

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of February 29, 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, February 29, 2024.

Present: President Victor Lieberman, Secretary Andrew Bland (present by Zoom electronically), Trustee Robert Armstrong, Trustee Greg Gorton, Trustee Pam Mullin, Library Director Nick Rossman.

Excused: Trustees A. Alanda Gregory and Christy Monk

Public: Gail Chavenelle, 1155 Kelly Lane, Dubuque, Iowa; President of FEH Design Kevin Eipperle, 951 Main Street, Dubuque, Iowa

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

“Moved to adopt the meeting agenda of February 29, 2024.”

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

2. Approval of Board of Trustees Meeting Minutes of January 25, 2024.”

“Moved to approve the Board Meeting Minutes of January 25, 2024.”

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

3. Board President's Report:

- The Board reviewed the Communication with the Dubuque City Council for January 2024.

“Moved to receive and file the Communication with the Dubuque City Council from January 2024.”

*Motion: Armstrong
Second: Gorton
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) 2024 – Rossman reported that the end of January completes 58% of the fiscal year. Expenditures for January are at 54% of budgeted funds.

Library revenue is at 75% collected of budgeted funds.

- 2) Library Use – Rossman reported circulation numbers for January were up 5%, visitor count was up 8%, and a 35% increase in computer and Wi-Fi usage. The smaller increases are could be attributed to severe weather, and Library closings due to severe weather in the month of January.

75 curbside visits in October.

Rossman reported there were 2,546 Hoopla downloads in January. 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 January, the A to Z World Food Database was targeted for promotion resulting in an increase of 115% in usage. This database launched in July 2023, with August being the first full month in use.
- 4) Library Programs, Partnerships, and Grants Report - Rossman provided the following report:

The While You Wait space at the Dubuque Kennedy Mall has reopened, however, the electricity is not working in the space, resulting in no lighting. Kennedy Mall is working with Alliant Energy to turn the power on, but this is delayed for some unknown reason. Thanks to Pam Mullin and Rose Kramer, two of the programs volunteers, for continuous advocacy in getting the space back and getting it ready to re-open.

The library had visitors from the leadership team at Hills & Dales. They were provided a tour to see all the services the library offers and were brainstorming ideas for ways we could partner with their senior audience.

The Friends of the Library funded the purchase of a new play activity cube for the reading circle in the Youth Department. The previous unit was beginning to fall apart and an exact copy of that unit is no longer made.

The touch table for Youth Services that was funded by the Library Foundation and McDonough Grant, through the Library Foundation, was delivered with some defects. The unit is being returned to the vendor for replacement.

Library informational newsletters will be delivered via Patron Point beginning with the March newsletters. This switch enabled the library to cancel our monthly memberships with MailChimp.

The library is partnering with the Dubuque Community School District's Faces & Voices Cultural Celebrations group by providing a space for the 2024 Black History and Reading Challenge. The Board reviewed the list of titles and schedule.

Updates regarding legislation at the State level, as well as review an 'Advocacy Do's and Don'ts' sheet prepared by the State Library of Iowa was provided.

The February/March Art @ your library® opening reception was well attended and featured Gail Chavenelle's "Black History is America History" exhibit. For this show, in lieu of selling pieces, a sketch designs are presented as potential future sculptures. Observers are voting for their favorites, and Chavenelle will be turning the winning sketch into an approximate 7" tall sculpture.

- 5) Gail Chavenelle Art Accession – Rossman reported that Sculptor Gail Chavenelle has received funds from the Iowa Arts Council to create a sculpture of the winning design for the February/March 2024 Art @ your library® show, "Black History is America History". The Creative Catalyst Project grant will take the results of the winning sculpture and needs to be complete by June 2024. Part of the grant requirements is to make the finished sculpture displayed publicly. Chavenelle is offering the sculpture to be placed at the Carnegie-Stout Public Library. The art brochure containing information about the sketches and exhibit from the show was provided for review.

Chavenelle addressed the Board and provided information on the designs and the voting process. Chavenelle reported on the two top vote designs with "Citizens", the top vote design and "Family", coming in a close second. Voting can be completed through March 25. Chavenelle reported the grant requires a 50% cash match, and she is making this match. The sculpture can be stationary or can be mobile. Locations reviewed that appear to be the best are on the grassy area on 11th Street and Locust side, and along the grassy side of the building on Locust Street.

- 6) Late Opening Request May 9, 2024 – Rossman reported that the City of Dubuque is hosting an Employee Appreciation breakfast from 8:00 a.m. to 10:00 a.m. on Thursday, May 9 at the Grand River Center. The expectation for all city departments is that they will open late that day, with small crews working in departments where necessary. Rossman is recommending the Board of Trustees approve opening at Noon, Thursday, May 9, 2024 to be able to send as many staff to the event as possible. A keynote speaker that will be presenting at the breakfast program.

7) Space Needs Assessment - Rossman reviewed the potential phased approach document provided by FEH Design. Kevin Eipperle, President of FEH Design, reviewed the phased approach along with plans with the Board and asked them to consider the proposal. Major aspects to consider of the phasing includes building systems and operations; continuous library operations, continuous safe and accessible entry, continuous operation of staff spaces, strategy to move things only once. If expanding large meeting spaces the result will be the need for additional restrooms, technology, and parking.

The Board asked for price points for the recommendations. Eipperle reported to provide a cost estimate for providing this information on these phases is approximately \$5,000. To complete each phase in succession is estimated to take three to four years. Eipperle recommended doing the phased approach and the need for the cost of the rendering.

The Board discussed funds already expended to date and the high costs of the fundraising feasibility study that shows funds could be raised. Then, the project a fundraising consultant could cost up to \$150,000 or more. Lieberman reported the need for investment from the Board and funding investment from the City before expending any additional Library funds. Funds requested from the City budget process will be for fiscal year (FY) 2026 and this process begins in the summer of 2024.

The Board will continue to review and submit funding for projects to City Council for goals and priorities in the City budget process for FY 2026.

8) Fiscal Year (FY) 2025 Budget Presentation – Rossman provided the draft of the FY 2025 budget presentation for review. The library is scheduled to present at the 6:30 p.m., Wednesday, March 27 City Council budget hearing.

9) Department Updates – Rossman provided highlights of the past month for Adult, Circulation, Information Technology and Youth Services.

B. Comment Cards – The Library Board reviewed three comment cards. Two cards praising library services and one suggesting a library cat.

"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; Request to Open on May 9, 2024, Space Needs Assessment Review and Discussion, Fiscal Year 25 Budget Presentation, Library Department Updates, and Comment Cards."

Motion: Mullin
Second: Gorton

Vote: Aye – 5; Nay – 0

5. Action Items:

A. Library Expenditures FY-24: Operating Expenditures January, Period Seven – The Board reviewed the detailed expenditures reports for period seven, January 2024 and the Gift Trusts expenditure reports November and December 2023.

“Moved to approve the Library expenditures for FY-24 January, period seven; and, the Gift Trusts expenditure report for November and December 2023.”

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

B. Accept and Display Art Sculpture from Gail Chavenelle – The Board expressed their thanks to Chavenelle for the sculpture to be made from her the design piece in the current Art @ your library® “Black History is America History” exhibit.

“Moved to accept and display the art sculpture from Gail Chavenelle.”

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

C. Open at Noon on Thursday, May 9, 2024 – The Board agreed to open late on this day for a City of Dubuque Employee Appreciation program.

“Moved to open the Library at Noon on Thursday, May 9, 2024.”

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

D. Fiscal Year 2025 Budget Presentation for City Council – The Board reviewed and approved the Library FY 2025 budget presentation.

“Moved to approve the Fiscal Year 2025 Budget Presentation.”

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

6. Library Board Adjournment – The Board adjourned at 5:21 p.m.

"Motion to adjourn."

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

Andrew Bland
Andrew Bland, MD, Board Secretary

4/25/24

Date