

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

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the third floor Auditorium at 4:00 p.m. on Thursday, July 22, 2010.

Present: President Diann Guns (arrived at 4:05 p.m.), Secretary Kristen Smith; Trustee Paula Connors; Trustee Fred Miller; Trustee Michael Willis; Library Director Susan Henricks; and Recorder Denette Kellogg

Excused: Trustee David Hammer and Trustee Elizabeth Leeper

1. Secretary Kristen Smith called the meeting to order at 4:00 p.m. and the agenda was adopted.

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

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

2. Approval of Library Board of Trustees' Minutes of Thursday, June 24, 2010.

Guns arrived at 4:05 p.m.

"Moved to approve the Board minutes of Thursday, June 24, 2010."

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

3. Board President's Report:

- A. Election of Board Officers – Guns reported on the annual election of officers to the Board for Board President, Board Vice-President and Board Secretary in accordance with the Trustee Bylaws.

Board members discussed the election and it was agreed to nominate Guns for President, Connors for Vice President and Smith as Board Secretary.

"Moved to approve the proposed slate of Board Officers of Diann Guns, Board President; Paula Connors, Board Vice President; and Kristen Smith, Board Secretary."

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

Guns noted this would be her last year as a Board President.

- B. Committee Appointments by Board President – Guns reviewed the Standing Committee of the Board as outlined in the Board of Trustees By-Laws. Board members expressed their Committee appointment interests.

Guns appointed the following Board Committee assignments:

- Operations Committee – Trustees Fred Miller and Mike Willis.
- Planning Committee – Trustees Elizabeth Leeper and David Hammer.
- Relations Committee – Trustees Paula Connors and Kristen Smith.

- C. 28E Agency Representative by Board President – Guns agreed to continue as the representative of the Board to the 28E Agency.

- D. Library Foundation Board Representatives Appointments – Guns reported that, in accordance with the Trustee Policy, up to three members of the Trustees may be appointed to the Library Foundation Board. Guns made the following appointments to the Library Foundation Board:

- Trustees Paula Connors and Mike Willis were appointed to the Library Foundation Board.

- E. 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, June 24, 2010.

"Moved to receive and file the Communication with the Dubuque City Council from June 24, 2010."

Motion: Willis
Second: Connors
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 June marked the end of the fiscal year with the Library coming in under budget by 3.6 percent. Savings were realized in gas and electric utilities expenses in the amount of \$27,035. Revenue came in thirty-three percent over projections, or \$31,000, which contributed to the overall operations budget.
- 2) Library Use Statistics – Henricks reported that FY 2010 was an amazing year, not only because it broke all records of number of items checked out and number of visitors, but that this took place under challenging conditions facility wise. The number of items checked out came in at 632,192 – a four percent increase, and the number of visits to the Library was 286,416, an eleven percent increase. Internet use was up three percent and the circulation of laptop computers was up fifty-one percent over FY 2009. We now have 35 laptop computers available for in-house check out to better meet demand, so it is likely we will see another increase in this area.

An average of twelve new library cards was issued every day that the library was opened, a four percent increase over FY 2009.

The Board expressed its enthusiasm about the increase in Library use and its services.

- 3) Personnel Update – Henricks reported on the positions open to be filled for Kiosk Assistants, Technology Specialist, Readers' Advisory Desk Aide, Librarian, and Secretary. The deadline for the applications for these positions was due July 2, 2010. Due to the high number of applications there is a delay in receiving them from City Personnel. As soon as the applications are received, review and selection for interviews

will take place as soon as possible. In-house candidate interviews were completed and employment offers were made by July 20, 2010. This included those who had jobs that were eliminated.

Henricks reported on the goal to have all interviews for open positions completed by August 10, 2010.

Henricks reported on the funds indentified by the City to cover the \$15,000 shortage for personnel discussed at last month's Board meeting.

- 4) Marketing Update – Henricks provided an update on the marketing for the Library. A report of news appearing in the Telegraph Herald newspaper January through June 2010 prepared by Librarian Betty Baule was reviewed. Henricks also reviewed the upcoming Grand Re-Opening activities planned for Thursday, September 16 through Sunday, September 19, 2010.

- B. Library Comment Cards - The Library Board reviewed the four 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, Personnel Update, Marketing Update and the Library Comment Cards."

*Motion: Leeper
Second: Willis
Vote: Aye – 5; Nay – 0*

5. Items for Action:

- A. Library Construction Update – Henricks reported on a tentative schedule for late August for Phase 5 to move in furniture and workstations, install shelving, move collections and offices from second floor to first and move offices from third floor to second, and to bring back over 36,000 books from storage. Guns asked that consideration be given to use the contingency fees for hiring help for the moving and the Board agreed. Henricks reported she would investigate the cost of hiring movers and plan to use help as needed based on contingency fees available. Henricks reported on the need to close Wednesday

through Friday, August 25 through August 27 for the large move. The Board concurred with closing on three days for the move.

Guns provided a status report and report from the consultant in regard to the problems with the veneer in various locations that has been installed throughout the Library and the "bubbles" in the auditorium floor. It was recommended by the City Attorney to accept the five year extended warranty from Tricon on the auditorium floor and the Board concurred with this recommendation. Guns reported that the City Engineer has arranged for a visit from an outside expert, Al Bowman, to provide an expert opinion on the cause of the elm veneer which has failed. Mr. Bowman will be documenting his findings and recommendations for follow up for the City Attorney to meet with the parties to discuss the results and report back.

Guns reported that Willis has been working on a final consolidated punch list. Miller offered to attend any construction meetings and provide input as well in this regard.

- B. Trustee Bylaws Policy Revision – The Board began review of the policy. In addition to previous recommended changes, the Board noted other areas of the policy, including Article 4, Sections 2 and 5 in regard to a review of the Director and Committee meeting schedules and Article 5, Section 2 in regard to meeting agenda items for action. The Board agreed to make the additional changes and bring the policy back for review at its next meeting.

"Moved to table the Trustee Bylaws Policy Revision."

*Motion: Leeper
Second: Connors
Vote: Aye – 5; Nay – 0*

- C. Mahr Estate – Henricks reported on the receipt of a bequest from the estate of Robert Mahr. The Board reviewed the needs for the renovation and the overall needs of the Library. The Board agreed that until the renovation project is complete, the balance of contingency funds would not be known. The Board agreed to set up a gift trust fund for the estate and will review again when the renovation is completed.

"Moved to establish a Robert Mahr Trust Account for funds received from the bequest of the estate of Robert Mahr."

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

7. Library Board Adjournment - The Board adjourned at 5:24 p.m.

"Motion to adjourn."

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

A handwritten signature in cursive script, reading "Kristen Smith", written in dark ink.

Kristen Smith, Board Secretary