

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of January 25, 2024**

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, January 25, 2024.

Present: President Victor Lieberman, Vice President A. Alanda Gregory, Trustee Greg Gorton, Trustee Christy Monk (entered 4:25 p.m.), Trustee Pam Mullin, Library Director Nick Rossman.

Excused: Secretary Andrew Bland, Trustee Robert Armstrong

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

"Moved to adopt the meeting agenda of January 25, 2024."

Motion: Mullin
Second: Gorton
Vote: Aye – 4; Nay – 0

2. Approval of Board of Trustees Meeting Minutes of December 21, 2023 with revisions.

"Moved to approve the Board Meeting Minutes of December 21, 2023."

Motion: Gorton
Second: Gregory
Vote: Aye – 4; Nay – 0

3. Board President's Report:

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

"Moved to receive and file the Communication with the Dubuque City Council from December 2023."

Motion: Mullin
Second: Gorton
Vote: Aye – 4; Nay – 0

4. Motion to Receive and File Informational Items:

- A. Library Director's Report Summary and Update: Trustee Monk entered the meeting at 4:25 p.m.

- 1) Library Financial Report Fiscal Year (FY) 2024 – Rossman reported that the end of December completes 50% of the fiscal year. 47% of budgeted funds have been spent.
- 2) Library revenue is at 68% collected of budgeted funds.
- 3) Library Use – Rossman reported circulation numbers for December were up 9%, visitor count was up 21%, and a 33% increase in computer and Wi-Fi usage.

72 curbside visits in October.

Rossman reported there were 2,187 Hoopla downloads in December. 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 in the month of December, the Maker Space was our targeted promotion. This is not an easily trackable promotion item, but the space was very busy with patrons making custom gifts for their family and friends.
- 4) Library Programs, Partnerships, and Grants Report - Rossman provided the following report:

Strong Winter storms created quite a mess and impacted Library programs and events. As a recap for official documentation, the library was closed due to inclement weather on both Tuesday, January 9 and Friday, January 12. The library opened late at Noon on Saturday, January 13. Baby Story Time was cancelled due to closure on Tuesday, Reading with Rover was cancelled on Saturday due to the late opening.

Despite the weather, several other library programs still happened. Nearly 40 people braved the extreme cold weather to attend the movie Barbie on January 11.

The February/March Art @ your Library show will feature Gail Chavenelle show "Black History is America History". The show is partially funded by a Creative Empowerment subgrant provided by the City of Dubuque. The opening reception will take place on Friday, February 2 from 5:30 - 7:30 pm. Faculty from the Northeast Iowa School of Music will be performing music. To keep with the theme of Black History Month, song selections will be celebrating African American music.

- 5) Space Needs Assessment - Rossman reported a work session with the City Council was held on January 16, 2024. The council reviewed a presentation regarding the process and results of the work completed so far. Several

council members were in favor of a phased approach, and interested in learning the results of a potential fundraising feasibility study. Monk reported that one idea discussed was adding more space to the Library through a building addition to allow flexibility of space and use. A more affordable addition would be to add a level above the mezzanine.

Lieberman noted the critical need for support from the City Council on this project. The Board discussed the need for a fund-raising feasibility study to be completed, and then approach the City Council for funding and launching a privately funded raising campaign.

- 6) Strategic Plan Annual Workplan Review - Staff reviewed the 2023 workplan that was part of the work associated with the 2023- 2028 strategic plan. The Board reviewed the list of initiatives including a snapshot of some of the work that went into the 2023 workplan, as well as a proposed workplan for 2024.
- 7) Library Personnel Handbook Revision Overview – Rossman reviewed the proposed changes to the Handbook. The City of Dubuque is in the process of implementing a new time and attendance management software. Several elements of the new software are driven by policies outlined in the Library Personnel Handbook. A few of the segments have become outdated compared to the way the City has been handling policy. These include family sick leave, vacation accrual and maximum, bereavement leave family member definition, family medical leave, parental leave, inclement weather, non-paid leaves and other special leaves; and, adding the Juneteenth holiday, One deletion recommended is Library Compensatory Time as the Library has not used this for many years.
- 8) Department Updates – Rossman provided highlights of the past month for Adult, Circulation, Information Technology and Youth Services.

B. Comment Cards – Rossman reported no comment cards for review.

“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, Strategic Plan Annual Workplan Review, Library Personnel Handbook Revision Overview, Library Department Updates, and Comment Cards.”

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

5. Action Items:

- A. Library Expenditures FY-24: Operating Expenditures December, Period Six – The Board reviewed the detailed expenditures reports for period six, December 2023. The Gift Trusts expenditures reports for November and December are delayed through the City Finance Department.

"Moved to approve the Library expenditures for FY-24 December, period six."

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

- B. Revised Carnegie-Stout Public Library Personnel Handbook - The City of Dubuque is in the process of implementing a new time and attendance management software. Several elements of the new software are driven by policies outlined in the Library Personnel Handbook. A few of the segments have become outdated compared to the way the City has been handling policy. The Board reviewed the proposed revisions to the Handbook.

"Moved to approve the addendum to the Library Personnel Handbook."

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

6. Library Board Adjournment – The Board adjourned at 5:08 p.m.

"Motion to adjourn."

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



Andrew Bland, MD, Board Secretary



Date