

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

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Lacy Board Room at 4:05 p.m. on Thursday, July 24, 2025.

Present: President Victor Lieberman, Vice President A. Alanda Gregory, Secretary Andy Bland, Trustee, Diann Guns, Trustee Christy Monk (virtual), Trustee Pam Mullin (virtual), Trustee, Jessica Connery (sworn in on 7/24/25), Library Director Nick Rossman

1. President Lieberman called the meeting to order at 4:05 p.m.

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

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

2. Board President's Report:

A. Oath of Office Administered for Jessica Connery

"Moved to receive and file the Oath of Office for Jessica Connery for appointment of the Library Board of Trustees."

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

B. Election of Board Officers: Nominations and Vote

"Moved to nominate the slate of executive officers to the Library Board of Trustees as A. Alanda Gregory for President, Andy Bland as Vice President, and Diann Guns as Secretary."

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

C. Library Board Committee Appointments

"Moved to receive and file the following appointments to Board of Trustees subcommittees by President Alanda Gregory:

- 1) *Relations Committee: Alanda Gregory, Dianne Guns, Jessica Connery*

- 2) *Operations Committee: Alanda Gregory, Christy Monk, Pam Mullin*
- 3) *Planning Committee: Alanda Gregory, Andy Bland, Victor Lieberman*
- 4) *28E Agency: Victor Lieberman*
- 5) *Art Subcommittee: Alanda Gregory*
- 6) *Library Foundation: Christy Monk, Diann Guns, Jessica Connery*

Motion: Bland
Second: Lieberman
Vote: Aye – 7; Nay – 0

D. Communication with Dubuque City Council, June, 2025

“Moved to receive and file the communication with the Dubuque City Council from June 2025.”

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

3. Approval of Board of Trustees Meeting Minutes of June 23, 2025.”

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

Motion: Lieberman
Second: Bland
Vote: Aye – 7; 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 June concludes the fiscal year. We have spent 95% of our budget.

Revenue collected at 116% of projected budget.

- 2) Library Use – Rossman reported a 1% decrease in circulation statistics compared to June 2024, with more than a 1% increase over the previous fiscal year total.

The library saw a 9% increase in visitors compared to June 2024, with a 7% increase over the previous fiscal year total.

The library saw a 6% increase in computer and Wi-Fi usage compared to June 2024, with a 7% increase over the previous fiscal year total.

Patrons used curbside pickup for 70 visits in June.

Rossman reported there were 2,912 Hoopla downloads in May. (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:

Rossman reported the August and September Art @ your Library program will feature artists from the Midwest Basket Guild whose mission is to foster an appreciation for traditional baskets. The featured artists are Pam Brown, Linda Chmelar, Cindy Ehrlich, Marita Hale, Diane Knockel, Pat Kramer, Joy Maples, Sandy Michalik, Regina Riley, and Mary Thompson. A reception will take place on Friday, August 1 from 5:30 pm to 7:30 pm. This reception will also feature participants in the library's Tiny Art program from the Summer Reading Program as well.

Rossman reported the Carnegie-Stout Public Library Foundation was awarded two grants this year. The McDonough Foundation gave \$2,500 to help pay for a new embroidery machine for the Maker Space and the Dubuque Racing Association gave \$15,000 to help create book bundles to deliver to local preschools.

Rossman reported that the library was invited to participate in this year's annual data walk, a program organized by the Community Foundation of Greater Dubuque. Each year, the data walk relates to ongoing community issues, displays information, providing an opportunity for community members to peruse and reflect. This year the research is around social capital and are specifically interested in library card holder data. The Board will vote to approve the collaboration.

Staff updated the text of the Carnegie-Stout Public Library's 2023-2028 Strategic Plan to make the following changes: Remove the word 'equity' and 'inclusion' replacing them with 'opportunity' and 'belonging', respectively, and in accordance with Iowa law. Also, renaming the City of Dubuque's "Department of Equity and Human Rights" to "Department of Human Rights" to accurately reflect their name change. The Board will vote to approve the changes.

- 4) Library Space Needs – Library Director Rossman suggested the Board organize a work session to continue discussion on the minor renovations stemming from the Space Needs work that FEH Design has been continuing to work with the Carnegie-Stout Public Library on. An email will be sent out to Board members to select a time for an open work session for trustees, staff, and any public that would wish to attend.

- 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: Bland
Second: Guns
Vote: Aye – 7; Nay – 0

5. Action Items (Action):

A. Library Expenditures FY-25: Operating Expenditures June, Period 12 – The Board reviewed the detailed expenditures reports.

“Moved to approve the library expenditures for FY-25 June, Period 12.”

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

B. Partnership with Community Foundation of Greater Dubuque to collaborate for the 2025 Data Walk.

“Moved to approve a partnership with the Community Foundation of Greater Dubuque to work with them for the 2025 Data Walk.”

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

C. Suggested language updates to Carnegie-Stout Public Library 2023-2028 Strategic Plan

“Moved to approve language changes to Carnegie-Stout Public Library Strategic Plan 2023-2028 to update language to reflect changes to Iowa law.”

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

6. Library Board Adjournment – The Board adjourned at 4:51 pm.

"Motion to adjourn."

Motion: Lieberman

Second: Guns

Vote: Aye – 7; Nay – 0



Diann Guns, Board Secretary

08-28-2025

Date