

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of April 22, 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 22, 2010.

Present: President Diann Guns, Vice President Beverly Kolz (via conference phone); Trustee Paula Connors; Trustee David Hammer; Trustee Elizabeth Leeper (arrived at 4:08 p.m.); Trustee Kristen Smith; Library Director Susan Henricks; and Recorder Denette Kellogg

Excused: Trustee Mike Willis

1. President Diann Guns called the meeting to order at 4:02 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, April 22, 2010."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, April 1, 2010.

"Moved to approve the Board minutes of Thursday, April 1, 2010."

Motion: Connors
Second: Hammer
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, April 1, 2010.

"Moved to receive and file the Communication with the Dubuque City Council from April 1, 2010."

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

Leeper entered the meeting at 4:08 p.m.

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 March marked sixty-five percent of the fiscal year as lapsed. Expenditures through the ninth month were at seventy-two percent and revenue generated year-to-date was near ninety-five percent of projections. Henricks reported that while this appears to be good news, the last quarter may not hold as steady as salaries are over budget, currently at seventy-six percent of the budgeted amount. The salary expenditure increase is directly attributable to the renovation with moving of materials, monitoring of areas unstaffed, and additional maintenance tasks.

Henricks reported on her meeting with the Budget Director, Jenny Larson, to discuss her concerns that included not sacrificing the materials line to balance the overall budget. Some funding lines were found that could help offset the budget including the expected overage in revenue. One other option is to charge some of the salary expenses to the renovation. As the fiscal year moves forward, the budget will be closely monitored in this regard with activity managers.

- 2) Library Use Statistics – Henricks reported that visits to the Library have increased five percent over this time last year. This increase is remarkable due to the Library being under renovation. Circulation of materials is also up six percent year-to-date and for the month of March. Henricks reported on the nationwide trend of increased library use due to the recession. Henricks predicted increases will continue, due to the renovated facility.

Internet use was up nineteen percent compared to March of last year with circulation laptop use in the Library up fifty-nine percent year-to-date over last year.

Henricks reported eight of the fifteen databases the library offers showed an increase in use during the last quarter, with downloadable audio showing the most growth.

3) Staffing Post-Renovation - Henricks provided an update of what the Library's needs will be post renovation. The Board provided feedback on the update, indicating that preference is to not cut in personnel areas unless a reduction in hours or services becomes an issue.

Henricks reported that cross-training for staff interested in applying to work at the Information Kiosks has begun.

4) Library Construction Report – Henricks provided a general update of the Library construction project. Construction Manager Bill Burkhart has resigned his position with Durrant. Construction Managers Jim Kolf and Rick Gulus from Durrant will share the responsibility of full-time construction management.

Henricks reported the second floor will be closed to patrons for two weeks to complete work in this area. Henricks reported on planning for the biggest move so far with moving of the Circulation and staff and Adult Services collection and staff to second floor expected in May. On May 10, 2010 the main entrance will close and the historic doors will be opened to the public. The elevator work will begin at this time, with the elevator being closed through mid-June.

B. Library Comment Cards - The Library Board reviewed the seventeen comment cards received and concurred with the responses provided. Hammer questioned why some of the comment cards do not have a person's name that submitted the comment. Henricks reported that some patrons do not provide their name, but a feedback response is provided either way, and the comment cards and responses are posted on a bulletin board for patron or staff review.

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

*Motion: Connors
Second: Smith
Vote: Aye – 6; Nay – 0*

5. Items for Action:

A. Library Construction Update:

- 1) Architect OPN's Request – Henricks reviewed the request from OPN Architect dated April 20, 2010 to the Library Board for consideration of additional money based on the fact that the project has gone past the original scheduled completion date and they have incurred, and will incur, expenses related to site visits. Henricks provided a thorough background on information in regard to OPN's current contract for the renovation project. The Board discussed the reasons behind why the project is behind and the estimated timeframe of the project as provided by the architect and the construction manager. They also reviewed cost savings that have occurred. Hammer asked if there was any way to transfer the cost for responsibility of the delay to any one party. Guns reported that no one party is fully responsible.

Henricks reported on issues in regard to expenses by sub-contractors also covered in the contract.

Kolz indicated that the contract appears to go through December 2010. Henricks reported that the request is referring to the additional site visits (including the walk-thru inspections) and not to the architect fees themselves.

The Board requested that the contract be provided for review. The Board agreed further research of the documentation is needed, including review of the contract, and requested additional information be provided by OPN in preparation for the consideration at the next Board meeting.

- 2) Auditorium Floor Problems – The Board reviewed the detailed background information on the ongoing problems with the new Auditorium floor buckling and having soft spots since the floor was installed. Guns reported contacting City Engineer Steve Brown, who is involved in the renovation project, to ask that he would take over supervision of this issue and provide recommendations back to the Library Board. He did agree that he would provide his opinion to the Board in regard to this issue. The Board concurred with this recommendation and agreed to refer the auditorium floor problems to the City

Engineer for review and recommendations, next steps and options back to the Library Board.

"Moved to refer the issue of problems with the auditorium floor to the City Engineering Department for review with recommendations back to the Library Board on next steps in regard to this issue."

*Motion: Hammer
Second: Leeper
Vote: Aye – 6; Nay – 0*

Henricks reported she would forward the documentation compiled so far and provide it to Brown.

3) Library Artwork: Heade Painting Status - Henricks reported that the painting will soon be available to offer for sale again. It has been on exhibit at Middlebury College in Vermont for the past eleven months in the hope that the market would recover. Henricks provided a detailed report of options available at this time. The Board discussed who would market the painting when it is offered for sale.

The City Manager has been contacted to get his opinion on whether to put the painting up for sale or to wait for the market to recover further.

The Board agreed to give Henricks the authority and discretion, once the City Manager provides his input or putting it up for sale or not, to place the painting with one of the dealers discussed wherever the best price can be sought for the painting.

"Moved to give the Library Director authority and discretion, once the City Manager provides his input on putting the Library's Heade painting up for sale or not, to place the painting with of the dealers reviewed and wherever the best price can be sought for the painting."

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

Hammer asked about the Library's other artwork pieces in storage at the art museum. The Board agreed that once the construction gets near completion that the Board review possible display of some of

these pieces in the newly renovated facility. Guns reported that the Board agreed at its last Board meeting to review this issue as the renovation project is completed.

6. Communications/Public Comment:

Henricks reported that she is scheduled to be on vacation and out of the country from May 11 to June 2, 2010. The Board reviewed the need to meet in May and agreed that unless a matter of need should arise, that the next Board meeting will be Thursday, June 24, 2010.

7. Library Board Adjournment - The Board adjourned at 5:01 p.m.

"Motion to adjourn."

Motion: Smith
Second: Connors
Vote: Aye – 6; Nay – 0

Kristen Smith
Kristen Smith, Board Secretary