

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of August 24, 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, August 24, 2023.

Present: President Victor Lieberman, Vice-President Alanda Gregory (virtual), Trustee Robert Armstrong, Trustee Christy Monk, Trustee Pam Mullin, and Library Director Nick Rossman.

Absent: Secretary Andy Bland, Trustee Greg Gorton

Public Present: None

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

“Moved to adopt meeting agenda of August 24, 2023.”

*Motion: Mullin
Second: Armstrong
Vote: Aye – 5; Nay – 0*

2. Approval of Board of Trustees Meeting Minutes of July 27, 2023.

“Moved to approve the Board Meeting Minutes of July 27, 2023.”

*Motion: Monk
Second: Mullin
Vote: Aye – 5; Nay – 0*

3. Board President's Report:

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

“Moved to receive and file the Communication with the Dubuque City Council from July”

*Motion: Armstrong
Second: Monk
Vote: Aye – 5; 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 July kicks off Fiscal Year 2024. You will see approximately a 5% increase over Fiscal Year 2023 total budget sitting at just over \$4.2 million dollars. After the first month or 8% of the fiscal year, we have spent 6% of our available budget. Revenue is at 5% collected of budgeted funds.

Trustee Monk asked about how the increase was dispersed. Director Rossman explained that most of the increase would be attributed to rise in utility costs and cost of living salary increase for staff.

- 2) Library Use – Rossman reported Circulation numbers for July were up 5% over July 2022, as well as a 40% increase in visitors and 85% increase in computer and Wi-Fi usage. New Meraki networking devices may be responsible for such a large leap in Wi-Fi usage.

85 curbside visits July.

Rossman reported there were 2,069 Hoopla downloads in July. 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 July, digital materials service Hoopla was promoted. We had a total of 141 new users in July 2023 up from an average of 86 new users/month January – June. There were 2,069 checkouts through Hoopla in July compared to an average of 1,654 over the previous six months.
- 4) Library Programs, Partnerships, and Grants Report – Rossman provided the following report:

The Carnegie-Stout Public Library Foundation received a check from the McDonough Foundation for \$2,000 to help fund a touch table for the youth department. The Foundation has agreed to help fund up to \$3,500 to complete the project.

A reminder that the August/September Art Show reception, featuring the work of Merlan Marting and Peggy Jo Brekke, will be on Friday, September 1 at 5:30 pm.

Youth/Teen Summer Reading Program registrations were up in 2023. Child registrations totaled 1,423 and Teen registrations totaled 260. Over 1,500 books were given to participants of the program, as well as participants in the partnership program with St. Mark Youth Enrichment. A heartwarming thank you to Dubuque Toys for Tots for providing some fantastic summer reading program prizes.

An active assailant drill was completed with library staff. Lieutenant Brendan Welsh from the Dubuque Police Department presented to library staff on Thursday, August 3.

A kick-off event was held for the Dubuque Shakespeare Project on August 13. Approximately 20 people attended to learn more about the project. The Library is partnering with Sunil Malapati, professor at Clarke University and Shakespeare enthusiast, to bring a series of discussions involving all of Shakespeare's plays over the next several years. The kick-off meeting was meant to engage other community members to consider ways that they may bring Shakespeare related activities to the community as well. A dedicated page has been established on the library's website to any community events other organizations may want to share to help the community see what is happening related to Shakespeare. Visit Shakespeare.carnegiestout.org for more information.

On July 17, Director Nick Rossman made a presentation to the Kiwanis Club of Dubuque, sharing new items in our collection, projects, and programming we have been working on shared about the upcoming Space Needs Assessment.

On August 9, Director Nick Rossman attended a reception hosted by the City of Dubuque, Dubuque County, and various local businesses welcoming staff from our federally elected representatives. This event takes place every year and is a nice opportunity to advocate for library services with local elected officials and other community stakeholders.

On Sunday, September 17 at 2 pm, Author Jon Milas will visit Carnegie-Stout and read from his new book "The Militia House", a gothic horror novel set in war-torn Afghanistan. Milas is a veteran of the United States Marines and holds both his BA and MFA in creative writing.

- 5) Space Needs Assessment – Rossman reported that there were approximately 40 people attend the first Advisory Task Force meeting. Several more meetings are scheduled through September and early October.
- 6) 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: *Monk*
Second: *Mullin*
Vote: *Aye – 5; 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-24 July, period one.”

Motion: *Mullin*
Second: *Armstrong*
Vote: *Aye – 5; Nay – 0*

6. Library Board Adjournment – The Board adjourned at 4:39 p.m.

“Motion to adjourn.”

Motion: *Armstrong*
Second: *Mullin*
Vote: *Aye – 5; Nay – 0*



Andrew Bland, MD, Board Secretary



Date