

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of May 23, 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, May 23, 2024.

Present: President Victor Lieberman, Vice President A. Alanda Gregory (entered at 4:08 p.m.), Trustee Robert Armstrong, Trustee Christy Monk, Trustee Pam Mullin, Library Director Nick Rossman, and Administrative Assistant Denette Kellogg.

Excused: Secretary Andrew Bland and Trustee Greg Gorton

Public: Paula Connors, Library Foundation President, 181 S. Grandview, Dubuque, Iowa 52003

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

"Moved to adopt the meeting agenda of May 23, 2024."

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

2. Approval of Board of Trustees Meeting Minutes of April 25, 2024."

"Moved to approve the Board Meeting Minutes of April 25, 2024."

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

3. Board President's Report:

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

"Moved to receive and file the Communication with the Dubuque City Council from April 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 April completes 83% of the fiscal year with 76% of budgeted funds spent. Revenue collection is at 91% collected of budgeted funds.

- 2) Library Use – Rossman reported circulation for April was up 7% over April 2023, visitor count was up 15%, and an 11 % increase in computer and Wi-Fi usage.

Patrons used curbside for 69 visits in April.

Rossman reported there were 2,987 Hoopla downloads in April. 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 April, the database Morningstar was promoted. April had 174 uses, up from 62 in March and 31 in January. Morningstar did have 255 uses in November and 173 in January.
- 4) Library Programs, Partnerships, and Grants Report - Rossman provided the following report:

The City of Dubuque held their annual employee appreciation event on Thursday, May 9. This year's event was structured differently, in which the library did not open until Noon that day so we could send as many staff as possible. Part of the appreciation event each year, is the presentation of the City's SPIRIT awards. Each letter in the word SPIRIT is assigned a different award. The Library's Information Services Maker Space Staff of Mike Kerth, Colleen Kersch, Jason Bickal, and Nicholas Westphal were selected as for the Innovation Award. The nomination form was provided in the Board's packet for review. The City Council will also recognize them at their June 3 meeting.

The City of Dubuque partnered with the University of Iowa's (UI) Initiative for Sustainable communities. This is an annual program in which graduate students from various UI programs partner with various City departments or outside institutions to aid in graduate learning experiences, but also assist Cities in planning, programming, and policy. The library was one of the selected projects for this year. Two graduate students looked at our behavior policy, with a special focus on dealing with patrons that are suffering brain health issues. Their final report was presented on May 2, with some suggestions for policy revision and staff training. Students and faculty are still working on the final presentation of their report and findings, but it should be made available to library staff once they are complete.

The library partnered with Dubuque Main Street in celebration of Architecture Days the week of May 6-11. The library provided a scavenger

hunt throughout the youth department, an Architecture Days free activity and coloring book, and an afternoon screening of the silent era movie "Safety Last" starring Harold Lloyd, which features the main character climbing various buildings and their architecture. All activities were well attended.

The library's burglar alarm was outdated and CMD Security Solutions, the company that was monitoring the alarm, quoted us over \$3,000 to have the panel updated. This prompted us to seek other bids. We ended up splitting our fire panel and burglar panel, to meet the current standards. Bids were sought and a new vendor, Globalcom, is working to update and install a new burglar system for the library.

Art @your library® for June/July will feature art from the following artists: Tom Kedzie, Christy Kirk, Vickie Klinkhammer, Andy Sager, and Luke Stumpf. The show will be called Photography Through New Eyes and will open with a reception on Friday, June 7 at 5:30 pm.

Artist Gail Chavenelle's sculpture 'Citizens' will be installed along the library on the Locust Street side. A ribbon cutting for the installation will be held at 5:30 pm, right at the beginning of the art reception for the June/July show. These activities are free and the public is invited to attend.

To prepare for the sculpture and in effort to spruce the appearance up, City landscaping staff removed the old bushes from the landscaping. A concrete pad, donated by LuAnn Arensdorf (Arensdorf Construction), was installed to support the sculpture, and volunteers from Dupaco will be spread new mulch and planting flowers to beautify the space before the official ribbon cutting.

A grant of \$3,000 was received from the Community Foundation of Greater Dubuque to purchase books to continue the Bookworm Builders program through the summer months.

The library has been working with OnMedia to create two 15-second commercials for the library. The advertising packet selected will feature the videos being shown as advertisements that pop up before videos on YouTube, the two 15-second videos sandwiched together during the summer Olympics, and across a few other networks on Mediacom, and as digital ads that will appear on various websites. Our target area is limited to with the City of Dubuque. Once the ads are completed, a link will be sent out to the Board.

In preparation for the City Council Fiscal Year 2026 goals and priorities meetings, the Board was provided the library's goals and priorities form to provided ideas. Rossman asked that these be submitted to him by June 15, 2024.

Dyersville Public Library took the library's old bike library that they will use to promote library use in their library.

- 5) 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 Operational Expenditures, Revenue and Budget Financial Reports; and, Library Use Report, Marketing Report, Library Programs, Partnerships, and Grants Report; and, Library Department Updates."

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

5. Library Board Relations Committee Report – Lieberman reported that the Committee met with the Library Director about his annual evaluation.

"Moved to receive and file the Library Board Relations Committee Report."

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

6. Library Board Operations Committee Report – Lieberman reported that the Committee reviewed the need for a request for proposal (RFP) for a fundraising feasibility study and agreed to move forward with developing the RFP with an estimated cost of \$28,000. He reported that a grant has been submitted to the Dubuque Racing Association through the Library Foundation for possible funding of the study.

"Moved to receive and file the Library Board Operations Committee Report."

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

7. Action Item - Library Expenditures FY-24: Operating Expenditures April, Period Ten. The Board reviewed the detailed expenditures reports for period ten, April 2024.

"Moved to approve the library expenditures for FY-24 April, period ten."

Motion: Mullin
Second: Gregory

Vote: Aye – 5; Nay – 0

8. Communications/Public Comment – Paula Connors, Library Foundation President, addressed the Board about a request from a non-library group requesting funds for a project. Dubuque non-profit Voices requested funding toward a banned book themed mural on the side of the Dubuque Jaycees building. Students from Loras College would be organizing the project. Connors reported that the Foundation has previously not funded an outside non-profit group. This would be a consideration of funding through a request to the Library Foundation with the Library Director's review and Library Board support. A recommendation for the policy would be that grants to outside organizations will not exceed 10% of annual grants to the library, calculated on a five-year average. Connors reported she is working on a policy in this regard for the Board's review. The Board agreed to give input on the policy that will include the Library Board's review of the project. The Board agreed to support of development of a policy with input.


"Moved to receive and file Communications/Public Comment."

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

9. Library Board Adjournment – The Board adjourned at 5:23 p.m.

"Motion to adjourn."

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



Andrew Bland, MD, Board Secretary

6/27/24

Date