

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of February 27, 2025**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Lacy Board Room at 4:04 p.m. on Thursday, February 27, 2025.

Present: President Victor Lieberman, Vice President A. Alanda Gregory, 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 4:04 p.m.

“Moved to adopt the meeting agenda of February 27, 2025.”

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

2. Approval of Board of Trustees Meeting Minutes of January 23, 2025.”

“Moved to approve the Board Meeting Minutes of January 23, 2025.”

*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 January 2025.

“Moved to receive and file the Communication with the Dubuque City Council from January 2025.”

*Motion: Gorton
Second: Guns
Vote: Aye – 6; 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 January brings us to 58% through the fiscal year. We have spent 53% of our budgeted funds so far.

- 2) Revenue collected at 119% of projected budget.
- 3) Library Use – Rossman reported a 5% increase in circulation statistics and a 16% increase in visitor count over January 2024.

The library saw a 29% increase in computer and Wi-Fi usage over January 2024.

Patrons used curbside for 86 visits in January.

Rossman reported there were 2,981 Hoopla downloads in January. 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 January, general promotion of our online resources were promoted. There were increases across a few different online resources, but Hoopla and Overdrive saw the largest increases over previous months.
- 4) Library Programs, Partnerships, and Grants Report - Rossman provided the following report:

Rebecca Leifker has accepted the position of Circulation Services Manager for the Library. She began working on February 2, 2025. Becca was previously the Lead Library Assistant in the Circulation department.

The library was featured on KCRG during the Seed Swap program held on National Seed Swap Day on January 25. Several local organizations showed their support by staffing tables during the event including Convivium, Wile Ones, Herb Society, and the Dubuque County Master Gardeners. Approximately 150 people attended the event.

The Carnegie-Stout Public Library Foundation is planning a tips night at Dimensional Brewery on May 15. More information will be available in the future, but for now, if you are interested in attending, plans are set for the event to run from 5 – 8 pm, including live music, a raffle, and a food truck will be available outside as well.

The Board of Trustees reviewed legislative bills that, if passed, could impact library services and library budget, as well as reviewed advocacy do's and don'ts provided by the State Library of Iowa's Law Library staff.

The Board of Trustees discussed the Library's current Confidentiality Policy.

The Board of Trustees reviewed and provided input on the Fiscal Year 2026 Budget and Budget Presentation.

- 5) Library Space Needs – Hope to have some potential projects and projected costs for the March meeting.
- 6) Department Updates – Rossman provided highlights of the past month for Adult, Circulation, Information Technology, Marketing, and Youth Services.
- B. Comment Cards – Board reviewed a comment celebrating the Library's new Author Talks database. Author Talks provides residents with live and recorded presentations from authors.

“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: Monk
Vote: Aye – 6; Nay – 0*

5. Action Items (Action):

- A. Library Expenditures FY-25: Operating Expenditures January, Period 7 – The Board reviewed the detailed expenditures reports.

“Moved to approve the library expenditures for FY-25 January, Period 7.”

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

6. Library Board Adjournment – The Board adjourned at 5:28 p.m.

“Motion to adjourn.”

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



Andrew Bland, MD, Board Secretary

Date