

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of June 22, 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, June 22, 2023.

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

Absent:

Public Present: None

1. President Mullin called the meeting to order at 4:04 p.m.

"Moved to adopt the meeting agenda of June 22, 2023."

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

2. Approval of Board of Trustees Meeting Minutes of May 25, 2023.

"Moved to approve the Board Meeting Minutes of May 25, 2023."

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

3. Board President's Report:

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

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

*Motion: Gorton
Second: Lieberman
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) 2023 – Rossman reported that he end of May marks 91% completion of the fiscal year. Some financial reports were unavailable in the City's financial system, but expenditures are estimated to be spent at 90% and revenue is 82% collected of projected budget.
- 2) Library Use – Rossman reported Circulation numbers for May were nearly identical compared to May 2022, however the library did see a 6% increase in visitors and an 27% increase in computer and Wi-Fi usage.

78 curbside visits May.

Rossman reported there were 1,832 Hoopla downloads in May. There were 79 new users and 464 unique users downloading materials in May. 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 May, digital magazine service Flipster was promoted. We had a total of 404 uses in May 2023 up from an average of about 296 uses per month over the calendar year to date. An increase of 36%.
- 4) Library Programs, Partnerships, and Grants Report - Rossman provided the following report:

The inaugural year of the Bookwork Builders program was a success. A final report submitted to the Community Foundation of Greater Dubuque, which supplied a \$5,000 grant to support the program, informed that over 200 children registered for the program. 85 story times were provided to underserved children and over 1000 books were provided to help new “bookworms” build a collection of books for their home. This program partnered with the AmeriCorps program.

Youth and Teen Summer Reading Programs are off to a great start. In the first week, over 900 youth and over 150 teens have signed up.

The Art @ your Library opening reception for June/July was well received. Over 200 attendees enjoyed the event and fourteen pieces were sold at the opening.

Library Director Nick Rossman teamed up with Sherrie Keating, Member Outreach Representative from DuTrac to deliver Summer Reading Programs to local organizations that provided funding and/or prizes for the Summer Reading Program. One picture from Jersey Mike's is included with your packet, as a preview to eventual social media posts!

June and July Preschool Story Times will see some special guests make appearances:

- June 21: Spider-Man
- June 28: Dubuque Fire Chief, Amy Scheller
- July 5: Dubuque Police Chief, Jeremy Jensen
- July 12: Elsa and Anna from Frozen

The American Library Association is in Chicago from June 24 – 26. Staff members Nick Rossman, Haidee C., and Bailey K. will be riding a bus, provided by the Dubuque Area Library Information Consortium, to attend the conference on Saturday, June 24. The trip will leave and return the same day.

A traveling exhibit from the African American Museum of Iowa was delayed, but arrived on June 20. The museum is under renovations and several exhibits are out to libraries and other institutions throughout Iowa. Several others are in storage. The exhibit we were supposed to receive was in a storage unit, and took longer than anticipated to retrieve. A press release was sent out with details and dates for the exhibits stay.

One final reminder about the Volunteer Appreciation Breakfast will be held on Tuesday, June 27 at 9:30 am at Convivium Urban Farmstead.

[Monk entered meeting 4:11 pm]

- 5) Deaccessioning of Materials – Bill Butts, proprietor of Main Street Fine Books & Manuscripts of Galena, IL approached the library regarding some books from our collection. Mr. Butts put aside a collection of items he was interested in purchasing. Following precedence set from a similar inquiry in 2003, the library is interested in allowing Mr. Butts to purchase some of the items. None of the items are considered rare enough that they would have significant value and some items with local historical value will remain with the library. Issues of amount of storage space, as well as adequate conditions to store older items is also a considering factor for how many items the library can realistically keep in its collection.
- 6) Request to Open Late on Thursday, August 3, 2023 – Rossman requested the Board of Trustees to approve opening at 10 am on Thursday, August 3, so the staff could attend an emergency training led by the Dubuque Police Department.
- 7) Open Hours Update – Rossman reported that the link to the current survey was included in the June/July issue of City Focus, so the survey would remain open until the middle of July, with results hopefully ready for the July Board meeting.

- 8) HVAC Maintenance Bids Update – Operations Subcommittee has recommended award of three-year contract for HVAC maintenance to Total Maintenance, Inc. (TMI). Trustee Monk reported that TMI was the only responsive bidder who properly followed the instructions on request for bid and provided total care package as requested. Rossman reported that City legal vetted both proposals and that Geisler Bros. bid was non-responsive.
 - 9) Space Needs Request for Proposal Report (RFP) – Rossman reported that the Board Committee members Mullin, Gregory and Lieberman have reviewed both proposals submitted. The subcommittee has recommended FEH Design as the vendor to be selected by the Board of Trustees for the Space Needs Assessment. Rossman noted that the FEH Design proposal was approximately half the cost versus the Engberg-Anderson proposal. President Mullin commented that another factor included FEH Design's commitment to preserving the Historic nature of the Carnegie-Stout Public Library and Trustee Lieberman noted that Engberg-Anderson had a large collection of consultants, which seemed to add to the cost of the project, which perhaps put them too far outside of a considerable projected cost.
 - 10) Department Updates – Rossman provided highlights of the past month for Adult, Circulation, Information Technology and Youth Services.
- B. Comment Cards – The Board reviewed a picture from an outing celebrating local businesses that provided prizes for the summer reading program and a thank you from staff at Divine Word for a program and training the library provided to Divine Word students.

“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: Armstrong
Second: Lieberman
Vote: Aye – 7; Nay – 0*

[Bland exited 4:38 pm]

5. Action Items:

- A. Library Expenditures FY-23: May, Period 11 – The Board reviewed the detailed expenditures reports for period eleven, May 2023. The monthly Gift Trusts financial report has been delayed from the City Finance Department.

"Moved to approve the Library expenditures for FY-23 May, period eleven."

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

[Bland entered meeting 4:40 pm]

B. Late Opening Request Thursday, August 3 for Staff Development

"Moved to approve opening the Library at 10 am on Thursday, August 3 to accommodate staff training. expenditures for FY-23 May, period eleven."

Motion: Monk
Second: Gorton
Vote: Aye – 7; Nay – 0

C. Library Space Needs Assessment Approval of Contract—Recommendation by Space Needs Committee

"Moved to approve contract with FEH Design up to \$40,300 to complete a Space Needs Assessment with funds from Enrich Iowa and the General Gift fund"

Monk recused out of conflict of interest.

Motion: Lieberman
Second: Gorton
Vote: Aye – 6; Nay – 0; Abstain -- 1

D. Heating, Ventilation, and Air Conditioning Total Maintenance Contract Award—Recommendation by Operations Committee

"Moved to approve a contract with Total Maintenance, Inc. for a three-year HVAC maintenance contract for a cost of \$18,936 in Year 1, \$19,788 in Year 2, and \$20,580 in Year 3."

Motion: Gorton
Second: Monk
Vote: Aye – 7; Nay – 0

6. Library Board Adjournment – The Board adjourned at 4:44 p.m.

"Motion to adjourn."

Motion: Bland

Second: Lieberman

Vote: Aye – 7; Nay – 0

Andrew Bland, MD, Board Secretary

Date