

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of November 16, 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, November 16, 2023.

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

Absent: Secretary Andy Bland

Public Present: None

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

“Moved to adopt meeting agenda of November 16, 2023.”

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

2. Approval of Board of Trustee Meeting Minutes of October 26, 2023

“Moved to approve the Information Session Minutes of October 26, 2023.”

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

3. Board President's Report:

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

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

*Motion: Monk
Second: Armstrong
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 October completes 33% of the fiscal year. 30% of our budgeted funds have been spent. Our revenue is at 51% collected of budgeted funds.
- 2) Library Use – Rossman reported circulation numbers for October were up 11% over October 2022, as well as a 10% increase in visitors and 104% increase in computer and Wi-Fi usage.

85 curbside visits in October.

Rossman reported there were 2,005 Hoopla downloads in October. 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 October, financial literacy database Weiss Ratings was our targeted promotion. This database allows users to find ratings for local banks, credit unions, insurance providers, as well as financial literacy tools. 106 users used the database in October compared to 12 in August and 13 in September. A demonstration of the database was presented to the trustees.
- 4) Library Programs, Partnerships, and Grants Report - Rossman provided the following report:

The Library will be adding a new streaming platform called The Shelf, a Spanish-language streaming service. This service provides movies, television series, and recorded live performances. A brief overview was shown to the trustees during discussion.

Implementation of Patron Point is coming along. As a reminder, Patron Point is a digital marketing and communication tool that the Library is implementing. We have created email notifications, an email welcome campaign, and monthly newsletter templates are currently being designed. We are currently testing the notices with staff and will be launching elements of the service as they are ready.

The Tree Lighting Ceremony will be on Saturday, December 2 this year. The Madrigal Singers from Dubuque Senior High School will be performing again. Youth staff will be providing an arts & crafts event in the Program Room right before the tree lighting.

The December/January Art @ your Library show will be up and pieces will be available for sale during the tree lighting ceremony, however, no opening reception will take place for this show. The Winter show invites all previous year and future year artists an opportunity to display 2-3 pieces for an eclectic, colorful display.

- 5) Space Needs Assessment – Rossman reported that A request to present our process and concept book was submitted to City Council and approved at the November 6 City Council meeting. A work session has been scheduled for Tuesday, January 16 at 5:30 pm in the Council Chambers of the Historic Federal Building, 350 W. 6th Street.
- 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: Gorton
Vote: Aye – 6; Nay – 0
[Gregory entered at 4:05 pm]

5. Action Items:

- A. Library Expenditures FY-24: October, Period 4 – The Board reviewed the detailed expenditures reports for period four, October 2023. The monthly Gift Trusts financial report has been delayed from the City Finance Department.

“Moved to approve the Library expenditures for FY-24 October, period four.”

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

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

“Motion to adjourn.”

Motion: Mullin
Second: Monk

Vote: Aye – 6; Nay – 0

A handwritten signature in black ink, appearing to read "Andrew Bland". The signature is written in a cursive, flowing style.

Andrew Bland, MD, Board Secretary

Date