

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

Present: President Pam Mullin, Secretary Andrew Bland, Trustee Robert Armstrong, Trustee A. Alanda Gregory, Trustee Victor Lieberman, Trustee Christy Monk, and Library Director Nick Rossman.

Absent: Vice-President Greg Gorton

Public Present: None

1. President Mullin called the meeting to order at 4:05 p.m.

"Moved to adopt amended meeting agenda of July 22, 2023 by striking item six(6), Library Board Relations Committee Report."

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

2. Approval of Board of Trustees Meeting Minutes of June 22, 2023.

"Moved to approve the Board Meeting Minutes of June 22, 2023."

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

3. Board President's Report:

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

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

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

- B. Election of Board Officers: Mullin reviewed Board Officer Roles of President, Vice President, and Secretary as set forth in the Board of Trustees By-Laws that provides information about officers and the annual meeting elections held each year.

1) Mullin asked for nominations for Board President.

"Moved to nominate Victor Lieberman for Board President."

Motion: Mullin

Second: Monk

Vote: Aye – 6; Nay – 0

2) Mullin asked for nominations for Board Vice President.

"Moved to nominate Alanda Gregory for Board Vice President."

Motion: Mullin

Second: Monk

Vote: Aye – 6; Nay – 0

3) Mullin asked for nominations for Board Secretary.

"Moved to nominate Andrew Bland for Board Secretary."

Motion: Mullin

Second: Armstrong

Vote: Aye – 6; Nay – 0

C. Oath of Office Victor Lieberman and Pam Mullin – Lieberman and Mullin administered both the Oath of Office for a four-year period through July 1, 2027 as appointed by Dubuque Mayor and approved by the Dubuque City Council for both Lieberman and Mullin.

D. Library Board Committee Appointments – Newley elected President Lieberman reviewed the various committee appointments. The President is a standing member of each committee. Lieberman made the following appointments:

- 1) Relations Committee – Trustees Armstrong and Gregory
- 2) Operations Committee – Trustees Monk and Mullin
- 3) Planning Committee – Trustees Bland and Gorton
- 4) 28E Agency – President Victor Lieberman
- 5) Art Subcommittee – Trustee Armstrong
- 6) Library Foundation Board – President Lieberman, Trustees Gregory and Monk

"Moved to receive and file the Communication with the Dubuque City Council from June 2022, Oath of Office for Bland and Gregory, and Library Board Committee Appointments."

Motion: Bland

Second: Mullin

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 the end of June marks the completion of the fiscal year. Some final payments are not reflected yet in the City's financial system, but expenditures are estimated to be spent at 98% and revenue is 89% collected of projected budget.
- 2) Library Use – Rossman reported Circulation numbers for June were up 4% over June 2022, as well as a 3% increase in visitors and 29% increase in computer and Wi-Fi usage.

70 curbside visits June. The warmer months have seen a little bit of down trend in curbside usage.

Rossman reported there were 1,842 Hoopla downloads in June. There were 81 new users and 490 unique users downloading materials in June. 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.)

Rossman reported on a snapshot of percentage of overdue materials throughout the year. An average of approximately 31% of all items checked out as being 'overdue' remains consistent since the library stopped collecting fines for overdue materials. A large percentage of overdue items are returned after the 'first overdue notice' which is sent out after one-week overdue.

The Bike Library was mentioned by Trustee Mullin and Rossman reported that the Bike Library usage has been retooled a little to use for outreach, as opposed to attempting to circulate materials. Reasons for this included reducing the heavy load for the bike peddler and lack of circulations during bike visits.

- 3) Library Marketing Report – Rossman reported that in the month of June, our collection of outdoor games was promoted. We had a total of thirteen checkouts in June 2023 up from four checkouts in April and three in May.

The Board of Trustees reviewed a collection of mentions of the Carnegie-Stout Public Library in the Telegraph Herald during April through June, 2023.

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

The application requesting teleconferencing pods from the Dubuque Racing Association was not approved. Over 150 applications were received and just 50 were approved. Library staff will continue brainstorm ways to connect to the DRA's mission for their granting process. No update from the McDonough Grant application yet.

The August/September Art Show will feature the work of Merlan Marting and Peggy Jo Brekke. Marting is a wood carver/sculptor and his creations focus on wild life figures and walking sticks. Brekke is a watercolor painter and sketch artists who paints with a love for color, whimsy, and nature. Reception will take place on Friday, September 1 at 5:30 pm.

Very pleased with the turnout for the Volunteer Appreciation Breakfast. The library is fortunate to have such an excellent group of volunteers and we are grateful that we are able to celebrate them with a lovely breakfast. Thanks to all our volunteers that help the library every day. A special thanks to Deb S. for planning the event, Denette K. for helping with logistics, and all other staff that helped make the morning fun.

The Iowa Library Association President, Sam Helmick led the American Library Association President, Emily Drabinski on a two-day tour of Iowa Libraries in early July. Library Director, Nick Rossman was able to provide a tour of the Carnegie-Stout Public Library and show off the Fenelon Place Elevator as well.

Library staff had a table during the Pride Block Party at the Multicultural Family Center. Hundreds of pronoun and Dubuque Pride buttons were made and enjoyed by those that visited the library's booth.

The Library partnered with the Dubuque Community School District's Juvenile Court School Liaison, Julie Kelly, to bring summer STEM and programming experiences to Summer School students. Teen and Maker Space staff set up programming with students to get them out of the classroom and get out into the community.

Staff reviewed and participated in a fire drill with staff from the Fire Department, as well as reviewed the severe weather plan.

The transaction with Mr. Butts has been completed. Next steps will be going through what we have left, then contacting Loras College, then identifying a core collection for the library to keep for display.

- 5) Space Needs Assessment – Rossman reported that a kick-off meeting was held introducing staff, some Trustees, and other stakeholders to the process planned and implemented by FEH Design. Several meetings will be held in August and September to help FEH Design gather information for potential options and a final report is projected be ready for the Board of Trustees in

October. Trustee Monk reported that a facility condition assessment as well as a space needs assessment will be completed concurrently by FEH Design. Space Needs Assessment will determine what size building is recommended based on collection size and library programming. The Facility Condition Assessment will include recommendations for urgent, required, and recommended upgrades to facility systems, as well as price points for consideration.

- 6) Open Hours – The Board of Trustees reviewed results from a survey that was emailed to library users and provided to City residents through the City Focus newsletter. 408 responses were received with overwhelmingly positive input. Trustee Bland commented that a lot of great feedback received about the staff, the collection, and enjoyment of no overdue fines. General discussion was held regarding some of the comments. Monk and Bland shared based on the comments that a lack of urgency in needing to amend the current library hours.
- 7) Patron Point – Rossman reported that the library has contracted with Patron Point to better communicate with our patrons. Patron Point is a marketing and communication software that will help us send out better circulation notices, marketing newsletters, and other fun campaigns to better digitally communicate with library users.
- 8) Department Updates – Rossman provided highlights of the past month for Adult, Circulation, Information Technology and Youth Services.

B. Comment Cards – None

“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: Mullin
Second: Bland
Vote: Aye – 6; Nay – 0

5. Action Items:

- A. Library Expenditures FY-23: June, Period 12 – The Board reviewed the detailed expenditures reports for period eleven, June 2023. The monthly Gift Trusts financial report has been delayed from the City Finance Department.

“Moved to approve the Library expenditures for FY-23 June, period twelve.”

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

6. Library Board Adjournment – The Board adjourned at 5:09 p.m.

“Motion to adjourn.”

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



Andrew Bland, MD, Board Secretary



Date