

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of October 26, 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, October 26, 2023.

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

Absent: Trustee Greg Gorton, Trustee Christy Monk

Public Present: None

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

*“Moved to adopt meeting agenda of October 26, 2023.”*

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

2. Approval of Information Session Minutes of August 23, 2023

*“Moved to approve the Information Session Minutes of August 23, 2023.”*

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

3. Approval of Board of Trustees Meeting Minutes of September 28, 2023

*“Moved to approve the Board Meeting Minutes of September 28, 2023.”*

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

4. Approval of Board of Trustees Meeting Minutes of October 19, 2023.

*“Moved to approve the Board Meeting Minutes of October 19, 2023.”*

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

5. Board President's Report:

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

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

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

6. 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 September completes 25% of the fiscal year. 25% of our budgeted funds have been spent. Our revenue is at 16% collected of budgeted funds.
- 2) Library Use – Rossman reported circulation numbers for September were up 12% over September 2022, as well as a 19% increase in visitors and 29% increase in computer and Wi-Fi usage.

90 curbside visits in September.

Rossman reported there were 1,973 Hoopla downloads in September. 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 September, Library Card Signup Month was our targeted promotion. Staff created 389 new library cards in the month of September, compared to 271 in August, representing an increase of 43%
- 4) Library Programs, Partnerships, and Grants Report - Rossman provided the following report:

Received a donation of an Arthur Geisert print. The print is sketched in pencil and has a different sketch of a pig for each letter of the alphabet.

Several library supervisors and managers have been participating in training provided by the City of Dubuque’s Human Resources department regarding new Time and Attendance software for city staff. The new payroll system is currently scheduled to go live for the first pay period that falls in January 2024.

An assisted listening system has been added to the auditorium. Patrons with hearing needs can use provided devices to amplify the room's audio into personal headphones. Some items were used during the October movie screening with positive feedback.

Emily B, Youth Services and School Outreach, with assistance from the Maker Space, staffed a booth at Kids Expo this year.

The Friends of the Library used book sale took place September 27 – 29 in the 3<sup>rd</sup> Floor Auditorium. Dates are currently being considered for another sale toward the end of May.

First Friday events have seen nice attendance numbers recently. A joint Music @ your Library/Art @ your Library event on September 1 was well attended, as well as the October 6 Art @ your Library for the PPODS. Music @ your Library for November will feature the artist Soultru, the stage name for Davenport musician Terrance Banks. Soultru belts out soulful melodies over his acoustic guitar and writes songs influenced by hip-hop, pop and more.

The Board of Trustees expressed interest in hosting a Staff and Volunteer Appreciation reception before the December Board meeting on Thursday, December 21, from 2-4 pm.

- 5) Space Needs Assessment – Rossman reported that he had submitted a request to the City Manager for a Work Session to City Council to report on the Space Needs process. There was some general discussion brainstorming various funding sources to help fund a possible expansion, and discussion about the pros and cons regarding a phased approach.
- 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: Mullin  
Second: Armstrong  
Vote: Aye – 4; Nay – 0*

[Bland exited room at 4:31 and re-entered at 4:33, missing the vote]

7. Action Items:

- A. Library Expenditures FY-24: September, Period 3 – The Board reviewed the detailed expenditures reports for period three, September 2023. The monthly Gift Trusts financial report has been delayed from the City Finance Department.

*“Moved to approve the Library expenditures for FY-24 September, period three.”*

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

6. Library Board Adjournment – The Board adjourned at 4:36 p.m.

*“Motion to adjourn.”*

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



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**Andrew Bland, MD, Board Secretary**

**Date**