

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of January 28, 2010**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Library Board Room at 4:00 p.m. on Thursday, January 28, 2010.

Present: President Diann Guns, Vice President Beverly Kolz; Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer; Trustee Elizabeth Leeper; Trustee Mike Willis; Library Director Susan Henricks; and Recorder Denette Kellogg

1. President Diann Guns called the meeting to order 4:04 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, January 28, 2010."

*Motion: Leeper
Second: Kolz
Vote: Aye – 7; Nay – 0*

2. Approval of Library Board of Trustees' Minutes of Thursday, December 17, 2010.

"Moved to approve the Board minutes of Thursday, December 17, 2009."

*Motion: Leeper
Second: Connors
Vote: Aye - 7; Nay - 0*

3. Board President's Report - Communication with the Dubuque City Council. Guns reported on the summary report of the Board to the City Council from the Thursday, December 17, 2009 Board meeting. Henricks reported on the high quality of the collection that the Library has in comparison to some of the other libraries due to funding.

"Moved to receive and file the Communication with the Dubuque City Council from December 17, 2009."

*Motion: Kolz
Second: Connors*

Vote: Aye – 7; Nay – 0

4. Motion to Receive and File Informational Items:

- A. Library Director's Report Summary and Update: Henricks provided a written summary of the following items to the Library Board including the following additional comments :

The Library Foundation will be losing two of its long-time Board members. Treasurer Ed Everts, also a previous Library Board member, is retiring in the fall and will be leaving the Foundation. Member Bernie Geisler is leaving the Foundation Board due to health reasons.

- 1) Library Financial Report – Henricks reported that the month of December marked fifty percent of the fiscal year (FY) as lapsed. Expenditures were at fifty percent and revenue generated year to date was at fifty point five percent. Henricks reported on the difficulty in maintaining the budget for salaries (currently at fifty-three percent expended) due to staff, mostly Maintenance staff, completing extra work during the construction related to moving stacks and material collections, and painting. Use of the Library had been expected to drop off slightly during construction, but business has increased with the need to schedule more staff increasing.

Leeper asked what would happen if salary expenses are exhausted. Henricks reported that as the library goes over budget in this area, there will be no choice but to cut other budget lines in an attempt to help offset the overage. Henricks reported that the Library has not ever gone over budget since she has been Director and she always attempts to keep the Library at or under budget.

Kolz asked about overtime. Henricks reported full-time staff members are eligible for overtime.

The Board expressed its appreciation of Library staff efforts during the challenges of construction.

Susan reported that the FY-11 budget documents as recommended by the City Manager will be made public on Monday February 1, 2010. Henricks reported she would

provide an update to the Board as soon as the information is available.

- 2) Library Use Statistics – Henricks reported that Library use continues to be strong with circulation of materials up six percent year-to-date. Visits to the Library increased four percent. Visits to the Library's web site were up ten percent compared to November with forty-five percent of the visits coming from new visitors to the web page. Patrons visiting the web site to generate requests for materials to be reserved was up fifty-four percent to date.

Connors noted the decrease in directional questions in Youth Services. Henricks reported that previously, Youth Services staffs were counting questions as directional that should have not been counted. It will take a year of not including these questions in the count to provide an accurate picture.

Connors also noted the high gate count for December this year, up over twenty-two percent (nearly 3,000 more visitors) over last December.

- 3) Marketing Update - Henricks reviewed the summary articles featuring the Library that have appeared in the Telegraph Herald for the last six months of the year as prepared by Librarian Betty Baule.

Henricks reported that Becky Sisco, contracted to help with construction marketing efforts for the Library, has written two press releases. Henricks reported that she will monitor the effectiveness of these marketing efforts.

Henricks reported on a successful Art @ Your Library[®] exhibit which opened in October 2009 and ends this week. The Library earned \$168.00 in commissions which goes into a fund to support future Art @ Your Library[®] events.

The Library is participating in Architecture Days, April 12 to April 15, by providing the venue for area students to display their exhibits.

- 4) Library Construction Report – Willis asked if the planned meeting with the construction manager and construction firm in respect to negotiating terms of a longer warranty for

the floor of the auditorium due to soft spots and a history of "popping" had been held. Henricks reported that, to her knowledge, this meeting has not taken place and reported she would follow-up with the construction manager and provide the Board with an update.

Henricks reported on the need for construction management coverage eight hours a day. Hammer asked for accountability from the construction management firm for the project being seven months behind schedule. Henricks reported on the numerous schedule changes. The Board asked that they receive each schedule provided so they can be proactive on construction delays. Henricks reported she would provide the schedule along with an update to the Board each month in respect to any delays or problems. The Board concurred with this recommendation and reported that this would allow for their review of issues at Board meetings.

Henricks provided a report on the final walk-through for the first floor which went well. There was a list of minor problems and a few more serious problems. Major problems included the circular reading area glass being scratched in several areas, a chunk is missing out of the wood in the circular area, and ice build-up on the windows in the Youth Services workroom, causing damaged to the windows and veneer.

The Board discussed the recent problem with the chiller coils freezing, resulting in an approximate \$5,000 bill to fix the coils. Henricks reported on input received from Steve Brown in City Engineering.

Henricks provided the background information related to the problem and the need for an established procedure for the Library to take over the care and maintenance of an item that had been handled as part of the construction process as far as it being "turned over" to Library staff. Henricks reported that to date, the Library has not received an owner's manual on the newly installed mechanicals, including the air handling units, chiller, and boiler.

Hammer reported his dissatisfaction with not having an agreement with specific terms, including documentation,

instructions on maintenance of the items, and warranty information for when a system is handed over to the Library. Hammer suggested that having and requiring this documentation makes good sense so this does not happen again.

The Board suggested that both parties (Durrant Group and the Library) take joint responsibility in the cost to fix the coils. The Board reached a consensus to charge Henricks with meeting with the construction management firm to offer that each party take fifty percent responsibility; and, to request that clear direction is provided when something is "turned over" to the Library during the construction process to include instruction manuals, warranties and information as it applies.

Henricks reported she would review the contract in respect to any information in regard to this issue to ensure requirements are being met.

Guns reported that she requested from Steve Brown with City Engineering, OPN and Durrant Group, an up to date report of contingency funds available so that informed decisions can be made in regard to spending these funds as necessary.

Henricks provided the Board with an update on the large move of the Youth Services shelving, materials, and offices on February 9 and 10, 2010. The Library will be closed on these two days for the move with a human chain of volunteers schedule for Wednesday, February 10, 2010.

- B. Library Comment Cards - The Library Board reviewed the five comment cards received and concurred with the responses provided.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Marketing Update, Library Construction Update, and Library Comment Cards."

Motion: Kolz
Second: Connors
Vote: Aye – 7; Nay – 0

5. Items for Action:

- A. Construction Items for Discussion/Action – The Board reported that no items were submitted for action at this time.
- B. Volunteer Policy Update - Henricks provided the changes to the policy with the main content change being that an applicant volunteer will be contacted within two weeks of the Library receiving an application. The balance of the policy was format changes and minor editing to make for easier readability.

"Moved to adopt the proposed revisions as submitted to the Library Volunteer Policy."

Motion: Leeper
Second: Kolz
Vote: Aye – 7; Nay – 0

6. Library Board Adjournment - The Board adjourned at 5:11 p.m.

"Motion to adjourn."

Motion: Kolz
Second: Connors
Vote: Aye – 7; Nay – 0



Kristen Smith, Board Secretary