

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of September 24, 2024**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Lacy Board Room at 4:02 p.m. on Thursday, September 24, 2024.

Present: President Victor Lieberman, Vice President A. Alanda Gregory (arrived 4:16 pm), Secretary Andrew Bland, Trustee Diann Guns, Trustee Christy Monk, Trustee Pam Mullin, Library Director Nick Rossman

1. President Lieberman called the meeting to order at 4:02 p.m.

"Moved to adopt the meeting agenda of September 24, 2024."

Motion: Bland
Second: Monk
Vote: Aye – 4; Nay – 0

2. Approval of Board of Trustees Meeting Minutes of August 22, 2024."

"Moved to approve the Board Meeting Minutes of August 22, 2024."

Motion: Monk
Second: Bland
Vote: Aye – 4; Nay – 0

3. Board President's Report:

- A. Oath of Office Trustee Diann Guns – Lieberman issued the Oath of Office to Trustee Diann Guns with a term ending July 1, 2028.
- B. The Board reviewed the Communication with the Dubuque City Council for August 2024.

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

Motion: Mullin
Second: Bland
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) 2025 – Rossman reported that August is nearly 17% of the fiscal year. Expenditures are at 16% of our budgeted funds.
- 2) Revenue collected is at 12% of the budget at the end of August
- 3) A budget amendment was submitted to the City Manager and City Finance Department to request use of FY 24 funds to complete a Capital Improvement Project request to rehabilitate our rusting boiler stack exhaust. The next step would be for City Council to approve the budget amendment, with a goal to be on a council agenda in October. A copy of this request was provided to the trustees.
- 4) The underground oil tank project will be moving forward. Contracts will be out to bid soon and will hopefully be taken care of this fall. The project is being overseen primarily by the City's Engineering staff.
- 5) Library Use – Rossman reported a non-statistical increase in circulation statistics and a 6% increase in visitor count over August 2023.

Patrons used curbside for 67 visits in August.

Rossman reported there were 2,351 Hoopla downloads in August. 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 August, the digital learning platform World Book Online was promoted. August had 704 hits from seven product sessions and 27 content views. These numbers reflect an increase over the previous several months usage.
- 4) Library Programs, Partnerships, and Grants Report - Rossman provided the following report:

The Art @ your library® show for October and November features mixed media artists Stephanie Funke and Kara Maxwell, as well as Kathleen Martin that creates three dimensional miniatures. Opening reception will be Friday, October 5, 5:30-7:30 PM.

Black Hawk Roofing has completed repairs of the damaged portions of the coating of the recently replaced roof. The roof is still under warranty. No charges were incurred.

The Martin Johnson Heade "Red Roses" painting has returned to Carnegie-Stout Public Library. Staff are planning to hang the painting on the second floor.

Library staff traveled to Tacktics in Galena where we focused on team building and communication while working with horses for our staff development day on September 12. Survey results were received last week, and overwhelmingly, staff enjoyed the opportunity to work with horses.

Banned Books week is observed this year from September 22 through September 28. Staff incorporated elements of the Forbidden Bookshelf mural that is currently being painted on the Jaycees building at 890 Iowa Street as part of this year's internal display.

Library Director Nick Rossman was interviewed for a blog post by Jeannie Dilger, now working for ReThinking Libraries, the firm that helped Carnegie-Stout with a new strategic plan in 2022 and 2023. This interview can be viewed on ReThinking Libraries website.

The Library is partnering with several institutions to plan and host the Dubuque Area History Expo on Sunday, October 20 at Steeple Square from 1- 4 pm. Two presentations will be featured, and several organizations will have informational tables exhibiting.

Library Director Nick Rossman attended The Allstate Foundation Executive Leadership Program Alumni Gathering from September 17 – 19 at Northwestern University's Kellogg School of Management in Chicago. This was a celebration of ten years of the program and over 170 alumni attended to receive continuing education and connecting with nonprofit leaders from across the country.

The Carnegie-Stout Public Library Foundation Board has reserved a space at the September 28 Farmer's Market to celebrate Banned Books week. They will be advocating on behalf of the library, banned books, passing out stickers, promoting the Raygun t-shirts that benefit the Library Foundation.

- 5) Operations Subcommittee Fundraising Update - The Operations Subcommittee is set to meet on October 1 with Jennifer Walker from ECIA.
- 6) Department Updates – Rossman provided highlights of the past month for Adult, Circulation, Information Technology and Youth Services.

B. Comment Cards – None.

"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: Monk
Vote: Aye – 5; Nay – 0

5. Action Items (Action):

- Library Expenditures FY-25: Operating Expenditures August, Period 2 – 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 August, Period 2."

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

6. Library Board Adjournment – The Board adjourned at 4:57 p.m.

"Motion to adjourn."

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



Andrew Bland, MD, Board Secretary

1/22/25

Date