

**Carnegie-Stout Public Library  
Board of Trustees'  
Meeting Minutes of August 26, 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, August 26, 2010.

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

1. President Diann Guns called the meeting to order at 4:04 p.m. and the agenda was adopted.

*"Moved to adopt the meeting agenda of Thursday, August 26, 2010."*

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

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

*"Moved to approve the Board minutes of Thursday, July 22, 2010."*

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

3. Board President's Report:

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

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

*Motion:* Leeper  
*Second:* Miller  
*Vote:* Aye – 6; 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 provided an update on the Art Sub-Committee meeting held August 18, 2010. The Sub-Committee is reviewing easels and movable walls for implementing the successful Art @ Your Library display again with a grant application submitted to the Library Foundation for these expenses along with a startup hanging system for the Library.

Connors also provided an update from the Sub-Committee on the evaluation of easels and movable walls in regard to implementing Art @ Your Library and the cost involved. Henricks reported that review of hanging the Library owned artworks will be done as well and may include a hanging system for some areas of the Library.

The Art Sub-Committee is also helping to organize the partnership with the Library and the Women and Spirit exhibit at the National Mississippi River Museum from February 18 through May 22, 2011, with a companion exhibit to be at the Library during this time.

Henricks reported on personal leave in regard to a family matter that takes place the week of the Board meeting on September 23, 2010. The Board agreed to move the September Board meeting to Thursday, September 30, 2010.

- 1) Library Financial Report – Henricks reported that the first month or eight percent of the fiscal year has lapsed with expenses at nine percent. Revenue collected for July was at five percent of the budget.
- 2) Library Use Statistics – Henricks reported that Library use was down in July, most likely attributed to the construction and lack of elevator access. Once the Library is out of the main phase of construction, expected in early September, statistics can be evaluated.
- 3) Grant Update – Henricks reported that a grant submitted on behalf of the Library Foundation to Alliant Energy for Mango Languages has been awarded. The foreign language database will be available in the Library or from remote sites.

- 4) Personnel Update – Henricks reported that all newly funded jobs have either been hired or are in the hiring process. Those employees whose jobs were eliminated have been hired into new positions. Two of the Library Assistant Kiosk positions are able to speak Spanish. The only position open is the Library Aide position which has been extended to allow for more qualified applicants per the requirements.
- 5) Summer Reading Program Update – Henricks reported that the summer reading programs were very successful. The Children's Summer Reading program had 2,718 registered participants with a sixty-three percent completion rate. The Teen program had 480 registered. The Adult Summer Reading program had 241 registered with fifty-four percent completing the program which is a thirty-four percent increase since the first Adult Summer Reading program was introduced in 2007.
- 6) Grand Re-Opening Plans Update – Henricks provided a schedule of events for the Grand Re-Opening Events Thursday, September 16 through Sunday, September 19, 2010. Highlights of the events include Authors Dennis Lehane, Richard Peck and Gary Paulsen who are scheduled to participate along with a local author fair.

Henricks reported that a special Grand Re-Opening supplement will be in the September 5, 2010 Telegraph Herald.

Henricks reported that expenses for the Grand Re-Opening activities not covered by sponsorships will be funded by the General Gift Trust.

- B. Library Comment Cards - The Library Board reviewed the comment cards. Guns discussed the comment card in regard to the lack of play items for youth in the children's area. Henricks reported that original design element of toy storage did not work. Henricks reported contacting the architect and the issue is being looked at with a positive resolution is expected.

*"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Art Sub-Committee Update, Grant Update, Personnel*

*Update, Summer Reading Program Update, Grand Re-Opening Plans Update and Library Comment Cards."*

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

5. Items for Action:

A. Renovation – Construction Report:

- 1) General Conclusion of Project Update – Henricks reported on the final phase and move scheduled for next week for the renovation. There are a few larger issues to report on. There is a shortage of shelving for 10,000 books in the Adult Services collection area. Design did not allow for enough space. This issue is very serious and disappointing, as one of the main themes for the renovation was to bring the collections together. The architect is reviewing solutions to this issue. The glass doors that close off the entry area for after-hours access could not be closed due to an overhang from the kiosk. This is being evaluated and cutting back on a section of the overhang should allow for the glass doors to be used. The design for the installation of the electronic gates does not work and currently staff and volunteers are scheduled at the door to check receipts for items. The architect is reviewing this issue as well. Henricks reported some issues with the elevator including an incident with patrons being locked in the elevator and the phone being out of order for over a week without notification by the monitoring company, Kone.

The Board agreed that they will be diligent in dealing with problems and issues that have occurred to get full resolution.

- 2) Construction Punch List – Willis reported on the ongoing monthly meetings with the Construction Manager in regard to the punch list which provides a detailed list of all items to be completed or fixed as part of the renovation project.

Of note is the large limestone blocks newly installed outside of the main entrance that were installed with visible flaws and cracks. Five blocks will need to be replaced. Henricks has asked that the faulty blocks be removed and replaced and the Board concurred. Guns suggested to take the limestone out and asked for a full refund if we do not get satisfaction.

Willis reported on the goal to address most visible punch list items before the grand opening.

- 3) Construction Issues – Guns reported some issues being closely reviewed by the Board, the City Engineer and the City Attorney.

Guns reported on the current status of the elm veneer problems experienced since installation. An outside expert, Mr. Al Bauman, gave his report recommending that Distinctive Woodworking, Tricon, OPN and Durrant be asked to come up with a solution to replace the failed veneer and how they will pay for it. The City Engineer will set up this meeting and report back until this issue is resolved.

Guns reported on the current status of the paint peeling in the mezzanine. The consensus was that an expert opinion and analysis be completed as to what caused the peeling so that the responsible party(ies) can be asked to move ahead and fix the problem. The area will be this way for the Grand Re-Opening.

Guns reported on the glass bridge and floor located in the mezzanine and cracks that have been identified since installation. An outside engineer will be conducting a test to insure the glass is safe to be walked on. The Library is working with the City Engineer to evaluate this problem with the possibility of an outside consultant being brought in to identify the problem and recommend a resolution including responsibility of correcting the program and damage sustained.

The Board reported its dedication in resolving these issues fully.

- B. Board of Trustees Bylaws Revisions – The Board reviewed the revisions to Bylaws as discussed at last month's Board meeting. The Board concurred with the revisions made.

*"Moved to adopt the revisions to the Board of Trustees Bylaws."*

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

C. Art Sub-Committee Guidelines – Henricks provided an update on two changes to the Art Sub-Committee Guidelines that includes changing the number of members to seven and eliminates the requirement to meet four times year.

*"Moved to adopt the revisions to the Board of Trustees Bylaws."*

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

6. Communications/Public Comment:

- Discussion was held on the ribbon cutting for the Grand Re-opening scheduled for 4:30 p.m. on September 16, 2010 out front of the historic entrance. Refreshments are planned along with tours following the ribbon cutting.
- Henricks reminded the Board of the private reception scheduled from 6:00 p.m. to 8:00 p.m. on Friday, September 17, 2010.

7. Library Board Adjournment - The Board adjourned at 5:27 p.m.

*"Motion to adjourn."*

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

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*Kristen Smith*  
**Kristen Smith, Board Secretary**