

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

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Lacy Board Room at 4:03 p.m. on Thursday, October 24, 2024.

Present: President Victor Lieberman, Vice President A. Alanda Gregory (arrived 4:06 pm), Secretary Andrew Bland, Trustee Greg Gorton, Trustee Diann Guns, Trustee Christy Monk, 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 October 24, 2024."

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

2. Approval of Board of Trustees Meeting Minutes of September 26, 2024."

"Moved to approve the Board Meeting Minutes of September 26, 2024."

*Motion: Guns
Second: Monk
Vote: Aye – 6; Nay – 0*

3. Board President's Report:

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

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

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

- B. Library Board Committee Appointment – Lieberman appointed Trustee Guns to Relations Committee

"Moved to receive and file Library Board Committee Appointment."

*Motion: Mullin
Second: Monk
Vote: Aye – 7; 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 September is 25% of the fiscal year. Expenditures are at 23% of our budgeted funds.
- 2) Revenue collected is at 17% of the budget at the end of September.
- 3) Library Use – Rossman reported a 2% decrease in circulation statistics and a 6% increase in visitor count over September 2023.

The library saw a 32% increase in computer and Wi-Fi usage. Over the course of 18-month period, IT staff have been swapping out older Wi-Fi routers throughout the building. The newer units count Wi-Fi connections differently than previous units, which explains some of the consistent significant increases over the previous year.

Patrons used curbside for 67 visits in September.

Rossman reported there were 2,343 Hoopla downloads in September. 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 September, Library Card Sign-up Month was promoted. The library celebrated by providing new library card sign ups with a library-branded tote bag and a vinyl sticker made in the Maker Space. 237 new library cards were created in September, with new bags and stickers going to all new users. Also, 139 free replacement cards were given in the month of September. Typically, users are charged \$2 for a replacement card.
- 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. The opening reception was held Friday, October 5, 5:30-7:30 PM. The show opened against Bluff Strokes, so attendance was a little lighter than usual at approximately 150, but all artists sold pieces and a great deal of fun was had.

The library is loaning a few items to be on display for the upcoming Dubuque Museum of Art's Reflections show. One picture from the third floor is being loaned, "Gentlemen in Front of Library". Also, an image of the design work from the end of the stacks underneath the second-floor mezzanine was captured and various 3D prints were made replicating the design.

The Dubuque Area History Expo was held on Sunday, October 20 at Steeple Square from 1- 4 pm. Organizers were hoping for an attendance of about 60 for the first year, and over 100 people were counted as visiting.

The Library is hosting Annie's Foundation on Saturday, November 9 from 2 – 4 pm. Annie's Foundation is a nonprofit volunteer organization based in Johnston, Iowa which fights censorship in schools and libraries across the state by distributing free copies of banned and challenged books to readers of all ages. They will be providing one book per visitor from a list of books recently removed from Iowa schools, until supplies run out. Sara Hayden Parris, the founder and president of Annie's Foundation, will also share updates about the status of book banning in Iowa, and ongoing court challenges to Senate File 496, the 2023 law which restricts access to books in schools.

Several staff attended the Iowa Library Association Conference in early October. Bailey and Becky presented on their intergenerational programming efforts called BESTIE Club. BESTIE is an acronym for Bonding and Eating Snacks Together is Excellent. This program provides an opportunity for an adult to bring in a teen/tween to eat snacks, do some crafting, and have a bonding opportunity. Maggie presented with a colleague from the Marion Public Library about their successes and experiences with seed libraries at their respective libraries. Reports from both presentations were that they were well received.

City Engineering staff have completed an agreement with Unified Contracting Services to abandon the existing fuel tank on library property. This process will consist of cutting the top of the tank off, emptying the tank (if there is any fuel), and filling the tank with flowable slurry. The winning bid came in at \$28,645.

- 6) Department Updates – Rossman provided highlights of the past month for Adult, Circulation, Information Technology and Youth Services.
- B. Comment Cards – The Board reviewed comment cards regarding the friendly staff, clean amenities, and the need for more large print collection.

"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: Gorton
Second: Guns
Vote: Aye – 7; Nay – 0*

5. Action Items (Action):

- Library Expenditures FY-25: Operating Expenditures September, Period 3 – 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 September, Period 3."

*Motion: Gorton
Second: Mullin
Vote: Aye – 7; Nay – 0*

6. Library Board Adjournment – The Board adjourned at 4:55 p.m.

"Motion to adjourn."

*Motion: Monk
Second: Mullin
Vote: Aye – 7; Nay – 0*



Andrew Bland, MD, Board Secretary



Date