

Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of December 21, 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, December 21, 2023.

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

Excused: Vice President Andrew Bland and Trustee Greg Gorton

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

“Moved to adopt the meeting agenda of December 21, 2023.”

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

2. Approval of Board of Trustees Meeting Minutes of November 16, 2023.

“Moved to approve the Board Meeting Minutes of November 16, 2023.”

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

3. Board President's Report:

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

“Moved to receive and file the Communication with the Dubuque City Council from November 2023.”

Motion: Armstrong
Second: Gregory
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 November 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 November were up 11% over November 2022, as well as a 10% increase in visitors and 104% increase in computer and Wi-Fi usage.

85 curbside visits in November.

Rossman reported there were 2,005 Hoopla downloads in November. 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 November, 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 November 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 Annual Tree Lighting Ceremony will be on Saturday, December 2. The Madrigal Singers from Dubuque Senior High School will be performing again. Youth Services will be providing an arts & crafts event in the Program Room before the tree lighting.

The December/January Art @ your library® Holiday Show opens Friday, December 1. The show will be up and pieces will also be available for sale during the tree lighting ceremony, however, no opening reception will take place for this show. The Holiday 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 the Library's Process and Concept Book was submitted to City Council and approved at the November 6 City Council meeting. A work session is scheduled for Monday, January 16, 2024 at 5:30 p.m. 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 – The Board reviewed two comment cards commending Library Staff.

“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; Space Needs Assessment Review and Discussion, Library Department Updates, and Comment Cards.”

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

5. Action Items:

A. Library Expenditures FY-24: Operating Expenditures November, Period 5, – The Board reviewed the detailed expenditures reports for period five, November 2023 and the Gift Trusts expenditures reports for July through October 2023.

“Moved to approve the Library expenditures for FY-23 November, period five and the Gift Trusts expenditures for months July through October 2023.”

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

B. Calendar year 2024 Closed Dates – The Board reviewed the closing date for the Library through January 1, 2025.

“Moved to approve the Closed Dates for the Library through January 1, 2025.”

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

6. Library Board Adjournment – The Board adjourned at 4:49 p.m.

“Motion to adjourn.”

Motion: Mullin

Second: Monk

Vote: Aye – 5; Nay – 0



Andrew Bland, MD, Board Secretary

Date