

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of February 23, 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, February 23, 2023.

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

1. President Mullin called the meeting to order at 4:03 p.m.

"Moved to adopt the meeting agenda of February 23, 2023."

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

2. Approval of Board of Trustees Meeting Minutes of January 26, 2023.

"Moved to approve the Board Meeting Minutes of January 26, 2023."

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

3. Board President's Report:

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

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

*Motion: Lieberman
Second: Gorton
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 end of January marks 58% completion of the fiscal year. Expenditures are spent at 52% and revenue is 61% collected of projected budget.
- 2) Library Use – Rossman reported there was there was a 9% increase in circulation over January 2022, a 33% increase in visitors and a 20% increase in computer and Wi-Fi usage.

101 curbside visits in January.

Rossman reported 1,414 Hoopla downloads in January. There were 98 new users in January and 386 unique users total. Also included for review was the last three months usage comparison chart 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 January, streaming movie and television show service, Kanopy was promoted. There was an increase of 29% in January 2023 with 348 uses compared to 269 uses the previous month.
- 4) Library Programs, Partnerships, and Grants Report - Rossman provided the following report:

The Library's Public Library Accreditation application with the State Library of Iowa is due February 28, 2023. The application will be submitted in following the review and approval of the policies at this meeting. Rossman thanked the Library Staff and Board of Trustees with all their help in completing the Strategic Plan, revising and approval of library policies, assistance with compiling other required data, all of which are necessary for the application process.

Music @ your Library® is scheduled for Friday, March 3 at 6:00 p.m. in the Library auditorium. Featured are Iowa Blues Hall of Fame musicians Joe and Vicki Price: Blues-Roots from the Heartland.

Rossman attended the first meeting for the Iowa Library Association Conference planning 2023 was held on Friday, February 10. The focus of the meeting was introducing committee members, committee roles, conference schedule, format, potential keynote speakers, and general theme. The focus for Carnegie-Stout Public Library staff will be working on local arrangements for the conference.

Trustee Gregory joined the meeting at 4:12 p.m.

- 5) Board Education – Rossman reported included in the accreditation process is three to five hours per year of continuing education for Board of Trustees

members. Much of this education for the Trustees came from the involvement in the strategic planning process over the past year. Another method is by sharing relevant topics that libraries are facing. Lieberman had shared with a few Dubuque-area Library Directors the included policy brief regarding attempts to criminalize libraries and education through State obscenity laws. This document is included for review by the Board. EveryLibrary Institute is a lobbying firm that works specifically for libraries and library organizations and developed this document.

6) Revised Policies for Approval - Rossman reviewed the proposed changes to the following policies:

- Materials Selection Policy (propose name change to Collection Development Policy)
- Internet Use Policy
- Fees Policy
- Circulation Policy
- Children Unaccompanied by an Adult Policy (propose name change to Unattended Child Policy)

Also included was a synopsis of the changes for each policy for the review.

7) Fiscal Year 2024 Budget Presentation - Rossman will provide the Library's FY 2024 budget presentation for the Board's review. The Library will present to City Council on Monday, February 27 at 6:30 p.m. The Library is set to present following the Health Services Department.

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

B. Comment Cards – Rossman reviewed three comment cards received. One patron commented on "loving the library" and the side table provided at the checkout desk. Another patron provided a request that the Library stay open later. The third patron commented on enjoying the Tiny Art Show.

"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; Board Education, Revised Policies for Approval, FY 2024 Budget Presentation, Library Department Updates, and Comment Cards."

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

5. Action Items:

- A. Library Expenditures FY-23: January, Period 7 – The Board reviewed the detailed expenditures reports for period seven, January 2023. Also reviewed were the revised Gift Trusts reports provided by City Finance for July, August, and September 2023; and, review of the Gift Trusts reports for October, November and December 2023. The Gift Trusts reports interest had been misreported resulting in a revision to the July, August, and September 2023 reports.

"Moved to approve the Library expenditures for FY-23 January, period seven; and, the Gift Trusts Revised Report Expenditures for FY-23 July, August and September, and reports for FY-23 October, November, and December."

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

- B. Library Circulation Policy – The Board reviewed the revised policy.

"Moved to adopt the revisions to the Library Circulation Policy."

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

- C. Collection Development Policy – The Board reviewed the revised policy.

"Moved to adopt the revisions to the Collection Development Policy."

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

- D. Fees Policy – The Board reviewed the revised policy.

"Moved to adopt the revisions to the Library Fees Policy."

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

- E. Internet Use Policy - The Board reviewed the revised policy.

"Moved to adopt the revisions to the Internet Use Policy."

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, MD, Board Secretary

3/23/23
Date