

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of January 23, 2025**

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, January 23, 2025.

Present: President Victor Lieberman, Secretary Andy Bland, 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 January 23, 2025.”*

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

2. Approval of Board of Trustees Meeting Minutes of December 19, 2024.”

*“Moved to approve the Board Meeting Minutes of December 19, 2024.”*

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

3. Board President's Report:

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

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

*Motion: Bland  
Second: Monk  
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) 2025 – Rossman reported that December brings us half way through the fiscal year. We have spent 47% of our budgeted funds so far.

- 2) Revenue collected at 113% of projected budget. The Open Access money from the State Library of Iowa was distributed in December.
- 3) Library Use – Rossman reported a 0% change in circulation statistics and a 11% increase in visitor count over December 2023.

The library saw a 49% increase in computer and Wi-Fi usage over December 2023.

Patrons used curbside for 72 visits in December.

Rossman reported there were 2,571 Hoopla downloads in December. 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 December, online database Consumer Reports was promoted. There were 1,490 uses in December, compared to 620 in November and 544 in October.
- 4) Library Programs, Partnerships, and Grants Report - Rossman provided the following report:

Rossman thanked the Board of Trustees for the Holiday reception thanking volunteers and staff for their contributions for the year. Despite the threat of inclement weather, which prompted several last-minute cancellations, it was a wonderful, fun-filled event. Special thanks to Deb Stephenson for her help in planning and coordinating the event.

The Library's underground oil tank project was completed on January 16, 2025. Work began on January 15. Approximately 5,000 gallons of fuel were pumped out of the tank, cleaned, and was refilled with a concrete slurry. The tank was considerably larger than the building plans suggested, which resulted in more liquid needing to be disposed of than anticipated.

Over 50 people attended the author presentation from Dave Markward discussing his book "From Dubuque to Selma & Beyond" on January 7. A solid attendance considering the extreme cold weather that evening.

The Library is excited to once again be partnering with the Dubuque Community School District's faces & voices Cultural Celebrations group. This will be the third year that the library will host their book

discussions. This is an open book discussion held in the Library's boardroom from 3-4 pm on the following dates:

- February 23: "Medgar & Myrlie: Medgar Evers and the Love Story that Awakened America" by Joy-Ann Reid
- March 30: "Stamped From the Beginning: The Definitive History of Racist Ideas in America" by Ibram X. Kendi
- April 27: "April 4, 1968: Martin Luther King's Death and How it Changed America" by Michael Eric Dyson
- June 29: "Democracy Awakening: Notes on the State of America" by Heather Cox Richardson
- July 27: "Dubuque to Selma & Beyond: My Journey to Understand Racism in America" by Dave Markward
- August 24: "The Message" by Ta-Nehisi Coates
- September 28: "Lovely One: A Memoir" by Ketanji Brown Jackson
- October 26: "How Far to the Promised Land: One Black Family's Story of Hope and Survival in the American South" by Esau McCaulley

The Dubuque County Reads committee has been very busy this year. The title selected for this year is "What My Bones Know: A Memoir of Healing from Complex Trauma" by Stephanie Foo. The author will be presenting in Dubuque on Thursday, April 10 at Loras College. The committee has also been writing grants in attempt to provide more free copies of the book to the community. This community collaboration includes nine area libraries, the Dubuque County Disability Council, and River Lights Bookstore. As well as the author visit, book discussions will take place at area libraries at various times and an expert panel regarding Post-traumatic Stress Disorder is scheduled at the Heritage Center for March 27.

The Dubuque Shakespeare Project continues to meet at the Carnegie-Stout Public Library. The second Sunday of each month (summer months excluded), Bard-o-philes meet to discuss one of Shakespeare's works. We are in the midst of year two. The Winter/Spring calendar's theme is "The Making of a Leader" and include the following plays:

- January 12: "King John"
- February 9: "Richard II"
- March 16: "Henry IV: Part 1"
- April 13: "Henry IV: Part 2"
- May 11: "Henry V"

- 5) Staff Update – Rossman reported that interviews for the Circulation Manager position have been completed. There were over 30 qualified applicants, with seven candidates selected for interview. Rossman reported that the application window for the Community Outreach and Public Communications

Coordinator has closed and search committee members would be working on reviewing applicants and conducting interviews in February and March.

- 6) Library Space Needs/Fundraising – President Lieberman summarized some of the efforts the Board of Trustees and Library staff have put forth to look at the needs of the building. The Board of Trustees discussed options regarding a 1<sup>st</sup> phase of renovations, using funds in the Mutschler Trust gift fund to help move 1<sup>st</sup> phase plans along. Some discussion took place regarding strategy in spending down library gift funds. Trustees support for establishing a set of priorities at varying budget points to leverage gift money for potential renovations. Library Staff will be providing input regarding ideas for renovations that could increase space where needed and increase efficiencies to help improve library services for the public. Further discussion and potential costs for 1<sup>st</sup> phase initiatives with plans to be ready to be reviewed in March.
- 7) Department Updates – Rossman provided highlights of the past month for Adult, Circulation, Information Technology, Marketing, 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, and, Library Department Updates.”*

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

5. Action Items (Action):

- A. Library Expenditures FY-25: Operating Expenditures December, Period 6 – The Board reviewed the detailed expenditures reports.

*“Moved to approve the library expenditures for FY-25 December, Period 6.”*

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

6. Library Board Adjournment – The Board adjourned at 5:05 p.m.

*“Motion to adjourn.”*

*Motion: Mullin  
Second: Bland*

Vote:        Aye – 4; Nay – 0

*Andrew Bland MD*

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***Andrew Bland, MD, Board Secretary***

***Date***