

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of November 16, 2010**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Board Room at 4:00 p.m. on Thursday, November 16, 2010.

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

1. Vice-President Paula Connors called the meeting to order at 4:04 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, November 16, 2010 "

*Motion: Hammer
Second: Smith
Vote: Aye - 4; Nay - 0*

2. Presentation of Certification from Commercial Flooring Company. Henricks reported on a certificate to be awarded by Mike Bennett, Commercial Flooring Company to the Library for carpet reclamation as part of the Library renovation project. Henricks reported she would share the certificate with the Board at its next meeting.
3. Approval of Library Board of Trustees' Minutes of Thursday, October 28, 2010.

"Moved to approve the Board minutes of Thursday, October 28, 2010."

*Motion: Smith
Second: Hammer
Vote: Aye - 4; Nay - 0*

4. Board President's Report:
 - Communication with Dubuque City Council for September and October 2010. Connors reported on the summary report of the Board to the

City Council from Library Board meetings held Thursday, September 30 and Thursday, October 28, 2010.

"Moved to receive and file the Communication with the Dubuque City Council from September 30 and October 28, 2010."

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

5. 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 October marked thirty-three percent of the fiscal year lapsed with thirty-two percent of the budget expended. Revenue collected was at twenty-two point four percent of projections.
- 2) Library Use Statistics – Henricks reported that the month of October marked the first full month of library operations in the completed facility. Library use rebounded with nearly every measurable service increasing. Visits to the Library increased eighteen percent and the number of items circulated to patrons increased four percent. This also included an increase in ten of the seventeen digital resources.

Henricks reported that the number of patrons registering for a Library card is up nine percent year-to-date and fifteen percent over the same time last year. Circulations to Open Access residents show a thirty-one percent increase over the same time last year.

Leeper asked about the Library's listening and viewing stations. Henricks reported that the Library provides listening and viewing stations for patrons to listen to music or watch a movie at the station while at the Library by providing the equipment and headphones.

3) Construction Update – Henricks reported on meeting with the Construction Manager and Board Member Mike Willis for a comprehensive review and discussion of the punch list. Henricks reported that the list is long, with additions for areas still to be added. The plan is for the list to be compiled and then have OPN Architects come through for a final walk-through to add to the list as required. Henricks reported on three major issues – paint in the mezzanine, cracks on the glass floor and the delaminated elm veneer issues that remain unresolved. OPN has been providing input on some of the issues via e-mail. The City's insurance agent has also visited to review the issues. Henricks reported that per the Board's request she requested a recommendation from the City Engineer in regard to the paint in the mezzanine and the glass floor issues.

Henricks reported on review of the problem with the audio-visual shelving being too low to the floor, causing some problems with accessibility to the collection. The Library is working with the company who manufactured and installed the shelving. Several options have been identified with the cheapest being to raise the shelves. This option has been done on a range of DVDs, CDs and audio book shelving to determine if this is a viable long-term solution. OPN has also been asked to visit the Library to discuss adding new audio-visual shelving to maximize the collection space as well as address the shortage experienced in the print collection.

4) Library Circulation Update – Henricks reported on the changes made to address long lines for patrons. Henricks reported that four self-check machines are now in operation. There is staff available at each location to promote use of the self-check by staff assisting patrons. When staff says "Please step to the other line and I can assist you" the results show increased use of the self-check machine. There are some minor issues to work out, but ongoing monitoring of this issue will continue to take place.

B. Library Comment Cards - The Library Board reviewed the twelve comments 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, Library Renovation Update, Library Circulation Update and Library Comment Cards."

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

6. Items for Action/Discussion

- A. Renovation and Construction Report: The Board reported it discussed this item under the Director's report.
- B. Fines and Fees Policy Revision – Henricks provided an update on the recommended changes to the Library's Fines and Fees Policy. Henricks reported that the new changes have set the threshold of fines to \$10.00 before a patron is not eligible to check out materials and computer use. This change was discussed at last month's Board meeting to address the issue of promoting self-check use. Henricks reviewed the proposed change to the fee for Inter-library loans from \$1.00 to \$2.00 per request. Henricks reported that the Library does have a fund for patrons who are unable to afford the cost of an Inter-library loan. The Board discussed the jump from \$1.00 to \$2.00 and agreed not to implement the increase at this time.

"Moved to adopt the proposed changes to the Library Fines and Fees Policy with increasing the threshold of fines to \$10.00 before a patron loses privileges to checkout; and, for the cost of an Inter-library loan to remain at \$1.00 per request."

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

- C. Circulation Policy Revision - Henricks provided an update on the recommended changes to the Library's Circulation Policy. Henricks reported that this policy also addresses setting the threshold of fines to \$10.00 before a patron is no longer eligible to check out materials and computer use. The policy also has been updated to include DVDs-to-Go which reflects the most current Library collection and the updated information about the Library's TeleCirc contact information.

"Moved to adopt the proposed changes to the Library Circulation Policy with increasing the threshold of fines to \$10.00 before a patron loses privileges to checkout; and, for the inclusion

of the DVDs-to-Go collection and updated information about the Library's TeleCirc contact information."

*Motion: Smith
Second: Hammer
Vote: Aye - 4; Nay - 0*

D. Volunteer Policy Revision – Henricks reviewed the change to the Volunteer Policy to include confidentiality information and a confidentiality agreement. Leeper asked if volunteers are required to have a background check completed. Henricks reported that this is required of all volunteers.

"Moved to adopt the proposed changes to the Library Volunteer Policy to include a section on confidentiality and the addition of a confidentiality agreement."

*Motion: Smith
Second: Hammer
Vote: Aye - 4; Nay - 0*

Henricks reported that Administrative Assistant Denette Kellogg has recently taken over the Library Volunteer Program.

7. Communications/Public Comment:

- The Board requested that they receive an electronic schedule of upcoming Holiday programs.

8. Library Board Adjournment - The Board adjourned at 4:25 p.m.

"Motion to adjourn."

*Motion: Hammer
Second: Smith
Vote: Aye - 4; Nay - 0*

Kristen Smith
Kristen Smith, Board Secretary