.

The Fall Friends of the Library Booksale was held on October 12 -15 with \$2,800 in proceeds from the sale.

The Library Foundation approved a gift of \$3,000 for the MakerSpace to purchase materials to continue making Make-n-Take kits for patrons.

The Library is hosting a *Spark Online Book Fair* until November 20. This online book fair provides 30% of funds raised to come back to the Carnegie-Stout Public Library to enhance the collection by purchasing more materials.

The Library will partner with the Monsoon Asian and Pacific Islanders in Solidarity organization to bring a Storytime in Marshallese to the library on Wednesday, November 30.

The Library's Annual Christmas Tree Lighting ceremony is set for Saturday, December 3 from 2-3 p.m. The Dubuque Senior High School Madrigal singers will perform again this year.

The Art @ your Library Holiday Show will open on Friday, December 2. This show will be open to artists featured in 2022 and 2023.

- 5) Draft of the Strategic Plan – Rossman reviewed the draft of the Strategic Plan document as provided by the strategic planning consultants ReThinking Libraries. The Board agreed that the plan should resemble a plan of service for the next five years with goals. Rossman shared a summary of the priority focus areas as provided in the report from the consultants. The Board would like to see a plan for how to proceed in the next 12 months and through the next five years.

The Board requested that a redeveloped plan that more resembles a plan of service that staff can identify and work with be drafted and presented. The Board will review the revised draft plan, and based on their feedback, may need to meet with the consultants or hold a Planning Committee meeting to review.

- 6) Miscellaneous Items Report – Rossman reported that the Dubuque Community School District has agreed to another year of data sharing services to provide middle and high school students a library card using their school ID.
- 7) Department Updates – Rossman provided highlights of the past month for Adult, Circulation, Information Technology and Youth Services.

B. Comment Cards – No comment cards were received.

"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 Report, and Library Department Updates."

Motion: Lieberman
Second: Gorton

Vote: Aye – 7; Nay – 0

5. Action Items:

- Library Expenditures FY-23: October, Period 4 – The Board reviewed the detailed expenditures reports for period four, and the Gift Trusts Expenditure Report for August, 2022 as provided by City Finance. The Gifts Trusts report has been delayed from the City due to the new financial systems reporting module.

"Moved to approve the Library expenditures for FY-23 October, period four, and the Gift Trusts Report Expenditures for FY-23 August, period two."

Motion: Monk
Second: Gorton
Vote: Aye – 7; Nay – 0

6. Library Board Adjournment – The Board adjourned at 1:08 p.m.

"Motion to adjourn."

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

 11/26/23
Andrew Bland, MD, Board Secretary Date