

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

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Lacy Board Room at 4:02 p.m. on Thursday, June 23, 2025.

Present: President Victor Lieberman, Vice President A. Alanda Gregory, Secretary Andy Bland, Trustee Greg Gorton, Trustee, Diann Guns (departed 5:37 pm), Trustee Christy Monk, Trustee Pam Mullin, Library Director Nick Rossman

1. President Lieberman called the meeting to order at 4:02 p.m.

"Moved to adopt the meeting agenda of June 23, 2025."

Motion: Gorton
Second: Monk
Vote: Aye – 7; Nay – 0

2. Approval of Board of Trustees Meeting Minutes of May 22, 2025."

"Moved to approve the Board Meeting Minutes of May 22, 2025."

Motion: Mullin
Second: Guns
Vote: Aye – 7; Nay – 0

3. Approval of Board of Trustees Relations Subcommittee Meeting Minutes of May 22, 2025."

"Moved to approve the Relations Subcommittee Meeting Minutes of May 22, 2025."

Motion: Monk
Second: Mullin
Vote: Aye – 7; Nay – 0

4. Board President's Report:

- A. The Board reviewed the Communication with the Dubuque City Council for May 2025.
- B. Presentation and thank you for outgoing Trustee Greg Gorton.

"Moved to receive and file the Communication with the Dubuque City Council from May 2025 and the presentation and thank you for outgoing Trustee Greg Gorton."

Motion: Monk
Second: Gregory

Discussion: Thank you to Greg Gorton for eight years of service to the Board of Trustees.

Vote: Aye – 7; Nay – 0

5. 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 May brings us to 92% through the fiscal year. We have spent 84% of our budgeted funds so far.

Revenue collected at 110% of projected budget.

- 2) Library Use – Rossman reported a 7% increase in circulation statistics and a 9% increase in visitor count compared to May 2024.

The library saw a 7% increase in computer and Wi-Fi usage compared to May 2024.

Patrons used curbside pickup for 80 visits in May.

Rossman reported there were 2,798 Hoopla downloads in May. (Hoopla is a web and mobile library media-streaming platform for audio books, comics, e-books, movies, music, and TV.)

As part of regular maintenance and in accordance with accreditation standards from the State Library of Iowa, the library purges unused library cards every 18-30 months. In May, 7,283 library cards were removed from the library's database that had not been used for more than five years and fees owed to the library were \$10.00 or less. This also resulted in a little more than \$5,000 in likely uncollectable funds waived. It is very unlikely many of the fees would be tied to lost or damaged materials.

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

Rossman reported there was a nice turnout for the Art @ your Library reception for June and July featuring artists from the Key City Creative Center.

Rossman reported there was good public engagement with more than 300 individuals at the Dubuque Pride Festival and the estimated attendance was more than 3,000 people.

Information was provided a copy of House File 856 which signed into law in May by Governor Reynolds. Discussion included needing to look at the Library's strategic plan for any potential language changes to comply with the new law.

The Board of Trustees reviewed the City Council Goal setting documents with some discussion including the hope for potential free parking options near the library as part of the City's new smart parking plan.

Rossman reported a request to use unspent FY 24 money to repair the library's boiler stack was approved by City Manager Mike Van Milligen. City Engineering had been contacted regarding the available funds of \$163,500 to solicit help in getting the project moving forward.

- 4) Library Space Needs – Trustee Monk reported that FEH Design completed some preliminary plans for potential projects. Documents were provided to the Board of Trustees outlining the following five groups of projects with approximate, estimated costs:
 1. **Patron flow and staff area rework on first floor** (\$133,440)
 - Reconfigure main circulation and staff desks for improved efficiency and patron flow.
 2. **Makerspace expansion and computer reconfiguration** (\$526,464)
 - Significant renovation expanding the makerspace and rearranging collections, computers, and periodicals.
 3. **Teen area & staff work space reconfiguration** (\$146,888)
 - Removal of current circular desks and reconfiguring space with improved study areas and layout.
 4. **Youth play area reconfiguration** (\$107,925)
 - Enhance youth area with more interactive spaces, seating improvements, and safer play areas.
 5. **Study and meeting rooms in coffee bar area** (\$209,625)
 - Convert underused coffee area into meeting/study pods and flexible social space.

Priority considerations from Trustees focused primarily on the Makerspace expansion and first floor patron flow reconfiguration. Trustees discussed the balance between expediency of project completion and minimizing disruption for access to library services and use of the building for the public and staff.

Next steps include Board of Trustees identifying at July 2025 meeting to determine the appropriate method to complete bid documents

- 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: Gorton
Vote: Aye – 6; Nay – 0

6. Action Items (Action):

- A. Library Expenditures FY-25: Operating Expenditures May, Period 11 – The Board reviewed the detailed expenditures reports.

“Moved to approve the library expenditures for FY-25 May, Period 11.”

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

7. Library Board Adjournment – The Board adjourned at 5:45 pm

“Motion to adjourn.”

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



Diann Guns, Board Secretary

8-21-2025

Date