

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of May 25, 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, May 25, 2023.

Present: President Pam Mullin, Secretary Andrew Bland, Trustee Robert Armstrong, Trustee A. Alanda Gregory, Trustee Victor Lieberman, Trustee Christy Monk (entered 4:11 p.m.), Library Director Nick Rossman, and Administrative Assistant Denette Kellogg.

Absent: Trustee Gregory Gordon

Public Present: Rob Schmidt, Total Maintenance, Inc. (TMI), 1017 State Street, Bettendorf, Iowa

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

*"Moved to adopt the meeting agenda of May 25, 2023."*

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

2. Bid Opening for Library Heating, Ventilation and Cooling (HVAC) Request for Bid Total Maintenance Agreement – The Library Board opened the sealed bids for the Library's HVAC three year maintenance agreement bid process. The following bids were opened and the following provided:

Geisler Brothers Company, 1500 Radford Road, Dubuque, Iowa bid received May 23, 2023 at 11:43 a.m.

4 visits per year	
Year	Bid Amount
July 1, 2023 to June 30, 2024	\$10,080
July 1, 2024 to June 30, 2025	\$10,752
July 1, 2025 to June 30, 2026	\$11,200

Total Maintenance, Inc., 1017 State Street, Bettendorf, Iowa bid received May 25, 2023 at 11:04 a.m.

Primary Bid- 6 visits per year		Alternate Option 4 visits per year	
Year	Bid Amount	Year	Bid Amount
July 1, 2023 to June 30, 2024	\$21,384	July 1, 2023 to June 30, 2024	\$18,936

July 1, 2024 to June 30, 2025	\$22,344	July 1, 2024 to June 30, 2025	\$19,788
July 1, 2025 to June 30, 2026	\$23,232	July 1, 2025 to June 30, 2026	\$20,580

Rossmann reported the next steps in this process is to send the bids to City Legal for review, and have the Board Operations Committee meet to review the bids and make a recommendation to award the bid to the Board at its June 2023 meeting.

President Mullin asked the public present if they that would like to provide comment on this agenda item. The Board recognized Rob Schmidt from TMI. Schmidt introduced himself and expressed gratitude in serving the Library's HVAC in past years and the opportunity to provide a bid for this project. Schmidt reported its bid as noted, covers emergency service calls parts and labor. Schmidt also stated that TMI has proven its ongoing dedication to quality service, emergency response, and competitive pricing since having the contract in previous years.

*"Moved to receive and file the bids for the Library heating, ventilation and cooling (HVAC) request for bid total maintenance agreements; and public comments received."*

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

3. Approval of Board of Trustees Meeting Minutes of April 27, 2023.

*"Moved to approve the Board Meeting Minutes of April 27, 2023."*

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

4. Board President's Report:

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

*"Moved to receive and file the Communication with the Dubuque City Council from May*

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

5. 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 April marks 83% completion of the fiscal year. Expenditures are spent at 76% and revenue is 76% collected of projected budget.
- 2) Library Use – Rossman reported there was a four percent increase in circulation over April 2022, a 19% increase in visitors and an eight percent increase in computer and Wi-Fi usage.

91 curbside visits April.

Rossman reported there were 1,705 Hoopla downloads in April. There were 79 new users and 443 unique users downloading materials in April. 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.)

Bland encouraged exploration into the artificial intelligence (AI) opportunities such as ChatGPT or AI generated art to grow library services. Rossman reported that he continues to research AI, and what other libraries are planning including the City of Dubuque.

- 3) Library Marketing Report – Rossman reported that in the month of April, investment database Morningstar was promoted. There were total of 100 uses in April 2023 up from an average of about 24 uses per month over the fiscal year to date. An increase of over 300%.

The Board reviewed a Library informational and marketing flyer that City utility billing customers received in their utility bills. Each City department can pay for this opportunity once each year.

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

Art @ your Library for June/July will feature local artists Brad Fautsch, an art educator whose works with mixed media including sculptures and ink drawings. Tom Kedzie uses his cell phone to capture images and customizes them various photo editors. The opening reception is scheduled for Friday, June 2 after hours with music provided by the Northeast Iowa School of Music.

Author Varian Johnson performed at Washington and Jefferson Middle School's as well as an evening performance at the Library on April 25.

The results from the Library Storytime options survey for patrons included feedback noting the social/emotional growth in their children, and the energy, patience, and joy exhibited by the youth staff at storytimes provided.

The Library's Volunteer Appreciation Breakfast is scheduled for Tuesday, June 27 at Convivium Urban Farmstead.

A traveling exhibit from the African American Museum of Iowa (AAMI) is scheduled for display June 1 through June 15 on the second floor of the library.

Summer Reading Program launches Monday, June 5. This year's theme for youth and teens is "Find Your Voice". The theme for adults is a variation of the popular board game Monopoly titled "Bookopoly".

The Dubuque County Reads program concluded with more than 60 participants attended in-person discussions at various locations in the County. Planning has begun for Dubuque County Reads 2024. Libraries included are Carnegie-Stout Public Library, Dubuque County, Dyersville, Clarke University, Loras College, University of Dubuque, and Divine Word Seminary in Epworth.

The Library is collaborating with Juvenile Court Services and Dubuque Community School District Summer School program this summer. Students will participate in Teen reading programs, as well Makerspace STEAM programs throughout June and July.

The Iowa Library Association Conference planning continues with an opening reception the evening of Wednesday, October 11, 2023 at the National Mississippi River Museum & Aquarium. The Library Board has approved Thursday, October 12 as the Library staff development day and when Library staff will participate in the conference.

- 5) Open Hours Update – Rossman reported a public survey on library hours was emailed to 7,000 cardholders that use the Library on a frequent or regular basis on Thursday, May 18. Over 300 responses were received to date. These cardholders are patrons that have requested the Library newsletter. The Board agreed that if the Library can have the survey link in the upcoming City Focus that the summary of the data be prepared for the August Board meeting, with reviewing Library hours at its September meeting.
- 6) HVAC Maintenance Bids Update – Rossman referred to the bid opening at this meeting, with the next steps of City Legal to review the bids and the Board Operations Committee to review and make a recommendation for bid award at its June 2023 Board meeting.

- 7) Space Needs Request for Proposal Report (RFP) – Rossman reported on while five companies showed interest submitting a proposal, two proposals were received. The Board Committee members Mullin, Gregory and Lieberman will review the proposals and make a vendor recommendation to the Board.
- 8) Department Updates – Rossman provided highlights of the past month for Adult, Circulation, Information Technology and Youth Services.

B. Comment Cards – The Board reviewed one comment card asking for more graphic novels and the Board concurred with the staff response to develop this collection. Three comments from patrons about various library programs and positive experiences with staff were also reviewed.

*"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 Open Hours Update, HVAC Maintenance Bids Update, Space Needs Request for Proposal Report, Library Department Updates, and Comment Cards."*

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

6. Library Board Relations Committee Report – Mullin reported that the Director's Evaluation that included all Board members was completed and provided to the Board.

*"Moved to receive and file the Relations Committee Report."*

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

7. Action Items:

- A. Library Expenditures FY-23: April, Period 10 – The Board reviewed the detailed expenditures reports for period ten, April 2023. The monthly Gift Trusts financial report has been delayed from the City Finance Department.

*"Moved to approve the Library expenditures for FY-23 April, period ten."*

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

8. Library Board Adjournment – The Board adjourned at 4:48 p.m.

*"Motion to adjourn."*

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

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

***Date***