

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of March 28, 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, March 28, 2024.

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

Excused: Secretary Andrew Bland and Trustee Greg Gorton

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

*"Moved to adopt the meeting agenda of March 28, 2024."*

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

2. Approval of Board of Trustees Meeting Minutes of February 29, 2024."

*"Moved to approve the Board Meeting Minutes of February 29, 2024."*

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

3. Board President's Report:

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

*"Moved to receive and file the Communication with the Dubuque City Council from February 2024."*

*Motion: Monk  
Second: Mullin  
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 February completes 67% of the fiscal year. 59% of the budgeted expenditure funds have been spent.

Revenue collected is at 81% of budgeted funds.

- 2) Library Use – Rossman reported circulation numbers February increased 7%, visitor count was up 37%, and a 69% increase in computer and Wi-Fi usage.

57 curbside visits in February.

Rossman reported there were 2,527 Hoopla downloads in February. 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 February, the Seed Swap and Seed Library, as well as a focus toward getting our newsletters switched to Patron Point. The Seed Swap had 65 attendees and over 1,000 seed packets have been distributed. Going forward, more detailed information about marketing efforts will also be included in the department updates.
- 4) Library Programs, Partnerships, and Grants Report - Rossman provided the following report:

The budget presentation took place on Wednesday, March 27, 2024. A question about continued funding of the marketing position by the library's trust fund was asked. Rossman had reported that he would advocate for continued funding of the position whether or not the improvement package for it be approved. Board members asked that they be included in any marketing e-mails from the library. Rossman will verify that the Board is included in these e-mails.

A new touch table for Youth Services that was funded by the Library Foundation and McDonough Foundation Grant, was delivered and is now in use.

Art @your Library for April/May will feature artists John Bly, Mary Lee Marting, and Robert Valentine. Marting shares her gemstone and cultured pearl made jewelry, Bly shares his beautiful nature themed paintings, and Valentine shares his meaningful abstract paintings full of color. The opening reception will take place on Friday, April 5 from 5:30 pm to 7:30 pm. Thank you to the Carnegie-Stout Public Library Foundation for providing funding to help pay for food and beverages for the receptions for the next year.

The library will be hosting the Mississippi River Sampler Guild's (MRSG) "Holiday Festival" exhibit from April 1 through May 27. The MSRG is a non-profit organization whose purpose is to promote the art of sampler making,

study of sampler history, and preservation of antique samplers. Samplers are cross-stitched artworks.

The library has begun working with OnMedia to get some television, YouTube, and website advertisements for the library over the next several months. There are some advertising funds that are available for this fiscal year that we can spend. OnMedia staff are working with the library to develop a "pitch", that will feature the wide variety of materials that can be borrowed by patrons, and the benefits of the library card.

The maintenance, repair issues, and usefulness of the bike library has brought its continued use into question:

- Last year, a shift is using the bike library was attempted to change from checking out library materials to using it more as a conversation starter for library advocacy and informing the community about library programs and services at community events. Community members seemed to be drawn more into conversation by providing library labeled or themed promotional items, and friendly staff, as opposed to the bike library specifically.
- Rossman is recommending retire the bike library and attempt to sell it through a Friends of the Library book sale through a silent auction, with a minimum bidding price.

The Board suggested that a local Library may be interested in it and agreed to give it to them, but the C-SPL wrap be removed first.

Rossman encourage the Board to attend one of the discussion events for the Dubuque County Reads program this year. "The Personal Librarian" by Marie Benedict and Victoria Christopher Murray. Discussions will take place at various County libraries March 27 through April 13.

- 5) Space Needs Assessment - Rossman reported that Jason Duba, City of Dubuque Planning Services is working on Dubuque's historical home reviews and one of the applicants was Joe Schmitt, who was of architects that worked on the 1980 addition. Included in your packet are two photos that were sent of design elements that did not quite make the cut for the finished product.

Rossman suggested moving some of the Operations Committee will be meeting to discuss next steps including the discussion of the possible Fundraising Feasibility Study. Submitting a Dubuque Racing Association (DRA) grant application for the study in this next grant cycle that the DRA awards in September. The Board agreed to move forward with the Operations Committee meeting and submitting this application, along with

review of the phased approach and first phases and the Committee's recommendation to the Board.

- 6) Library Advocacy and Library Policies Follow-up – As a follow up to the advocacy discussion from the February 2024 meeting, President Lieberman posed the following two questions:

- Has the Board of Trustees developed a policy on the release of patron's personal identifiable information? The Confidentiality of Library Records and the Examination of Public Records policies were provided for review that does provide most information, but lacks a specific information to protect patron's personal identifiable information.

The Board recommended that the Planning Committee review the policy to clarify or modify the policy that applies to the patrons' personal identifiable information.

- Has the Library Director or City of Dubuque enacted a policy that would prohibit the wearing of campaign material on the public property of the library or city? The Board reviewed Library's Personnel Manual, Section 1: Relationship with the Public that includes prohibiting wearing or distributing this type of materials in or on the library premises.

- 7) 28E Agreement Spring Meeting Recap – The 28E partnership agencies met on March 21. The committee is required to meet twice per year. Committee members are comprised of the library directors of the four participating libraries, one trustee from each library, and the County Auditor.

Strategies to promote library service to the four incorporated cities that are being provided library service by the agency. Last year, a postcard was sent to residents in the four communities, reminding them of their access to the libraries. This seemed to result in an uptick of circulation numbers specifically from the counties of Balltown and Rickardsville. Carnegie-Stout Public Library received \$6,655.13 for providing library service to four participating municipalities.

Plans to send postcards out again this year are under way, as well as reaching out to East Central Intergovernmental Association (ECIA) to obtain an invite to a future quarterly Dubuque County Mayor's meeting to share with non-participating cities the benefits of providing library service to their community, as well as what it would cost each city to join.

- 8) Art Subcommittee Meeting – Rossman reported that the Art Subcommittee met on March 19, 2024. The committee approved the 2024/2025 Art @ your library® schedule provided for the Board's review. Discussion was held regarding the Fine Arts Policy, the role of the Art Subcommittee as

reviewing/accepting art into the collection. This discussion led whether or not the Fine Arts Policy should be reviewed. For background, the Fine Arts Policy and the Gifts/Donations section of the Collection Development Policy were provided for review. Rossman suggested that a separate Gifts Donation Policy be developed by the Planning Committee. The Board agreed to review these policies along with the possible development of a new policy for Donations.

- 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 two comment cards praising the library services and the historic library being a mix of history and full of modern amenities.

*"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, Library Advocacy and Library Policies Follow-up; 28E Agreement Spring Meeting Recap, Art Subcommittee Meeting Report, Library Department Updates, and Comment Cards."*

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

5. Action Item - Library Expenditures FY-24: Operating Expenditures February, Period Eight. The Board reviewed the detailed expenditures reports for period eight, February 2024.

*"Moved to approve the library expenditures for FY-24 February, period eight."*

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

6. Library Board Adjournment – The Board adjourned at 4:50 p.m.

*"Motion to adjourn."*

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



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**Andrew Bland, MD, Board Secretary**

**Date**