

ORIGINAL

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of February 25, 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, February 25, 2010.

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

1. President Diann Guns called the meeting to order 4:06 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, February 25, 2010."

Motion: Kolz
Second: Connors
Vote: Aye - 5; Nay - 0

2. Approval of Library Board of Trustees' Minutes of Thursday, January 28 and Thursday, February 11, 2010.

"Moved to approve the Board minutes of Thursday, January 28 and Thursday, February 11, 2010."

Motion: Kolz
Second: Smith
Vote: Aye - 5; Nay - 0

Discussion was held in regard to the report of the construction project contingency fees available as referenced in the January 28, 2010 minutes. Guns reported she has contacted City Engineer Steve Brown and he is working on getting this information compiled and a report should be available soon with this updated information.

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, January 28 and Thursday, February 11, 2010.

"Moved to receive and file the Communication with the Dubuque City Council from January 28 and February 11, 2010."

*Motion: Kolz
Second: Smith
Vote: Aye – 5; 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 with the following additional comments:

- 1) Library Financial Report – Henricks reported that the month of February marked fifty-eight percent of the fiscal year as lapsed. Expenditures through the seventh month were at fifty-eight percent and revenue generated year-to-date was at seventy-seven percent of projections. Salaries are at sixty-one percent and are not expected to level off before the renovation is completed. Henricks reported that this line item is under particular strain due to the demand of the renovation project such as moving the collection and taking on projects that were not contracted.

Henricks noted that the full graph of expenditures text line of Books/Av/Magazines did not print out correctly. The problem will be fixed in next month's report.

- 2) Library Use Statistics – Henricks reported that Library use continues to be brisk, with visits to the library up four percent over the same time last year and on average a dozen new library cards issued each day.

The Library is experiencing its strongest growth in electronic media and technology. Internet use increased six percent and the circulation of lap top computers was up fifty-eight percent over the same time last year. Circulation of downloadable media increased one-hundred three percent over the same time last year.

One-hundred volunteers signed in on February 10, 2010 to help complete the move of the Youth Service Department from the second floor to its new home on first floor.

- 3) Library Construction Report – Henricks reported on her memorandum dated February 23, 2010 updating the Board on ideas provided by Durrant in shortening the construction schedule. Henricks reported that idea number one was taken off the list as the work involving the demolition of the 1981 staircase will take place in early mornings before the Library opens. The original suggestion involved closing the Library for two and one-half days.

The second idea was to start Phase Five early by moving some areas early. This would involve obtaining pallets, shrink wrap, requesting off-site storage, renting a forklift, hiring a truck and allocating staff time to evaluate, plan and implement the process. This includes having the Adult Services staff move twice. Also impacted would be the public Internet access which would not be offered for at least one month. The savings of two weeks to the schedule did not justify the investment of the various resources and closing Internet computers to the public.

Willis reported that he would encourage shortening the schedule if we were behind, but according to Durrant's report in the construction meeting this morning the project is on target.

The Board concurred with the recommendations.

Guns asked if the Gift Fund report contains the information of funds transferred to the Renovation Fund. Henricks responded yes, expenditures from the General Gift Trust are listed under the expenditure line of 73210 Construction Building on the report.

Kolz asked about the presence of the onsite construction manager eight hours a day, per contract. Henricks reported that Durrant is short-staffed. Response to most problems is quick, but not having them onsite as many hours results in some problems occurring that require greater staff involvement. Henricks provided an example: exhaust fumes from a gas powered saw cutter filled the Library and may have been prevented had the onsite construction manager been present.

The Board questioned if there was a process for punch lists to be completed, including a confirmation process. Guns reported that the punch list for the items not yet completed would be finished/corrected. The Board agreed that the process for having all of the items listed as well as a confirmation process should be in place because they are inspected and approved as completed. The responsibility of the construction firm was discussed.

The Board requested that the process of creating the punch list and confirming when it has been completed needs to be articulated to them. Henricks reported that she would get clarification of the process of the punch list and report back to the Library Board.

- 4) Tentative Board Meeting Schedule - Henricks provided an updated Board meeting schedule for the balance of the 2010 calendar year. Henricks reported that the Board must hold a minimum of ten meetings a year. Discussion was held in reference to the May 2010 meeting as the Director will be out of the office. The Board agreed to plan tentatively for a meeting, and if no pressing matters exist at that time, the Board would not meet. The Board reviewed the proposed changes and agreed on the following tentative schedule:

- Thursday, April 1, 2010
- Thursday, April 22, 2010
- Thursday, May 27, 2010
- Thursday, June 24, 2010
- Thursday, July 22, 2010
- Thursday, August 26, 2010
- Thursday, September 23, 2010
- Thursday, October 28, 2010
- Tuesday, November 16, 2010
- Wednesday, December 15, 2010

- B. Library Comment Cards - The Library Board reviewed the seven 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, Library Construction Update, Tentative Board Meeting Schedule and Library Comment Cards."

Motion: Kolz
Second: Connors
Vote: Aye – 5; Nay – 0

5. Items for Action:

A. Library Renovation Campaign – Naming Rights: Henricks provided a chart with recommendations for updating the naming rights to allow for more \$25,000 level donors naming opportunities. The proposal includes naming the Library auditorium after Eileen Aigler, who left over \$125,000 to the Library.

"Moved to approve the updating of the Library Renovation naming rights opportunities as submitted and to assign the naming rights for the Library Auditorium to donor Eileen Aigler."

Motion: Kolz
Second: Connors
Vote: Aye – 5; Nay – 0

B. Community Foundation of Greater Dubuque - Library Renovation Account Status: Guns reported on being contacted in reference to the interest accruing for the Library Renovation Endowment Fund manager by the Community Foundation of Greater Dubuque. The Board discussed placing the funds into the Library renovation account.

"Moved to contact the Community Foundation of Greater Dubuque to request that the interest accrued to date of \$1,660.00 be transferred to the Library Renovation account held by the Library Foundation."

Motion: Connors
Second: Kolz
Vote: Aye – 5; Nay – 0

6. Communications/Public Comment - Kolz commended, the Board concurred, both the Library Director and Board President Guns for their hard work and efforts, including the outstanding budget presentation to the City Council.

The Board discussed the upcoming months of needed planning for library services as even with the increase in staffing discussed by the City Council, Library resources will not be at a level that they should be.

7. Library Board Adjournment - The Board adjourned at 5:15 p.m.

"Motion to adjourn."

Motion: Kolz
Second: Connors
Vote: Aye -5; Nay - 0

Kristen Smith
Kristen Smith, Board Secretary