

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

Present: President Pam Mullin, Vice President Greg Gorton (exited at 4:48 p.m.), Secretary Andrew Bland, Trustee Robert Armstrong, Trustee A. Alanda Gregory, Trustee Victor Lieberman (arrived at 4:05 p.m.), Trustee Christy Monk, and Administrative Assistant Denette Kellogg.

Electronically Present: Library Director Nick Rossman

1. President Mullin called the meeting to order at 4:01 p.m.

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

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

2. Approval of Board of Trustees Meeting Minutes of February 23, 2023.

"Moved to approve the Board Meeting Minutes of February 23, 2023."

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

3. Board President's Report:

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

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

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

end of February marks 66% completion of the fiscal year. Expenditures expended are at 56% and revenue collected is at 65% of the projected budget.

- 2) Library Use – Rossman reported that there was a 10% increase in circulation over February 2022, a 15% increase in visitors, and a 4% increase in computer and Wi-Fi usage.

82 curbside visits in February.

Rossman reported 1,492 Hoopla downloads in February. There were 84 new users in February and 406 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 – Rossman reported that in the month of February, genealogy database Heritage Quest was promoted. This resulted in a total of 218 uses in February 2023 up from an average of about 35 uses per month over the fiscal year to date. An increase of over 500%.
- 4) Library Programs, Partnerships, and Grants Report - Rossman provided the following report:

The Bridge to Reading award is a program, created by Youth Services Manager Danielle Day that was piloted in Dubuque and is now a statewide award run by the Youth Services division of the Iowa Library Association. The committee announced this year's top ten Storytime books. Twenty different local agencies will participate by reading all 10 books with approximately 2,000 Dubuque area preschool age students and having the students vote for a winner.

The library completed its budget presentation with City Council on February 27. Rossman thanked everyone that helped with the presentation and those who attended either in person, or virtually. The final City Council approval is scheduled for 6:30 p.m. on Thursday, March 23.

In a continued partnership with the Dubuque Metropolitan Area Solid Waste Agency and Dittmer Recycling, the library will be participating in a community shredding opportunity. Secure shred bins will be delivered to the library and available on the first floor to the public all open hours from March 20 through April 3.

Several Library staff participated in the Read Across America campaign on March 2. Each staff spent approximately 30 minutes in kindergarten through second grade classrooms reading the book "All Are Welcome" by Alexandra Penfold, discussing the book and distributing a coloring sheet.

The Library partnered with the Dubuque Symphony Orchestra to assist with taking photographs after their March 4 *Carnival of Animals* Spring family concert. The Library's green screen was used to create a family photo opportunity including several animals to fit their theme.

The "Historic Tales of Old Dubuque" book discussion with John Pregler has been rescheduled for April 2, 2023.

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

- 5) Memorandum of Understanding with Dubuque County Library – Rossman reviewed the Memorandum of Understanding that outlines the already in practice retrieval, holding, and return of library materials, and includes the sharing of patron data section. The sharing of patron data is a feature that could be implemented now that both institutions are using the same integrated library system, KOHA. When operational, the data transfer feature would make signing up new patrons that already have a card at the other institution easier. The Dubuque County Library District Board has already agreed and approved the memo.
- 6) Discussion of Library Hours – Rossman reported he is following up on gaining consensus from the Board on possibly changing Library hours. He provided recent history of library hours, total open hours for like libraries in Iowa, and statistical information of library gate counts and circulations. The Library is accredited by the State Library of Iowa and is an H size library, requiring a minimum to be open of 61 hours per week over the course of a year to maintain accreditation at a Tier 3 level. Random closings do not factor in.

The Board reviewed the information discussing scenarios of opening later and staying open later, changing hours, increasing hours all based on the need of service to the community. The Board reached a consensus to review this again at its April meeting.

The Board requested a Patron Library Hours survey be conducted with potential survey questions to be provided for the Boards review prior to implementing the survey. The Board also requested feedback on hours from staff that includes feedback on pros and cons for review. Monk suggested that any hours change take effect to not impact already scheduled Library programs and events.

Trustee Gorton exited the meeting at 4:48 p.m.

- 7) Review of Space Needs/Use Study Request for Proposal (RFP) Draft – Rossman reviewed the draft of the RFP Space Needs Study with the Board. The Board reviewed the information including whether to do a Space Use Study or a Space Needs Study with a focus on the collection and space needs, including workflow. Suggested was to include a low, medium and

high cost in the RFP and, to have a budget maximum for consideration. The Board agreed to refer this agenda item to the Operations Committee to develop a final RFP.

Rossman reported that the Strategic Plan, individual department work plan and goals would be provided at the April meeting.

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

B. Comment Cards – No comment cards 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, Library Programs, Partnerships, and Grants Report; Memorandum of Understanding with Dubuque County Library District, Library Department Updates, and Comment Cards.”

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

5. Action Items:

- A. Library Expenditures FY-23: February, Period 8 – The Board reviewed the detailed expenditures reports for period seven, February 2023. The revised Gift Trusts report for January and February 2023 have been delayed from the City Finance Department.

“Moved to approve the Library expenditures for FY-23 February, period eight.”

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

- B. Develop Space Needs and/or Space Use Study Request for Proposal (RFP): The Board agreed that the Operations Committee final draft of the study be brought to the Board for review.

“Moved to refer the Develop Space Needs and/or Space Use Study RFP to the Operations Committee for further study.”

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

C. Memorandum of Understanding with Dubuque County Library District:

"Moved to approve the Memorandum of Understanding with the Dubuque County Library District as reviewed."

Motion: Monk
Second: Gregory
Vote: Aye – 6; Nay – 0

6. Library Board Adjournment – The Board adjourned at 5:20 p.m.

"Motion to adjourn."

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



Andrew Bland, MD, Board Secretary



Date