

ORIGINAL

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of April 1, 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, April 1, 2010.

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

1. President Diann Guns called the meeting to order at 4:10 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, April 1, 2010."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, February 25, 2010.

"Moved to approve the Board minutes of Thursday, February 25, 2010."

Motion: Connors
Second: Willis
Vote: Aye - 5; 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, February 25, 2010 meeting.

"Moved to receive and file the Communication with the Dubuque City Council from February 25, 2010."

Motion: Connor
Second: Willis
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: Henricks reported on being contacted in reference to the estate of Mr. Robert B. Maher from Dubuque naming the Library in his Will. Henricks reported that as more information is received about the generous gift she would continue to update the Board.

- 1) Library Financial Report – Henricks reported that the month of March marked sixty-seven percent of the fiscal year as lapsed. Expenditures through the eighth month were at sixty-nine percent and revenue generated year-to-date was at eighty-four point five percent of projections. Henricks reported that due to the several major moves requiring more staffing hours that the budget for salaries will be over for the fiscal year, currently at sixty-nine percent expended. Henricks reported that she will be meeting with the Budget Director and possibly the City manager regarding this issue.

Guns noted that there was an increase in revenue generated and asked if this could be used to offset the increase in salaries. Henricks reported that revenue is higher than budgeted as business due to the construction had been expected to decrease, but in actuality business has increased. The budget for revenue for FY-10 is \$92,950. Revenue projected can be requested to help cover staffing, however; the overage in revenue is minimal in comparison to the overage anticipated in the staffing budget.

Guns asked whether the approved transfers of funds from the Library Gift Trust to offset some renovation expenses had taken place. Henricks reported yes, and that these funds are annotated on the gift trust report.

Henricks suggested that some of the gift funds be used to purchase computers that had been cut from the renovation due to lack of funds. Laptop computers are needed for patrons as demand continues to rise. The Board concurred with the use of \$6,000 of these funds for purchase of computers.

Henricks reported that City Engineering has expressed confidence that the contingency funds are where they should be and are estimated to be at around \$70,000 with one Phase of construction left.

- 2) Library Use Statistics – Henricks reported that Library use for February dropped one percent, most likely due to being closed two days for moving. Library circulation is up five percent year to date compared to last year. Library use continues to be brisk, with visits to the library up three percent over the same time last year. Circulation of laptop computers continues to experience the highest jump in use with an increase of sixty percent year to date.
- 3) Staffing Model – Henricks provided an update on ideas being explored for staffing post renovation. One idea discussed was eliminating breaks in favor of flexibility when time is needed. The Board shared its concurrence with the idea of eliminating breaks, along with the other ideas provided in the report.
- 4) Library Construction Report – Guns reported on the construction walk through this morning of the areas outside of Administration and the gallery area where the former board room was located.

Willis also participated in the walk through and reported on a problem with the marble floor. The carpet runner glue and other adhesives from many years ago have worn into the marble and none of the chemicals used have been able to remove the substances. A quote is being requested from a company called Marble Medic who would remove a very minimal top layer of the marble. This unanticipated expense estimated at \$5,000 would be using contingency funds. Guns reported that the other area of the marble is not included and may need to be done at a later time if the finish of the two areas is very different. The Board concurred with the recommendation to move forward with this project and expense.

Willis reported on other issues noted during the walk through including discrepancies in the paneling in the new stairwell, which had been already stained, and the need for painting and cleaning the underside of the stairwell, which

had not been cleaned since it had been covered in 1981. There appeared to be paint overspray as well. Kolz requested that if the painter is the same one that had done work on the third floor that they be put on alert that we will be monitoring the quality of work and keeping documentation.

Henricks expressed a concern with the timeline; specifically that Phase 3 may not be completed by May 1, 2010. The largest move scheduled thus far, moving Adult and Circulation to second floor, is scheduled to take place which will be the greatest challenge to date. Willis reported that he would contact the Construction Manager on the need for completion by May 1. Discussion was held on the amount of work involved with the construction project by the Library Director.

- B. Library Comment Cards - The Library Board reviewed the seven comment cards received and concurred with the responses provided. Of note were the comment cards from area schools that received some of the furniture items being discarded and their appreciation for the items.

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

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

5. Items for Action:

- A. 28 E Agency Agreement – Henricks provided a summary of the 28E agreement. This agreement provides for libraries to provide services to cities in Dubuque County that do not have libraries. Henricks reported on the success of the Agency. Henricks reported that on the City of Asbury's request to withdraw from the Agency and join the County Library system to establish a branch in Asbury. The Agency Committee is scheduled to meet on April 7, 2010 to vote on whether to accept the withdrawal. The Asbury withdrawal letter included a provision for a \$6,000 contribution to the Agency because they were a month late in their request. Henricks explained that any time a city

leaves the agency the contract calls for notification by the end of January of each year. Due to their budget process, Asbury did not give notice until the end of February.

The Board discussed the situation. One concern is that if the Committee agrees to allow Asbury to leave without proper notice then other communities may take this as precedent. Henricks reported on communication from the Mayor of Asbury apologizing and including the \$6,000 contribution to the agency. Hammer commented on the lack of enforcement of the agreement.

Guns reported on the amount of work put into the 28E agreement by Henricks and also the need to continue to cooperate with the county for future partnerships.

Kolz exited the meeting at 4:58 p.m. via conference call.

Guns reported that she and Henricks represent the Library Board on the Agency Committee and needed a recommendation from the Board on its decision regarding this matter. Discussion was held on how the \$6,000 should be shared and the Board agreed that Guns and Henricks vote to allow Asbury to withdraw from the Agency.

"Moved to recommend that Library Board representatives vote to approve the request from the City of Asbury to withdraw from the Agency at its next meeting schedule for April 7, 2010."

*Motion: Connors
Second: Hammer
Vote: Aye – 4; Nay – 0*

- B. Annual Advocacy and Volunteer Recognition – Henricks reported on acknowledgement of special volunteers each year at the Library's Annual Volunteer Recognition event scheduled for Thursday, April 22, 2010. This year recommendation of Volunteer Donna Miller who has worked in Administration for ten years, was submitted for consideration. Another award, a "Library Advocacy Award" is being suggested for this year. The recommended recipient of this award is long time Library advocate and community member Ann Michalski. Henricks reported the ongoing support and advocacy by Michalski both while she was on the Dubuque City Council and in the years since she has been off the Council.

"Moved to provide special recognition of Library Volunteer Donna Miller and Library Advocate Ann Michalski at the Library's Annual Volunteer Recognition event scheduled for Thursday, April 22, 2010."

Motion: Hammer
Second: Willis
Vote: Aye – 4; Nay – 0

- C. Grand Opening Dates – Henricks reported on the need to plan a timeframe for the Grand Opening celebration. Discussion was held in regard to the best date and certainty about completion of the renovation project.

"Moved to set the time period of Friday, September 17 through Sunday, September 28, 2010 for the Library Renovation Grand Opening Celebration."

Motion: Connor
Second: Willis
Vote: Aye – 4; Nay – 0

6. Communications/Public Comment:

- Henricks provided information on a submission for purchase from local artist Tim Olson. Henricks provided a photo of the artwork that is 21 inches tall and very long. The Board was impressed by the artwork. The Board reported the need to plan for its current artworks to be displayed, including pieces on loan to the Dubuque Museum of Art, in the renovated facility before considering the purchase of any new pieces to add to the collection. The Board suggested that the Art Sub-Committee become involved when planning begins for where the Library's artworks should be displayed within the newly renovated facility. Henricks reported on the need for an art hanging system which will be an expense at that time.
- The Board wished Paula Connors a happy birthday.

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

"Motion to adjourn."

Motion: Hammer

Second: Willis
Vote: Aye -5; Nay - 0

A handwritten signature in black ink, appearing to read "Kristen Smith". The signature is written in a cursive style with a large, stylized "K" and "S".

Kristen Smith, Board Secretary