

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of April 24, 2025**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Lacy Board Room at 4:09 p.m. on Thursday, April 24, 2025.

Present: President Victor Lieberman, Vice President A. Alanda Gregory, Secretary Andy Bland, Trustee, Diann Guns, Trustee Christy Monk, Trustee Pam Mullin, Library Director Nick Rossman

1. President Lieberman called the meeting to order at 4:09 p.m.

"Moved to adopt the meeting agenda of April 24, 2025."

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

2. Approval of Board of Trustees Meeting Minutes of March 27, 2025."

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

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

3. Board President's Report:

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

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

Motion: Guns
Second: Monk
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 March brings us to 75% through the fiscal year. We have spent 67% of our budgeted funds so far.

Revenue collected at 97% of projected budget. Previous months reports suggesting the library had already surpassed 100% revenue collection were inaccurate due to the Enrich Iowa money being deposited into the wrong account. A journal entry was completed in early April moving \$13,460.78 from revenue into the Gift Trust for the State Library's Enrich Iowa payment.

- 2) Library Use – Rossman reported a 6% increase in circulation statistics and a 11% increase in visitor count compared to March 2024.

The library saw a 10% increase in computer and Wi-Fi usage compared to March 2024.

Patrons used curbside for 70 visits in March.

Rossman reported there were 2,954 Hoopla downloads in March. 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.)

There was some discussion regarding the annual cost for the library to offer Hoopla. There are various options to attempt to make adjustments to what the library offers to bring costs down, should the Board of Trustees and staff decided that the cost needs to be managed more closely.

- 3) Library Programs, Partnerships, and Grants Report - Rossman provided the following report:

Art @ your Library opening reception on April 4 was well attended, with quite a few pieces sold at the reception and fifteen pieces by the end of April.

Rossman updated the Board of Trustees that two pieces of state legislation which could have had significant impacts on library services did not make it through the second funnel. The City Clerk's office also shared updated language regarding appointed board and commission subcommittees:

- Subcommittees: A subcommittee that is formally and directly established by a board or commission through official action, such as by a vote, is subject to all provisions of Iowa Code Chapter 21 if a majority of the committee members are present and there is action or deliberation upon any matter within the scope of the subcommittee's policy-making duties. The subcommittee must have a quorum to take any action and the quorum is based on the total number of members on the subcommittee, not by the number of board or commission

members serving on it. Subcommittees must not be composed of a majority of the board or commission's members.

- Essentially, this means that any board or commission subcommittees are required to follow the same procedures as boards and commissions for agendas and meeting minutes.

Rossman shared that Maggie Turza has accepted the Community Outreach and Public Communications Coordinator position. She is immediately getting up to speed on outreach and volunteer activities, including plans for a volunteer appreciation event you should all have received an invite to and getting the library into more community spaces.

Rossman shared he received Several complements were received regarding the "Lessons on the Holocaust" program presented by Brad Wilkening, which saw 87 attendees.

Rossman reported that several volunteers from John Deere will be at the library on April 25 for Days of Caring. They will be spreading mulch and beautifying around the outside of the building.

Rossman shared details about the Dubuque County Reads program from 2025, which was wildly successful this year. Adult Services Librarian Sarah Smith and the rest of the Reads committee put together a fantastic series of book discussions and community events, culminating in an author visit in early April.

Rossman shared that the Friends of the Library Spring Sale is May 14, Noon – 6:30 pm (Friends members only); May 15, Noon – 6:30 pm; and May 16, Noon - 4:30 pm.

Rossman reported that the Library Foundation is holding a tips night fundraiser at Dimensional Brewing on Thursday, May 15 from 5 – 8 pm. There will be live music featuring musician Joie Wails, Pulido's Taco truck outside of the venue, and raffle prizes available. All tips and proceeds will go to the Library Foundation.

Rossman shared plans for the library to apply for both a McDonough Foundation grant and a Dubuque Racing Association grant this season. The Library Foundation has agreed to match funds for each application. The McDonough grant will request a new high-end, multi-color embroidery machine. The DRA Grant will request funds to help the library build a collection of youth "Book of the Month" kits to fill a rotating book collection need to several public pre-schools that are losing support of the Area Education Agency, due to the reduction of contract costs from the Dubuque Community School District.

- 4) Library Space Needs – Trustee Christy Monk shared perspective on FEH Design's meeting with library staff. Specifically, FEH reviewed preliminary schematic with staff and listened to proposed revisions which would better the patron flow and work flow for staff. These ideas would also expand the Maker Space and expand the number of study rooms. Next steps include sending revisions to staff for further input and putting together a poster for the Library Foundation fundraising event scheduled for May 15. With plans to have a more updated plan, including updated budget expectations ready for the June, 2025 Board of Trustees meeting. Future aspects of the project include the following items:

- Board of Trustees identifies scope of project based on costs. This includes the possibility that some priorities are left off due to cost, or the possibility that more funding is needed to cover all projects.
- Once scope of project is confirmed, bid documents will need to be created. Bid documents could take up to eight weeks to create
- Once bid documents were finalized, they could be sent out to bid.

Bland shared concerns regarding the overall project budget and make sure that funds are identified to cover hidden costs and not to exceed available money on project scope.

Liberman suggested using the operations subcommittee or similar ad-hoc subcommittee as a resource to help look at plans more in-depth to help streamline a presentation for the Board of Trustees for a June meeting.

- 5) 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: Gregory
Vote: Aye – 6; Nay – 0

5. Action Items (Action):

- A. Library Expenditures FY-25: Operating Expenditures March, Period 9 – The Board reviewed the detailed expenditures reports.

"Moved to approve the library expenditures for FY-25 March, Period 9."

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

6. Library Board Adjournment – The Board adjourned at 4:54 p.m.

"Motion to adjourn."

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



Andrew Bland, MD, Board Secretary



Date