

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

Present: President Victor Lieberman, Vice President A. Alanda Gregory (entered at 4:08 p.m.), Secretary Andrew Bland, Trustee Robert Armstrong, Trustee Pam Mullin, Library Director Nick Rossman.

Excused: Trustee Greg Gorton and Trustee Christy Monk

1. President Lieberman called the meeting to order at 4:04 p.m.

“Moved to adopt the meeting agenda of April 25, 2024.”

*Motion: Bland
Second: Mullin
Vote: Aye – 4; Nay – 0*

2. Approval of Board of Trustees Meeting Minutes of March 28, 2024.”

“Moved to approve the Board Meeting Minutes of March 28, 2024.”

*Motion: Armstrong
Second: Bland
Vote: Aye – 4; Nay – 0*

3. Board President's Report:

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

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

*Motion: Mullin
Second: Bland
Vote: Aye – 4; 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 the end of March completes 75% of the fiscal year with 69% of budgeted funds

spent. Revenue collected is at 87% of budgeted funds. The Board reviewed the Gifts Trusts report for February, 2024.

- 2) Library Use – Rossman reported circulation for March were nearly identical compared to 2023, visitor count was up 8%, and a 41 % increase in computer and Wi-Fi usage.

Patrons used curbside for 66 visits in March.

Rossman reported there were 2,940 Hoopla downloads in March. 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 March, the database EBSCO Home Improvement Data Center was promoted. March had 62 uses, up from 20 in February and 11 in January.
- 4) Library Programs, Partnerships, and Grants Report - Rossman provided the following report:

City Council passed fiscal year 2025 budget on Monday, April 15. No amendments were made to proposed library budget from the Board of Trustee's previous approval.

Art @your library® for April/May reception featuring local artists John Bly, Mary Lee Marting, and Robert Valentine was well attended. An estimated 350 people attended this event.

Artist Gail Chavenelle's *Black History is America History* sculpture has been formed and will be painted soon. Staff are working on elements to secure a location outside of the building for its permanent installation.

The library is hosting a map of City of Dubuque parks that was created by students from the Alta Vista campus of the Dubuque Community Schools. Students visited parks in the city and plotted them out on a map, then used a wood cutter and engraver to create a 3' by 4' map entirely out of wood. The display is near the elevator on second floor.

Library Director Nick Rossman and Adult Services Manager Amy Muchmore attended the 2024 Public Library Association Conference in Columbus, Ohio. The conference had more than 7,000 attendees. Sessions attended include education surrounding media relations, efforts surrounding diversity, equity, and inclusion training, employee onboarding, collection size and access, and more.

- 5) Space Needs Assessment - Rossman reported that the Operations Committee of the Board meeting has been scheduled to discuss a financial feasibility study and a phased approach to the master plan.
- 6) Library Advocacy and Library Policies Follow-up – As a follow up to the advocacy discussion from the February 2024 meeting, Rossman is working with staff on revision considerations for the Confidentiality of Library Records and the Examination of Public Records policies for the Planning Committee's review.
- 7) Department Updates – Rossman provided highlights of the past month for Adult, Circulation, Information Technology and Youth Services.

B. Comment Cards – No comment cards were received 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, Library Advocacy and Library Policies Follow-up; and, Library Department Updates.”

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

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

“Moved to approve the library expenditures for FY-24 March, period nine.”

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

6. Library Board Adjournment – The Board adjourned at 4:21 p.m.

“Motion to adjourn.”

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


Andrew Bland, MD, Board Secretary


Date