

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

Present: President Victor Lieberman, Vice President A. Alanda Gregory (arrived 4:11 pm), Secretary Andy Bland, Trustee, Diann Guns (departed 5:22 pm), 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 March 27, 2025."*

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

2. Approval of Board of Trustees Meeting Minutes of February 27, 2025.

*"Moved to approve the Board Meeting Minutes of February 27, 2025."*

*Motion: Guns  
Second: Monk  
Vote: Aye – 5; Nay – 0*

3. Board President's Report:

- A. The Board reviewed the Communication with the Dubuque City Council for February 2025.

*"Moved to receive and file the Communication with the Dubuque City Council from February 2025."*

*Motion: Guns  
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 February brings us to 67% through the fiscal year. We have spent 60% of our budgeted funds so far.

Revenue collected at 125% of projected budget.

- 2) Library Use – Rossman reported a 1% decrease in circulation statistics and a 12% decrease in visitor count compared to February 2024.

The library saw an 8% decrease in computer and Wi-Fi usage compared to February 2024.

Library Closure on February 12, due to inclement weather, as well as other winter weather are a likely contributing source to some of the decreases in library uses compared to the previous fiscal year.

Patrons used curbside for 61 visits in February.

Rossman reported there were 2,704 Hoopla downloads in February. 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 Programs, Partnerships, and Grants Report - Rossman provided the following report:

Art @ your Library will be returning in April and May with The Arboretum Artists. The Artists are Kim Daykin, Rose Ann Derks, Donna Gibson, JoAnn Hackbarth, Ellen Henkels, Alda Kaufman, Sharon Krapfl, Sue Lemon, and Rita Persian. The opening reception will be from 5:30-7:30 pm on Friday, April 4. The Arboretum Artists are open-air painters, using a variety of mediums, focusing on colors and nature.

Rossman shared the Community Foundation of Greater Dubuque's Envision 2030 community-wide visioning process. The Board of Trustees discussed potential ideas for working with the Library Foundation and submitting ideas to potentially impact future library needs.

Rossman shared Carnegie-Stout Public Library's Confidentiality Policy, as well as confidentiality policies from the Ames Public Library, Ankeny Public Library and the Fort Worth (Texas) Public Library as potential policies to help the Board of Trustees consider revisions to the Confidentiality Policy for the Carnegie-Stout Public Library to help library users have a better understanding of how their information is stored, used, etc.

Rossmann shared the closed dates for 2025, including a request to close the library on Monday, October 13, 2025 for staff professional development training.

Rossmann shared an updated version of the Fiscal Year 2026 Carnegie-Stout Public Library with the request for the Board to approve the Fiscal Year 2026 budget request and presentation.

- 4) Library Space Needs – Trustee Christy Monk shared with the Board of Trustees with a list of potential Phase One projects, accompanied by projected cost estimates. Next steps include meeting with library staff to zone in on priority projects, with Library Board of Trustees overseeing any bidding processes or contracts once schematics are ready to be approved. Schematic Design will be completed using a contract with the Carnegie-Stout Public Library Foundation for designs for fundraising purposes.
- 5) Department Updates – Rossmann provided highlights of the past month for Adult, Circulation, Information Technology, Marketing, and Youth Services.

B. Comment Cards – Board reviewed a comment card celebrating the Carnegie-Stout Public Library.

*“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: Bland  
Second: Mullin  
Vote: Aye – 5; Nay – 0*

5. Action Items (Action):

- A. Library Expenditures FY-25: Operating Expenditures February, Period 8 – The Board reviewed the detailed expenditures reports.

*“Moved to approve the library expenditures for FY-25 February, Period 8.”*

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

B. Approve closed date of Monday, October 13, 2025 for professional development training for library staff.

*"Moved to approve library closure date of Monday, October 13, 2025."*

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

C. Approve Carnegie-Stout Public Library Fiscal Year 2026 annual budget request and presentation.

*"Moved to approve the Fiscal Year 2026 annual budget request and presentation to City Council."*

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

6. Public Comment – Resident Barb Scholl, Burlington Street shared her support of the Carnegie-Stout Public Library and mentioned her attention to recent legislation from the State of Iowa concerning library services, as well as a recommendation to include library offered self-defense classes in the library's budget presentation.
7. Library Board Adjournment – The Board adjourned at 5:39 p.m.

*"Motion to adjourn."*

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



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*Andrew Bland, MD, Board Secretary*

*Date*