

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of August 22, 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, August 22, 2024.

Present: President Victor Lieberman, Vice President A. Alanda Gregory, Secretary Andrew Bland, Trustee Greg Gorton (exited 5:02), Trustee Christy Monk (arrived 4:29 p.m.), Trustee Pam Mullin, Library Director Nick Rossman

1. President Lieberman called the meeting to order at 4:03 p.m.

"Moved to adopt the meeting agenda of August 22, 2024."

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

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

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

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

3. Board President's Report:

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

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

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

- B. Election of Board Officers: The Board reviewed the slate of officers for the coming year.

"Moved to nominate the following slate of officers – Lieberman as President, A. Alanda Gregory Vice President, and Bland as Secretary."

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

- C. Oath of Office Trustee Christy Monk – Lieberman issued the Oath of Office to Trustee Christy Monk with a term ending July 1, 2028.
- D. Library Board Committee Appointments – Lieberman made the following Committee appointments. The President is a standing member of each committee.
 - 1) Relations Committee – Trustee Gregory and pending appointment until new Trustee joins the Board,
 - 2) Operations Committee – Trustees Monk and Mullin
 - 3) Planning Committee – Trustees Bland and Gorton
 - 4) 28E Agency – President Victor Lieberman
 - 5) Art Subcommittee – Trustee Mullin
 - 6) Library Foundation Board – Gregory, Lieberman, and Monk

“Moved to receive and file both agenda Item C. Oath of Office Trustee Christy Monk and Library Board Committee Appointments.”

Motion: Bland
Second: Monk
Vote: Aye – 6; Nay – 0

The Board agreed to review its Bylaws and Trustee Policy at a future meeting.

4. Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update:

- 1) Library Financial Report Fiscal Year (FY) 2025 – Rossman reported that July marks the beginning of the new fiscal year. New budget sheets were provided for review. The end of July marks nearly 8% of the fiscal year and expenditures are at 7% of our budgeted funds.
- 2) Revenue collected is at 6% of the budget at the end of July.
- 3) Library Use – Rossman reported a 3% increase in circulation statistics and visitor count over July 2023.

Patrons used curbside for 83 visits in July.

Rossman reported there were 2,473 Hoopla downloads in July. 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 July, the digital learning and job search platform Brainfuse HelpNow/Job Now was promoted. July had a combined 107 uses, up from 10 in June and 18 in May, 2024.
- 4) Library Programs, Partnerships, and Grants Report - Rossman provided the following report:

The Art @ your library® show for August and September features photographer Gary Fagan, painter Matt Giese, and wood worker Rich Lammer. The First Friday reception for the artists held August 2, 2024 had a nice turnout, with an estimated attendance of 300 people.

The library has been added as a stop on Travel Dubuque's Viking Cruise Art Tour. The 30-minute tour includes the historic second floor architecture and art pieces, while promoting the virtual art tour when it is time for the tour to move to the next location.

Youth Summer Reading stats saw over 1,400 youth sign ups and 280 teen sign ups. More than 2,400 books were distributed to our community this summer between combined efforts of the summer reading program, AmeriCorps visits to childcares, and other summer reading partners such as St. Mark Youth Enrichment.

The Dubuque Kennedy Mall has leased out the Reading Corner where the While You Wait Program books have been, beginning September 1. The Mall has already closed the corner down and all items have been removed. The new tenant has agreed to a one-year lease. The library is waiting to hear back from a leasing agent about the possibility to put shelving somewhere else in the Mall to help continue to distribute used books, but are waiting on their next visit to Dubuque.

- 5) Fundraising Feasibility Study -The Board reviewed the draft Request for Proposal (RFP) to seek a consultant to complete a fundraising feasibility study. The operations subcommittee met and reviewed the document and agreed the RFP is ready to send out. Rossman reported that the City Councils Goals and Priorities do not include the library expansion project. Rossman is suggesting that the library moves forward with raising funds for smaller projects and wait on the RFP. The Board agreed to move forward with a plan to do a fundraising campaign and review where the funds would be most beneficial in priority order for the renovations.
- 6) Voices Studio Collaboration - Voices Studios has been working with a group of students at Loras College on a community project. Their plan is to put a Banned Book mural on the side of the Jaycees building located on Iowa

Street. The library is planning to collaborate on the project to help with community engagement.

Representatives from Voices and the Loras Students have been seeking funding for the project and have met with the Carnegie-Stout Public Library Foundation about possibly supporting the project financially. Included in your packet is a copy of the Foundation's policy regarding funding projects that do not directly benefit the Carnegie-Stout Public Library. The Foundation Board requires that the Library Board of Trustees are in agreement that any project would support the goals of the library.

The Board discussed the need to have a draft or sketch of the planned artwork and that they take action on the approval. Rossman will get this information and send it along.

- 7) Department Updates – Rossman provided highlights of the past month for Adult, Circulation, Information Technology and Youth Services.
- B. Comment Cards – The Board reviewed one comment card about toys and puzzles for check out and agreed with the staff response.

“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, Fundraising, Feasibility Study Request for Proposal, further review of the Voices Studio Collaboration; and, Library Department Updates.”

*Motion: Mullin
Second: Gregory
Vote: Aye – 6; Nay – 0*

5. Action Items (Action):

- Library Expenditures FY-25: Operating Expenditures July, Period 1 – The Board reviewed the detailed expenditures reports. Rossman reported the Gifts Trusts Expenditure Report is delayed from the City Finance Department.

“Moved to approve the library expenditures for FY-25 July, Period 1.”

*Motion: Gorton
Second: Bland
Vote: Aye – 6; Nay – 0*

Gorton exited the meeting at 5:02 p.m.

6. Library Board Adjournment – The Board adjourned at 5:03 p.m.

"Motion to adjourn."

Motion: *Bland*
Second: *Monk*
Vote: Aye - 5; Nay - 0



Andrew Bland, MD, Board Secretary

9/26/24

Date