

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of August 28, 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, August 28, 2025.

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

1. President Gregory called the meeting to order at 4:03 p.m.

“Moved to adopt the meeting agenda of August 28, 2025.”

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

2. Board President's Report:

- A. Communication with Dubuque City Council, July, 2025

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

*Motion: Mullin
Second: Lieberman
Vote: Aye – 6; Nay – 0*

3. Approval of Board of Trustees Meeting Minutes of July 24, 2025.”

“Moved to approve the Board Meeting Minutes of July 24, 2025.”

*Motion: Lieberman
Second: Guns
Vote: Aye – 6; Nay – 0*

4. Approval of Board of Trustees Work Session Minutes of August 20, 2025.”

“Moved to approve the Board Work Session Minutes of August 20, 2025.”

*Motion: Lieberman
Second: Mullin
Vote: Aye – 6; 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) 2026 – Rossman reported that July begins a new fiscal year and marks approximately 8% of the fiscal year. Monthly budget sheets have been updated with the fiscal year 2026 budget totals. We have spent 8% of our budget to date. Final expenditures hit just above 95% for fiscal year 2025.

Revenue collected at 6% of projected budget.

- 2) Library Use – Rossman reported a 1% increase in circulation statistics compared to July 2024.

The library saw a 10% decrease in visitors compared to June 2024, which does not follow some of the most recent trending visitor count numbers. Staff will be monitoring visitor numbers over the coming months to learn if there is an issue with the monitoring software, or any other issues that could attribute to the lower number of visitors.

The library had a loss in data for desktop usage numbers due to a server migration by the library's integrated library system software provider. Staff reported an average of use over previous dates to attempt to estimate use, but numbers are not exact.

Patrons used curbside pickup for 68 visits in July.

Rossman reported there were 2,826 Hoopla downloads in July. (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:

Library IT Manager Mike Kerth shared the library's new laptop and tablet checkout kiosk for the public with the Board of Trustees. There was brief demonstration of how the unit works. Similar units if purchased from a third party vendor would have an upfront cost of approximately \$40,000, as well as annual maintenance and support costs of \$5,000 - \$8,000. This unit could be replicated for a little more than \$3,000.

The August Art @ your Library reception featured works from the Midwest Basket Guild and all the art works that were submitted as part of the summer reading program's Tiny Art program. The turnout for the reception was great with a lot of positive feedback and a much younger audience than typical. We will look to continue including the Tiny Art in future August receptions.

The library hosted a high school student from Manchester High School in early August in a job shadow opportunity.

The library is continuing its partnership with Sunil Malapati and the Dubuque Shakespeare Project. One Sunday each month, patrons meet to discuss one of Shakespeare's plays. This fall will feature "The Merry Wives of Windsor", "The Merchant of Venice", "Much Ado About Nothing", and "As You Like It".

Library Director Rossman spoke to the Dubuque Chamber of Commerce's Young Professional group in August. The presentation titled, "Invest in Your Community, Don't Let Your Impact Become Overdue" was shared with approximately 150 attendees at the Q Casino.

Director Rossman reminded Trustees to register for the annual Board and Commission picnic hosted by the City of Dubuque's City Clerk's office.

- 4) Sever Room Mini Split Air Conditioner – Rossman reported that The mini-split air conditioner unit in the server room has had a rough summer. A storm resulted in a rubbed freon line, which caused a small hole and the freon to leak. The freon was replace after the line was patched. Shortly after that, the compressor stopped working and freon was lost again. The unit was old, and unfortunately uses a freon gas that is discontinued and is expensive to replace. With the combination of the age of the unit, as well as the shot compressor, bids were sought to have the unit replaced.

The unit needing replacement includes a built-in humidifier, which is necessary for the unit to perform in sub-zero temperatures. Several bids to replace the damaged unit were received. All Seasons provided two bids, one in which they would replace the old unit with an updated unit that also has the humidifier built in at \$42,980. Their second bid of \$29,405 reflects the cost to replace the air conditioner with a unit that does not have a humidifier built in, but also installs a humidifier on the roof to ensure that the unit will continue to work in sub-zero temperatures.

Total maintenance provided one quote in which they would replace the existing unit with a similar unit at \$41,472. Geisler brothers provided a quote to replace the existing unit with a unit that does not have a humidifier, but did not provide an estimate for installing a humidifier to insure a sub-zero working unit.

In both the more expensive, humidifier-containing mini-splits, the lead time for ordering the unit was 12 – 14 weeks. The lead time for All Seasons to install the humidifier and alternate mini split air conditioner was one week.

Due to the emergency needs of keeping the server room cool, the bid of \$29,405 with All Seasons was selected, in order to return the server room back to working order as quickly as possible. In the interim, the server room has been teetering at barely acceptable temperature levels thanks to portable air conditioning units used as emergency backup. Due to her professional knowledge in systems, Trustee Christy Monk was consulted on the bids before work was approved to move forward.

- 5) Library Space Needs – Library Director Rossman reported the results of the work session that was open to trustees, staff, and public on Wednesday, August 20, 2025 provided the following recommendations to put to vote for the Board of Trustees during this meeting:
 1. Approve the use of the Mutschler Gift Trust account to fund renovations within the scope of several projects within the conceptual plans provided by FEH Design. Those specific plans include:
 - a. Expanded Maker Space
 - b. Reworking of library service points on 1st floor in the Circulation area
 - c. Reworking of the Teen
 2. Approve contract amendment with FEH Design to work on the next phase of design for the projects under consideration.
- 6) 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: Guns
Second: Monk
Vote: Aye – 7; Nay – 0

6. Action Items (Action):

A. Library Expenditures FY-26: Operating Expenditures July, Period 1 – The Board reviewed the detailed expenditures reports.

“Moved to approve the library expenditures for FY-26 July, Period 1.”

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

B. Approve bid to replace mini-split air conditioner unit in the server room.

“Moved to approve a bid of \$29,405 with All Seasons Heating and Cooling to replace the mini-split air conditioner in the second floor server room.”

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

C. Authorize use of Mutschler Gift Trust funds for internal library renovation plans.

“Moved to authorize the use of Mutschler Gift Trust funds for internal library renovations.”

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

D. Approve contract amendment with FEH Design to continue design services for library renovations.

“Moved to approve contract amendment with FEH Design for \$59,995, with a \$2,000 credit for total payment of \$57,995 to continue services and develop schematic designs.

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

7. Library Board Adjournment – The Board adjourned at 4:38 pm.

“Motion to adjourn.”

Motion: *Lieberman*
Second: *Mullin*
Vote: *Aye – 7; Nay – 0*


Diann Guns, Board Secretary

9-25-2025

Date