

# ORIGINAL

## Carnegie-Stout Public Library Board of Trustees Meeting Minutes of January 26, 2023

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, January 26, 2023.

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

Electronically Present: Trustee Robert Armstrong

Excused: Vice President Greg Gorton and Trustee Christy Monk

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

*"Moved to adopt the meeting agenda of January 26, 2023."*

*Motion: Bland*  
*Second: Lieberman*  
*Vote: Aye – 5; Nay – 0*

2. Approval of Board of Trustees Meeting Minutes of December 15, 2023.

*"Moved to approve the Board Meeting Minutes of December 15, 2023."*

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

3. Board President's Report:

- The Board reviewed the Communication with the Dubuque City Council for December 2023.

*"Moved to receive and file the Communication with the Dubuque City Council from December 2023."*

*Motion: Bland*  
*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 the fiscal year is half-complete. Expenditures spent are at 46% and revenue is 56% collected of projected budget.
- 2) Library Use – Rossman reported there was a 6% increase in circulation over December 2021, a 13% increase in visitors and a 16% increase in computer and Wi-Fi usage.

79 curbside visits in December.

Rossman reported 991 Hoopla downloads in December. Also included for review was the last three months usage comparison report that includes cost per collection for review. (Hoopla is a web and mobile library media-streaming platform for audio books, comics, e-books, movies, music, and TV.)

- 3) Library Marketing Report – In the month of December, the Library collection of cake pans was promoted. With each cake pan checked out, patrons received a free box of cake mix. The Library circulated 27 cake pans in December, compared to an average of 9/month in the previous three months.

Included is a snapshot of Telegraph Herald articles mentioning the library from October through December.

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

Over \$250.00 was removed from nine accounts through the Giving Tree program over the past three months.

The Art Subcommittee met on Monday, January 23 to review upcoming art shows and select future artists for display.

The February/March Art @ your Library show will feature art from Wildlife Painter Catherine Basten, Wood Turner Lyndal Anthony, Wood Burner Joan Overhouse, and Stone Jewelry Artist A. Alanda Gregory. An artist opening reception will take place on Friday, February 3 at 5:30 pm.

The Library is partnering with Faces & Voices and the Dubuque Community School District to host a Black History and Reading Challenge concerning the book *The 1619 Project: a New Origin Story*, created by Iowa native Nikole Hannah-Jones. The discussions will take place the last Sunday each month from February through October, with each session covering two different chapters of the book.

The BEAM Projector grand opening is set for Saturday, January 28 from 10:00 a.m. – 2:00 p.m., and is encouraged for ages 3 – 12.

- 5) Part-time Marketing Coordinator Contract Approval - Rossman reported that this position has an anniversary date of February 25, 2023. This request is to continue a contract for employee Amanda Dolter and to recommend that the funds to support this position be funded from the Mutschler Trust. The expected expense will be \$40,618, which includes salary and benefits.
- 6) ADA Checklist for Existing Facilities – Rossman reviewed a section of the checklist with the Board that is part of the accreditation application that Library needs to complete every three years with the State Library of Iowa. It is required that the Library Board review one section of this checklist. Rossman included the results from Priority Two – Access to Goods and Services for review. Among the results, the only concern found was the water fountain on the third floor is situated a few inches too high to meet the current ADA standards. This water fountain is scheduled to be replaced and the new water fountain will be in compliance with the ADA standards. The Board reviewed the report and concurred with the finds and the change with the new water fountain.
- 7) Strategic Plan Report – Rossman reviewed the proposed final strategic plan included in the Board packet completed by Rethinking Libraries. The planning committee has agreed that the plan is ready to be considered for approval by the full Board of Trustees. Rossman shared the refreshed more appealing design of the new plan that will be used for sharing and promoting the plan to the public. The content of the plan remains the same. Two recommended revisions in the photos to be used in the public plan were made by the Board.
- 8) 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 identification card.
- 9) Department Updates – Rossman provided highlights of the past month for Adult, Circulation, Information Technology and Youth Services.

B. Comment Cards – There were no comment cards.

*"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, Library Programs, Partnerships, and Grants Report; ADA Checklist Completion for Existing Facilities, Strategic Plan Report, and Library Department Updates."*

*Motion: Bland*

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

Trustee Bland exited the meeting at 4:34 p.m.

5. Action Items:

A. Library Expenditures FY-23: December, Period 6 – The Board reviewed the detailed expenditures reports for period six, December 2023 and the revised Gift Trusts reports provided by City Finance for July, August, and September 2023. The Gift Trusts Expenditure Reports October through December provided by the City Finance Department should be available for the February 2023 Board meeting review. Lieberman noted the negative interest entries for Lacy Book and the General Gift Trusts and an inquiry will be made to the Finance Department and report back to the Board.

*"Moved to approve the Library expenditures for FY-23 December, period six, and the Gift Trusts Revised Report Expenditures for FY-23 July, August and September, period one, two and three."*

*Motion: Lieberman  
Second: Gregory  
Vote: Aye - 4; Nay - 0*

Bland re-entered the meeting at 4:36 p.m.

B. Part-time Marketing Coordinator Contract Renewal – The Board reviewed the contract renewal for the part-time Marketing Coordinator that takes place on February 25, 2023 on an annual basis since the position was filled on February 25, 2019. The position has been temporarily funded since 2019 from the Mutschler Trust with the intent for the position to be approved and funded by the City's operational budget. This request is to continue an annual contract for employee Amanda Dolter and to recommend that the funds to support this position be funded from the Mutschler Trust. The expected expense will be \$40,618, which includes salary and benefits. Improvement Package requests for this position to be added to the operational budget have been made since 2020, but have not yet been approved. The Board discussed the contract period and agreed to extend it to June 25, 2024 or 16 months for the new contract period in hopes of getting the position approved by the City.

*"Moved to approve funding from the Mutschler Trust for the part-time Marketing Coordinator position for 16 months from February 25, 2023 to June 25, 2024 in the amount of \$40,618 which includes salary and benefits."*

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

F. Unattended Child Policy – The Board reviewed the revised policy.

*"Moved to adopt the revisions to the Unattended Child Policy."*

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

G. Fiscal Year 2024 Budget Presentation – Rossman provided the FY 24 Budget presentation to the Library Board that included information on the Library's operational budget, improvement package requests (IPs), Capital Improvement requests (CIPs), and, accomplishments including information about the Library.

*"Moved to approve fiscal year 2024 Budget Presentation."*

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

6. Library Board Adjournment – The Board adjourned at 4:40 p.m.

*"Motion to adjourn."*

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

*Andrew Bland*  
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**Andrew Bland, MD, Board Secretary**      *3/23/22*      **Date**