

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of April 27, 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, April 27, 2023.

Present: President Pam Mullin, Vice President Greg Gorton, Secretary Andrew Bland, Trustee Robert Armstrong, Trustee, Library Director Nick Rossman, and Administrative Assistant Denette Kellogg.

Electronically Present: Trustee Christy Monk

Excused: Vice President Greg Gorton, Trustee A. Alanda Gregory, Trustee Victor Lieberman

1. President Mullin called the meeting to order at 4:02 p.m.

*“Moved to adopt the meeting agenda of April 27, 2023.”*

*Motion: Armstrong  
Second: Bland  
Vote: Aye – 4; Nay – 0*

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

*“Moved to approve the Board Meeting Minutes of March 23, 2023.”*

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

3. Board President's Report:

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

*“Moved to receive and file the Communication with the Dubuque City Council from March 2023.”*

*Motion: Bland  
Second: Armstrong  
Vote: Aye – 4; 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) 2023 – Rossman reported that the end of March marks 75% completion of the fiscal year. Expenditures spent are at 69% and revenue is 76% collected of projected budget.
- 2) Library Use – Rossman reported there was a 10% increase in circulation over March 2022, a 17% increase in visitors and a 4% increase in computer and Wi-Fi usage.

104 curbside visits March.

Rossman reported there were 95 new users in March and 429 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 March, language learning database Transparent Language was promoted. There was 139 uses in March 2023, up from an average of about 33 uses per month over the fiscal year to date. Reflecting an increase of over 400%.

Included in the packet is a summary of Dubuque Telegraph Herald Newspaper unsolicited articles mentioning the Library for the first quarter of 2023.

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

The Library participated in the Dubuque Metropolitan Area Solid Waste Agency's free shredding program. The free service was popular and investigation is taking place on continuing the service at the Library throughout the year.

The popular April and May Art @ your library® opening reception featuring Photographer Bob Felderman and Woodworker John Freitag was well attended with approximately 200 people.

Library Director Nick Rossman and Board of Trustees representative Victor Lieberman met with representatives of the 28E agreement group. This group, which is comprised of Carnegie-Stout, the Dubuque County Library District, the James Kennedy Public Library in Dyersville and the Cascade Public Library, establish a rate of service for Dubuque County incorporated cities that do not have their own public library to provide library service to their residents.

Library Director Nick Rossman presented a City Council Work Session on April 3, 2023 sharing information about the Library's new strategic plan.

Library Staff met with a leadership group at the NICC Dubuque Center Adult Literacy Program to discuss ways in which the Library and NICC could collaborate on services to reach more adult learners. Staff also met with IowaWORKS for Dubuque County to discuss ways to share resources and work together to help bridge digital literacy skills in the community.

Library Director Nick Rossman attended a State of Iowa Digital Services Townhall to gain a better understanding of the needs of Iowa residents for access to high-speed internet, digital literacy skills, affordability of internet access and internet capable devices.

The Changing Lives Through Literature program, a program that engages probationers in an activity that has been shown to reduce recidivism, has a new group of students that will be working with the Juvenile Court System and retired Library Director, Susan Henricks over a five-week span in April and May.

The Library is again participating in the Dubuque Days of Caring event set for April 28. Employees from John Deere Dubuque Works Fresh will spread new mulch in the landscaping areas outside of the Library.

- 5) Library Board of Trustees City Council Goals Setting Discussion – The Board reviewed the goal and priorities submitted to the Dubuque City Council last year, and developed a list of seven successes for 2022-2023. The request includes a list of issues or projects that the Board would like the City to address in 2023-2024. The Board developed a list of five issues or projects for the City Council to address. Two that were high priority were to consider equitable parking solutions near the Library for users and to continue working on safety initiatives for downtown Dubuque.
- 6) Discussion of Library Hours – The Board reviewed the list of possible questions for an e-mail survey for patrons about Library hours. Rossman provided the results of the staff survey regarding open hours that favored the current hours. Rossman reported that adding three to four more open hours for the public could be viable within the current budget. For the patron survey, the Board suggested getting public input in addition to the staff input.
- 7) Strategic Plan Update - Rossman reviewed the annual staff work plan, which serves as a guide for staff to reach the Strategic Plan goals and accomplishments.
- 8) Personnel Manual Addendum - Rossman reported that the City of Dubuque approved and updated the Employee Handbook to increase maximum vacation accrual hours from 240 to 340 hours for full-time employees. The City's handbook does not address vacation accrual for part-time staff. The addendum to the Library's Personnel Manual would increase the maximum accrual for benefit-eligible library staff, including part-time staff that receive

paid time off benefits based on the set numbers of work per week. Library staff that receive paid-time off benefits are what the City of Dubuque considers General Employees at the GE-25 or above classification. An addendum will provide consistency with vacation leave maximums in line with the City's Employee Handbook.

Monk exited the meeting at 4:27 p.m. per recommendation from the City Legal Department as a conflict of interest could arise if Monk's architectural firm should bid on the project. Bland objected to Monk's not participating in the Space Needs Request for Proposal discussion since this is an open meeting and any member of the public could attend.

- 9) Space Needs Request for Proposal (RFP) – Rossman reviewed the final draft of the space needs RFP with the Board.

Monk re-entered the meeting at 4:29 p.m.

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

B. Comment Cards – The Board reviewed two comments 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, Marketing Report, Library Programs, Partnerships, and Grants Report; Library Board of Trustees City Council Goals Setting Discussion, Discussion of Library Hours, Strategic Plan Update, Personnel Manual Addendum Update, Space Needs Request for Proposal, Library Department Updates, and Comment Cards."*

*Motion: Armstrong  
Second: Bland  
Vote: Aye – 4; Nay – 0*

Trustee Lieberman entered the meeting at 4:31 p.m.

5. Action Items:

- A. Library Expenditures FY-23: March, Period 9 – The Board reviewed the detailed expenditures reports for period nine, March 2023 including the Gift Trusts expenditure report for February and March 2023.

*"Moved to approve the Library expenditures for FY-23 March, period nine, and period eight and nine Gift Trusts expenditures for February and March, FY-23."*

*Motion: Bland*

Second: Armstrong  
Vote: Aye – 5; Nay – 0

B. Addendum to the Library Personnel Manual – The Board reviewed the City of Dubuque's Employee Handbook change to increase maximum vacation accrual hours from 240 to 340 hours for full-time employees. The proposed addendum to the Library's Personnel Manual that would increase the maximum accrual for benefit-eligible library staff, including part-time staff that receive paid time off benefits based on the set numbers of work per week. The Board agreed that the addendum would provide consistency with vacation leave maximums in line with the City's Employee Handbook.

*“Moved to adopt addendum to the Library’s Personnel Manual to reflect changes to the City of Dubuque Personnel Handbook which changes the maximum vacation accrual from 6 weeks to 8.5 weeks, or 240 hours to 340 hours for full-time employees and pro-rated maximum of 8.5 weeks’ vacation accrual for benefit-eligible staff based on hours worked per week.”*

Motion: Armstrong  
Second: Bland  
Vote: Aye – 5; Nay – 0

6. Library Board Adjournment – The Board adjourned at 4:34 p.m.

*“Motion to adjourn.”*

Motion: Armstrong  
Second: Bland  
Vote: Aye – 5; Nay – 0

  
Andrew Bland, MD, Board Secretary

5/25/23

Date