

**Carnegie-Stout Public Library  
Board of Trustees'  
Meeting Minutes of June 24, 2010**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Library Director's Office at 4:00 p.m. on Thursday, June 24, 2010.

*Present:* President Diann Guns, Vice President Beverly Kolz; Trustee Paula Connors; Trustee David Hammer; Trustee Elizabeth Leeper; Trustee Kristen Smith; Trustee Michael Willis (arrived at 4:13 p.m.); Library Director Susan Henricks; and Recorder Denette Kellogg  
*Public Present:* Fred Miller, 2462 Central Avenue, Dubuque, Iowa 52001.

1. President Diann Guns called the meeting to order at 4:00 p.m. and the agenda was adopted.

*"Moved to adopt the meeting agenda of Thursday, June 24, 2010."*

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

2. Approval of Library Board of Trustees' Minutes of Thursday, April 22, 2010.

*"Moved to approve the Board minutes of Thursday, April 22, 2010 with the addition of adding 's' to the end of Connors' name on the bottom of page 3."*

*Motion:* Connors  
*Second:* Leeper  
*Vote:* Aye - 6; Nay - 0

3. Board President's Report:

- A. July 2010 Annual Meeting of Election of Officers – The Board reviewed the Trustee Policy and Trustees' Bylaws in preparation of the annual meeting in July where officers are elected and committee assignments are made. Henricks reported that the oath of office for Guns and new Board member Fred Miller can be done after the Board meeting.

Willis entered the meeting at 4:13 p.m.

Guns reported on Library Board member Beverly Kolz's term ending and on her service to the Library Board for five years. The Board members expressed their appreciation to Kolz.

*"Moved to officially acknowledge and thank Board Member Beverly Kolz for dedication and service to the Library Board throughout her five year term."*

*Motion: Guns*  
*Second: Connors*  
*Vote: Aye - 7; Nay - 0*

Guns asked Trustees to be thinking about which Committee they would like to serve on for input at the next meeting.

Henricks requested that the Library's art collection be reassigned to the Relations Committee; it was agreed that a proposed change be presented at an upcoming Board meeting.

*"Moved to receive and file the information as reviewed in the Trustee Policy and Trustees' Bylaws in preparation for the annual July meeting."*

*Motion: Kolz*  
*Second: Smith*  
*Vote: Aye - 7; Nay - 0*

- B. Communication with Dubuque City Council - Guns reported on the summary report of the Board to the City Council from the Library Board meeting held Thursday, April 22, 2010.

*"Moved to receive and file the Communication with the Dubuque City Council from April 22, 2010."*

*Motion: Kolz*  
*Second: Connors*  
*Vote: Aye - 7; 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 May marked ninety-two percent of the fiscal year as lapsed. Revenue was at 125 percent of the budget or \$28,569 collected over budget estimates for FY-10. With the revenue overage and savings in Utilities and the Heating, Ventilation, and Air Conditioning (HVAC) budget lines, the overall budget is estimated to be under or right on target for the closing of FY-10.
- 2) Library Use Statistics – Henricks reported that circulation of library materials in May 2010 was down eight percent, with visits to the Library also down thirteen percent. This decrease was expected due to construction on first floor, being closed for 3.75 days for moving, and not having the elevator operational. Henricks reported that year-to-date circulation of library materials remains at a four percent increase.

Henricks reported additional laptop computers have been added for patron use in the Library. Circulation of lap top computers continues to rise and year-to-date usage is up fifty-five percent.

Henricks reported that the City of Asbury has now contracted services directly with the County Library system to have a branch library effective July 1, 2010. This will result in a decrease in the "Other" category as recorded in the Circulation statistics which is where 28E business is tracked. The Open Access (OA) line will show an increase as Asbury residents will become card holders of the County Library. This will result in an increase in OA reimbursement from the State of Iowa, however; the increase will not cover the decrease in revenue received annually from the Agency.

Leeper reported receiving complaints from a Library patron using her computer in the Library and not being able to access the web or the Library's web site and being timed out after one hour of computer use. Leeper reported she experienced this herself with her laptop seeming to be fine outside the Library and having access issues inside the Library. She provided an example of being at the tables near the wired Library computers in the Internet service area with her laptop, with those users not having any problems, yet she experienced difficulty. Henricks reported



that there are time limits on laptops that patrons check out inside the Library but not for patrons with their own laptops. Henricks also mentioned that the wireless system has been recently updated. There have been bandwidth issues and these have been adjusted to provide more use. Henricks reported that she would investigate these concerns with the Library Technical Staff and they may contact Leeper in this regard to get more details. Henricks invited patrons to report any problems or concerns immediately to Library staff.

- 3) Art Update – Henricks provided an update regarding the Heade painting after receiving input from the City Manager. He indicated that the City requires \$254,000 net for the Heade painting. This information was provided to the Debra Force Fine Art Gallery in New York City with instructions that it not be sold for less. The Gallery replied that this price could be considered on the high side for the current market.
- 4) Grant Update – Henricks reported that the two grants submitted to the Dubuque Racing Association (DRA), one for the Friends of the Library and one for the Library Foundation, have been awarded by the DRA. With the Friends of the Library match the Library will have \$13,396 toward the outdoor sign project that will replace the old signage at the corners of 11<sup>th</sup> and Bluff and 11<sup>th</sup> and Locust Streets. With the Library's Foundation match there will be \$10,000 to launch an E-Book collection for the Library.

The signage project will be short about \$2,900 with funds planned to be taken from the Library's FY-11 Operating Budget.

Henricks reported submitting two other grants for Library projects to Alliant Energy and the Wahlert Foundation with funding results expected in late summer or early fall.

- B. Library Comment Cards - The Library Board reviewed the eight 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, Art Update, Grant Update and Library Comment Cards."*

*Motion:*       *Connors*  
*Second:*      *Willis*  
*Vote:*         *Aye – 7; Nay – 0*

5. Items for Action:

A. Library Construction Update:

- 1) Elm Veneer – Henricks reported on the elm veneer used as a design element installed in throughout the Library which has failed. The Board discussed the problems and defects when it was initially installed in the Youth Services Area of first floor. After being replaced it is now bubbling in several areas in every place that it has been installed. Guns reported on a conference call with all parties involved that included identifying the responsible party, or cause, of the failure of the veneer. It was agreed, during the conference call, that prior to installation in Phase Five, to incorporate a reveal feature to allow the veneer to expand in response to indoor climate changes. It was also agreed to send a sample of the failed veneer to an outside party to determine the cause so that the installations in the rest of the Library can be repaired or replaced with confidence that the product will perform as expected. Henricks expressed the need to challenge these issues and hold the party or parties responsible for material or product failure. The Board agreed to review the matter closely when the report is issued to discuss further action.
- 2) Marble Restoration – Henricks reported on the recommendation to restore and polish the marble at the Library's front entrance area. She reported that City Engineer Steve Brown estimates the contingency funds for the renovation project at \$120,000. Henricks reported that the restoration and polishing is estimated for first floor at around \$4,500. Henricks reported that the estimate for the third floor marble is around \$6,000 and could be done near the end of the project when contingency funds can be reviewed again or at some point in the future. The Board concurred to do both areas if contingency funds are available, with the first floor taking priority.
- 3) Chiller Valve – Henricks reported that the valve in the new chiller failed and needed to be replaced. The part is nearly \$1,200.00 and the vendor is reporting that the part is not under warranty. It was stated that the system had only run briefly in



2009 and no operations manual had been provided by the vendor. Henricks reported that the Library should not be liable to pay for the valve. The Board agreed that there are several other concerns in regard to construction related issues, that when combined, add up to a significant amount of money.

- B. Interlibrary Loan (ILL) Policy – Henricks reviewed her memorandum to the Board dated June 16, 2010 in regard to the Interlibrary Loan Policy and Program. Discussion was held as to whether to drop the Library's participation in the project and reallocate the savings to adding a staff member. Henricks reported that the Interlibrary Loan (ILL) program is a very popular program for a small percentage of patrons with 1,916 titles received last year and 1,423 loaned to other libraries. The program itself is the most expensive service offered by the Library at an average cost of \$14.18 per title. Henricks reported that Dubuque is one of the anchors of this service in Iowa and not participating in the program would not only affect our patrons but library service to all Iowans. Participation in the program through the State Library helps provide library accreditation and also provides annual revenue funds from the State for participation in this program which supplements operational funding. The Board concurred to keep participating in the ILL program and to sign the FY-11 ILL agreement with the State Library.

Henricks reported on the expense of the service and that raising the fee for patrons would help offset this expense. Henricks recommended that the fee be raised to \$2.00 per title.

*"Moved to adopt the change to the Interlibrary Loan policy to change the fee to \$2.00 per title."*

*Motion: Hammer*  
*Second: Smith*  
*Vote: Aye – 7; Nay – 0*

- C. Personnel Policy – Henricks reported on a recommended change to the Library's Personnel Policy pertaining to pay grade step increases that would bring the Library more in line with the City's policy. The City's policy provides for pay grade step increases for eligible part-time employees to take place every two years. The Library's current policy provides for pay grade step increase for eligible part-time employees to take place annually. The Board agreed with the recommendation and discussed effects to current employees, most of which are near the top step of their labor grades. Existing employees would receive

their FY-11 increase with the new policy starting in FY-12. New employees would have the new part-time employee status as of July 1, 2010.

*"Moved to approve the change in the Personnel Policy effective July 1, 2010 for new part-time employees to receive pay grade step increases in the same schedule with the City's policy; and, for existing eligible part-time staff to continue on the current step increase schedule until fiscal year 2012."*

*Motion: Connors  
Second: Willis  
Vote: Aye – 7; Nay – 0*

Discussion of the staffing model provided by Henricks was reviewed. The Board concurred with the staffing model and recommendations as submitted based on the funding available and asked Henricks to report back on any shortage of funds in implementing the staff model with alternatives for funds.

6. Communications/Public Comment:

- Guns reported on the updated proof of insurance provided by the Dubuque Museum of Art in regard to artworks on loan to the Museum.
- Board Schedules - Leeper reported that she would not be available to attend the July 2010 Board meeting.
- Kolz reported on the recent Gates Foundation report that highlighted the importance of public libraries. Kolz noted that this report could be used as support and background information for library funding. Henricks reported she would further investigate the report and the possible eligibility for funding.
- Guns reported on the new Board and Commission's Listing included in the Board packet. Henricks requested that Guns and Fred Miller take their oath of offices for board membership. Vice President Kolz swore in current Board Member Guns for her upcoming four-year board term. President Guns swore in Fred Miller for his new four-year board term. Both Guns and Miller signed their oath of office.

7. Library Board Adjournment - The Board adjourned at 5:48 p.m.

*"Motion to adjourn."*

*Motion: Kolz  
Second: Smith*

Vote: Aye – 7; Nay – 0

A handwritten signature in dark ink, appearing to read "Kristen Smith". The signature is written in a cursive, flowing style.

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**Kristen Smith, Board Secretary**