

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of December 17, 2009**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Auditorium at 4:15 p.m. on Thursday, December 17, 2009.

Present: President Diann Guns, Vice President Beverly Kolz; Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer; Trustee Elizabeth Leeper; Trustee Mike Willis; Library Director Susan Henricks; and Recorder Denette Kellogg

1. President Diann Guns called the meeting to order at 4:16 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, December 17, 2009."

Motion: Connors
Second: Smith
Vote: Aye - 7; Nay - 0

2. Approval of Library Board of Trustees' Minutes of Tuesday, November 17, 2009.

"Moved to approve the Board minutes of Tuesday, November 17, 2009"

Motion: Willis
Second: Leeper
Vote: Aye - 7; Nay - 0

3. Board President's Report - Communication with the Dubuque City Council. Guns reported on the summary report of the Board to the City Council from the October 22 and November 17, 2009 Board meetings.

"Moved to table and file the Communication with the Dubuque City Council update from October 22 and November 17, 2009."

Motion: Kolz
Second: Connors
Vote: Aye - 7; Nay - 0

4. Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update - Henricks provided a written summary of the following items to the Library Board with additional comments:

- 1) Library Financial Report – Henricks reported that the month of November marked forty-two percent of the fiscal year as lapsing. Expenditures through the fifth month were at forty percent and revenue generated year to date was at forty-nine-point-six percent of projections.

Henricks reported that to date salaries are not over budget at this time but it is expected to happen due to the extra hours needed for staff during the construction process such as moving. Maintenance is expected to be most affected by construction operations as they have been completing many additional projects including cleaning, painting, moving, relocating offices and shelving, as well as moving and relocating library materials. Henricks reported she is watching this budget line closely as other budget lines will need to compensate for overages.

- 2) Library Use Statistics – Henricks reported that year-to-date circulation of library materials is up six percent and is up two percent for the month of November. This is significant as we are comparing circulation to last year when the library was not under construction. The increase in use was the greatest in the circulation of lap top computers, which was up 420% over the same time last year, and sixty-seven percent year to date.

Henricks reported that only four databases indicated an increase in use in November. Henricks noted her detailed database use report last month and the close monitoring of these databases to ensure this service meets the needs of patrons.

- 3) Personnel Update - Henricks reported that Amy Wilhelm has begun work as a part-time Library Aide in Youth Services. Wilhelm moved to Dubuque from Dyersville, where she worked at the public library.

4) Long Range Plan Update - Henricks provided an update of the Library's long range plan. Henricks reported that fundraising and construction has been the main focus this past year although a concentration on web site development and teen services was made and the outcomes were positive.

Willis reported that goals for database use, as projected on the long-range plan, is not being met and asked how the decision is made to drop a database. Henricks reported that luckily, many of the databases with low use are also low cost. Henricks reported that close evaluation of the use includes cost per search as well as total use. Henricks believes that marketing of some of these databases is needed and will help to increase awareness and use.

Guns asked about the goal of providing more multi-cultural programming. The Board discussed that the goal be re-evaluated to be a realistic increase over what is being done now, such as a ten percent increase each year. Henricks agreed and reported she would review this goal.

Willis reported his approval of providing the web statistics and goals in this report and the valuable information provided.

The Board noted the need to review the materials statistics on page one as there appeared to be an error. Henricks reports she would review this information and provide an update to the Board.

5) Marketing Update - Henricks reported that marketing of the library and its services is very important. Many libraries of similar size have staff that focus only on marketing and public relations and this has not been possible for C-SPL. Henricks reported on meeting with Becky Sisco, a writer experienced in marketing. Sisco will be writing ongoing copy for the library website in regard to construction and grand opening, write and send press releases about construction progress and grand opening, write and design a pre-opening rack card and brochure. She will photograph the grand opening (with copyright of the material belong to the Library), and write ads for the Telegraph Herald and Julien's Journal.

Henricks reported that the Library's promotional budget for the Library will cover these contracted expenses.

- 6) Iowa Urban Public Library Association (IUPLA) Statistics - Henricks provided an IUPLA statistical report. Member libraries of IUPLA include Ames, Cedar Rapids, Council Bluffs, Davenport, Des Moines, Dubuque, Iowa City, Sioux City and Waterloo. C-SPL has the lowest full-time equivalent (FTE) in staffing than other libraries in the report. Henricks reported that the statistics show the extraordinary amount of work done by C-SPL staff. Willis reported on the impressive statistic of C-SPL leading in hours per volunteer and in efficiency of staff based on the report. Leeper reported that we had an increased need for volunteers this past year and asked if this increase was tied to these statistics. Henricks reported that the IUPLA statistic refers to the total time a volunteers spent and all volunteers were in the total whether they worked 8 hours every week, or 8 hours during the move of materials last year.
- 7) Construction Update - Henricks reported on phase three is progressing with the first floor temporary wall coming down next week. Target date for completion of this phase will not be met, and is now estimated at the end of January 2010. Leaks related to installation of the new roof caused water damage in several areas of the Library, including the second floor mezzanine.

In January several large moves of collections are scheduled. Magazines, newspapers and audio-visual will move to the south side of the mezzanine, and the adult non-fiction will move to the former reading room on first floor. In February, Youth Services will move entirely to the first floor and evaluation of contingency funds to have professional movers versus staff complete this large move is being reviewed.

There have been some problems with the low pressure of the newly installed flush valves in the bathroom on first floor. It has experienced problems with debris not having enough pressure to push waste through the pipes. Adjustment of the flush values is being made to help solve this problem.

Henricks reported that a CIP was submitted to add two windows in the southeast corner of the second floor to provide natural light in this area. Currently, no windows are planned for this area.

B. Library Comment Cards - The Library Board reviewed the eight comment cards (both electronic and written) received and concurred with the responses provided. Henricks provided information on new patron cards and material loan checkout limits in reference to a comment card from a new patron card.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Personnel Update, Long Range Plan Update, Marketing Update, IUPLA Statistics, Library Construction Update, and Library Comment Cards."

*Motion: Leeper
Second: Kolz
Vote: Aye – 7; Nay – 0*

5. Board Operations Committee Report: The Committee, made up of Guns, Kolz and Willis, reported its commitment and participation to the building renovation project. The Committee agreed that a Board member, along with the Library Director, would be present at construction meetings and walk-through inspections to help make some decisions quicker at that time, rather than wait until a Board meeting or hold a special meeting.

Henricks reported on the problem with the second and third floor restrooms which were reviewed during the design stages and found to be in compliance with code, but not found to meet local code. The Board agreed that the responsibility for the changes should fall to the architect and asked Henricks to move forward with a request for reimbursement of the costs associated with new materials in the rest rooms to bring them to code.

Guns reported that it was originally thought new carpet was scheduled in the Administration offices as it was in the other areas of the Library. This addition has been made to the project.

6. Items for Action:

A. Library Meeting Room Policy - Henricks reported that with the newly renovated meeting rooms, there are more amenities and other

features for those interested in reserving space and requested a discussion to determine whether the rooms be considered a revenue generator or a service to the community for minimal cost. Currently, the Library charges minimal fees for its meeting rooms. The Board reported its concurrence with keeping the fees low, but that patrons using the meeting rooms would be responsible for the damage to the meeting rooms or its equipment. The Board agreed that a modest fee for set up of equipment, especially the first time using the equipment, be considered as a fee. And, to also consider a deposit for the use of equipment for one-time or new room users.

Willis suggested that the Library consider security measures for its equipment in the meeting rooms and to plan for an equipment replacement schedule.

- B. Library Signage: Exterior and Interior - Henricks reported on a proposal for new outdoor signage provided to the Board. The current exterior signs are thirty years old. Henricks provided drawings for exterior signage and the Board reviewed the information. The Board agreed on the need for new signage. The Board discussed the possibility for the signage to be a Dubuque Racing Association (DRA) grant under the Friends of the Library or the Library Foundation. The Board concurred to move forward with the recommendation to refer this project to the Library Foundation or the Library Friends for possible funding through the DRA regular grant process, and if this does not work out it will be discussed in the future.

Henricks provided information on being contacted by a vendor in regard to interior digital signage. The Board reviewed the information and reported they do not agree with this type of advertising. Henricks reported that she is also investigating the Library having its own digital signage at a very low cost and will report back with more information as the construction project moves along.

- C. Funding for Windows in East Side of Library Second Floor - Henricks provided a detailed report in regard to the addition of two windows to the east side of the Library, where currently no windows exist. There is a possibility that contingency funds could cover the cost, but that contingency funds are getting low. Willis reported there is a small window of opportunity to make this change to provide for natural light in that area. Henricks reported she has also submitted a CIP budget request for the addition of the windows. The Board discussed the review of the funds available for this use.

"Moved to approve the addition of two windows to the east side of the Library as part of the current renovation process with funds of up to \$17,000 approved from the General Gift Trust should a City Budget FY-11 CIP request for the funds not be approved."

*Motion: Connors
Second: Willis
Vote: Aye – 7; Nay – 0*

7. Communications/Public Comment:

- Henricks provided a sketch of donor recognition for the renovation project that resembles a book case. Henricks reported that a more detailed drawing would be provided by the architect following the same idea. Guns reported the detailed review that had been done previously by the Campaign Cabinet in this regard. The Board expressed its agreement with this draft recognition plan.
- The Board discussed term limits listed on the Boards and Commissions listing. Henricks reported that she believes the terms have been extended as previously approved by the Mayor, but she will verify this information and report back to the Board.

8. Library Board Adjournment - The Board adjourned at 5:20 p.m.

"Motion to adjourn."

*Motion: Leeper
Second: Kolz
Vote: Aye – 7; Nay – 0*


Kristen Smith, Board Secretary