

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of December 15 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, December 15, 2022.

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

Electronically: Trustee Robert Armstrong

Excused: Board Secretary Andrew Bland

1. President Mullin called the meeting to order at 4:00 p.m.

*"Moved to adopt the meeting agenda of December 15, 2022."*

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

2. Approval of Board of Trustees Meeting Minutes of November 16, 2022.

*"Moved to approve the Board Meeting Minutes of November 16, 2022."*

*Motion: Gorton  
Second: Gregory  
Vote: Aye - 6; Nay - 0*

3. Board President's Report:

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

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

*Motion: Monk  
Second: Gorton  
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 fiscal year is one third of the way complete. Expenditures are at 33% of the budget and revenue is 20% collected of projected budget.
- 2) Library Use – Rossman reported there was a 4% increase in circulation over November 2021, a 16% increase in visitors and a 19% increase in computer and Wi-Fi usage. The June/July showing Art @ your Library YouTube video had a three-day viral viewing period with over 3,000 views and over 13 hours of viewing time.

84 curbside visits in November.

Rossman reported 860 Hoopla downloads in November. Since launch of the service began in May 2022, expenditures are \$7,365 for this the service to patrons. (Hoopla is a web and mobile library media-streaming platform for audio books, comics, e-books, movies, music, and TV.) Rossman provided a comparison report for Hoopla usage for September to November 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.

In the month of November, Consumer Reports online was promoted. This resulted in 1,237 uses, compared to 567 patron uses in October or a 118% increase.

- 4) Library Programs, Partnerships, and Grants Report - Rossman provided the following report:

There were nearly 70 submissions for the National Family Literacy writing contests across four different age groups. Gift cards to River Lights Book Store will be awarded to the winning submission in each category.

The Spark Online Book Fair where a portion of proceeds are raised by the Library \$300.00 for Youth Services.

The Marshallese Storytime was held on November 30. Library staff will continue to focus on outreach with the Monsoon Asian and Pacific Islanders in Solidarity in an effort to continue this partnership.

Library Director, Nick Rossman attended the Iowa Library Association (ILA) Planning Day, which was a strategic planning session for the incoming leadership for the ILA. Plans for the 2023 ILA Annual Conference that will be at the Grand River Center in October began at this meeting. More specific planning for the conference will begin in January and/or February 2023.

The Library's annual Tree Lighting Ceremony had an estimated approximately 140 in attendance. Along with fun facts about the tree, Rossman thanked the volunteers and staff that helped set up and decorate the tree this year, as well as helping at the event. The Dubuque Senior High School Madrigal Singers performed and the audience enjoyed not only the performance, but also singing along to many of the songs. The tree is a great marketing tool as it brings in many visitors to the Library who may have not stopped in otherwise and we hope they are investigating other library services.

- 5) Strategic Plan Revised Draft Review – Rossman reviewed the revised draft of the Strategic Plan document as provided by the strategic planning consultants ReThinking Libraries. The Board agreed to review the revised draft and provide feedback before the Planning Committee meets in January 2023. The final plan then be provided to the Library Board for review and approval at its January 26, 2023 Board meeting.

The Board discussed how the annual plan would be developed and completed. Rossman reported that the work plan would be developed for staff and the goals set reviewed by the Board on an annual basis. A quarterly update is planned to the Board as part of the Director's report.

- 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 – The Board reviewed one Christmas holiday comment card thanking Library staff for its services.

*"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; Strategic Plan Draft Review, and Library Department Updates; and one comment card."*

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

5. Action Items:

- Library Expenditures FY-23: November, Period 5 – The Board reviewed the detailed expenditures reports for period five, November 2023. The Gift Trusts Expenditure Report provided by the City Finance Department is delayed and is expected for the January, 2023 Board meeting review.

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

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

- 6. Library Board Adjournment – The Board adjourned at 4:28 p.m.

*"Motion to adjourn."*

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

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*Andrew Bland*  
**Andrew Bland, MD, Board Secretary**

*1/26/23*

**Date**