

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of September 28, 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, September 28, 2023.

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

Absent: Trustee Greg Gorton

Public Present: None

1. President Liberman called the meeting to order at 4:01 p.m.

"Moved to adopt meeting agenda of September 28, 2023."

Motion: Bland
Second: Mullin
Vote: Aye – 5; Nay – 0

2. Approval of Board of Trustees Meeting Minutes of August 24, 2023.

"Moved to approve the Board Meeting Minutes of August 24, 2023."

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

3. Board President's Report:

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

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

Motion: Mullin
Second: Bland
Vote: Aye – 5; Nay – 0

4. Motion to Receive and File Informational Items (Monk entered 4:12 pm):

- A. Library Director's Report Summary and Update:

- 1) Library Financial Report Fiscal Year (FY) 2023 – Rossman reported that the end of August completes 16% of the fiscal year. 15% of our budgeted funds have been spent. Our revenue is at 11% collected of budgeted funds.
- 2) Library Use – Rossman reported circulation numbers for August were up 5% over August 2022, as well as a 40% increase in visitors and 36% increase in computer and Wi-Fi usage. This is the second consecutive month with a 5% bump in circulation and 40% bump in door count.

73 curbside visits in August.

Rossman reported there were 2,163 Hoopla downloads in August. 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 August, our new online database, World Book Online, which is designed for youth, was our targeted promotion. The following increase in hits, sessions, views, and searches were seen from July to August.

| | | | |
|-------|-------------|---------|--------------|
| July: | Hits:740 | August: | Hits: 5680 |
| | Sessions: 8 | | Sessions: 40 |
| | Views: 29 | | Views: 215 |
| | Searches: 0 | | Searches: 29 |

Some general discussion between the difference of hits, sessions, views, and searches. Each database tracks these points a bit differently, so it is challenging to understand exactly what each means, however, increases across the board were seen, due to the promotion.

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

The space where the While You Wait items were staged at the Kennedy Mall has been leased out. Director Rossman met with leasing agents for the Cafaro Company who supervises the mall. They were very interested in the library having a satellite location at the mall, which they were informed that would take some time to put together. Unfortunately, it does not appear they are interested in providing the library any space for free going forward. A quote for \$3,000 per year was received for the library to maintain an island near the Mall's information kiosk, which is where our materials return bin is located, to continue offering the While You Wait program at the mall.

Trustee Mullin has been recommending to citizens they should reach out to the mall to express their concerns with the lack of books available. Board President Lieberman thought the price point was too high for the program.

There was a nice turnout for the Iowa PBS: Iconic Iowa Traveling Photo Exhibit reception on Monday, August 7. Approximately 150 attended the reception.

There was also a nice turnout of the combined Art @ your Library and Music @ your Library event on September 1. Approximately 200 people showed up, the food was nearly all gone by the end of the event, and the time just flew by.

The October/November Art @ your Library show will feature the Plein Air Painters of Dubuque (PPODS). The opening reception will be on Friday, October 6 from 5:30-7:30 pm. The PPODS are local and regional artists who meet and paint in outdoor locations. Artists include Kim Daykin, Deb Otto, Ellen Henkels, Linda Grace, Rebecca Jayne Hennessey, Pam Hiatt, Julie Ferring, Rose Ann Derks, Alda Kaufman, Barbara Heitzman, Rita Persian, Mercedes Pfab, Kate Cooper, and Renee Mayer.

On September 7, Director Rossman and President Lieberman met with the agency libraries of the Dubuque County 28e Agreement. Much discussion was held regarding library access for citizens of incorporated towns in Dubuque County which do not provide tax support for public libraries. Current policy is that all 28e Agreement libraries do not provide library cards to those residents and after much discussion, no changes were made.

President Lieberman mentioned that staff from the Dubuque County Library District will be working on a revised informational document for library staff to give to community members the 28e agreement impacts.

Library staff participated in student engagement at two local universities. University of Dubuque held their Student Resource Fair on Tuesday, August 29, and the University of Wisconsin-Platteville held their Dubuque Community on Campus Day on Thursday, September 14. Both events were well attended and library staff experienced positive interactions with students.

The Carnegie-Stout Public Library Foundation approved up to \$1,500/year for an annual college scholarship for teens who volunteer at the Library. Staff are working on parameters for how the scholarship will work

- 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.

A special storytime was presented to the Board of Trustees by Youth Services Manager, Danielle Day. She read the book Rainbow Sprinkles, written and illustrated by outgoing AmeriCorps staff member, Christa Palm.

B. Comment Cards – Two cards received

1. Anonymous – User would like hooks in the bathroom stalls – staff will be updating to add hooks.
2. Gary Rennison – All library staff, including custodial and tech support are doing a fantastic job.

“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*

5. Action Items:

- A. Library Expenditures FY-24: August, Period 2 – The Board reviewed the detailed expenditures reports for period two, August 2023. The monthly Gift Trusts financial report has been delayed from the City Finance Department.

“Moved to approve the Library expenditures for FY-24 August, period two.”

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

6. Library Board Adjournment – The Board adjourned at 4:46 p.m.

“Motion to adjourn.”

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



Andrew Bland, MD, Board Secretary

10/26/23

Date