

**Carnegie-Stout Public Library  
Board of Trustees'  
Meeting Minutes of December 15, 2010**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Board Room at 4:00 p.m. on Wednesday, December 15, 2010.

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

1. Vice President Paula Connors called the meeting to order at 4:07 p.m. Leeper asked that discussion of the book drop procedures be added for review under the Director's report. The Board concurred with the addition and the agenda was adopted.

*"Moved to adopt the meeting agenda of Wednesday, December 15, 2010 with addition of discussion of the book drop procedures."*

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

2. Approval of Library Board of Trustees' Minutes of Thursday, November 16, 2010.

*"Moved to approve the Board minutes of Thursday, November 16, 2010."*

*Motion:* Wills  
*Second:* Miller  
*Vote:* Aye - 5; Nay - 0

3. Board President's Report:

- Connors and Henricks reported on the summary report of the Board to the City Council from the Thursday, November 16, 2010 Board meeting.

*"Moved to receive and file the Communication with the Dubuque City Council from November 16, 2010."*

*Motion:*        *Leeper*  
*Second:*      *Willis*  
*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 additional comments: Leeper commented on returning items in the book drop in the past month and then getting notified that the items were not returned. She then would check the shelves herself and find the item after a few days. She reported that this has happened very infrequently until recently. When this occurs, the automatic checkout will not work. Other Board members also reported this happening over the past month in both the book and audio-book drops on Bluff Street and the main entrance. Henricks reported she would investigate this problem, which appears to be procedural and workflow related in nature, and rectify it quickly so that the confidence level of the public returning their items remains high.

- 1) Library Financial Report – Henricks reported that the month of November marked forty-two percent of the fiscal year lapsed with forty-one percent of the budget expended. Revenue was at seventeen percent. Revenue is at twenty-seven point eight percent of projections. Willis commented that the revenue collected to date appears down. Henricks reported that the Library's revenue is largely dependent on Library fines that are collected each month and on State funding that is received throughout the year. State funds have not yet been received which is reflected in the revenue report. As State funds are expected to be received soon, revenue collected should show an increase. Henricks reported that State funds may be cut this year, which would result in a shortage of revenue. She will keep the Board updated on this information.

Henricks reported being contacted by Art Collector and Valuator James Maroney. He provided information on a plan of generating revenue by co-ownership of the Library's art work with the artwork spending time with each owner. The Board declined the offer to further explore this proposal.

- 2) Library Use Statistics – Henricks reported that checkout of materials increased by thirteen percent compared to November 2009. This is significant because in 2009 circulation was up, while the Library was under construction. Visitors are asking more questions as they become acquainted with the new spaces in the Library with directional questions increasing one-hundred twenty-seven percent over the same time last year.

The Library has 44,791 registered card holders, which is a good representation as outdated patron records were removed recently.

Henricks reported on the decrease in Internet use, down four percent year-to-date. She reviewed Internet use over time at the Library as well as other libraries of similar size and provided this report to the Board for review. Henricks reported that Internet use statistics do not include usage by patrons who bring in their own laptop or device. Tracking of these statistics is complex. Willis reported that the technology is available to track usage. The Board agreed that tracking of this information is critical in providing accurate use statistics of the Internet for both Library use and support for budget requests. Henricks agreed to report back to the Board as tracking occurs.

Henricks also provided an update on community demographics for the Board review.

- 3) Art Subcommittee Update – Henricks reported that the Art Subcommittee has been active and has added three new members from the community; Ali Lavasseur, Jordan DeGree from the Dubuque Arts Center and Mark Wahlert, Director, Dubuque Museum of Art. The Subcommittee is scheduled to meet in January 2011 to review ideas for a hanging system for the Library's permanent collection, easels and cubes for exhibits, and plans for an upcoming exhibit of the local religious sisters' congregations.
- 4) Library Renovation Construction Update – Henricks reported that Jim Kolf's last day with Durrant is January 15, 2011 with Project Manager Rick Golus becoming the Library's main contact at Durrant for the Library's project. Henricks reported on a lengthy meeting with Architect Bruce Hamous



from OPN on December 8, 2010 to review several outstanding issues including the shelving shortage and modifications that will hopefully resolve this issue.

Henricks reported that in January 2011 she and Willis will be meeting with Rick Golus, Project Manager, to review the punch list so that the project can be completed. Also in January, the kick off for Leadership in Energy & Environmental Design (LEED) assignments will be made. The Library's participation in the program will mainly be the creation of policies.

Henricks expressed concern over resolution of construction related problems and issues and how they will be resolved and by whom. In response to the Board's request, Henricks contacted the City Engineer to get recommendations and feedback on the major outstanding issues of the areas of paint peeling, veneer issues and the glass floor problems reviewed at previous Board meetings. Henricks reported that Brown has assigned an intern to this project to help deal with these issues and with vendors in this regard. The insurance company denied the claim for the peeling paint.

The Board expressed their ongoing concern of not knowing why the paint peeled and repainting the area again, with not knowing if the problem would occur again. Henricks reported on the City's recommendation to move forward with getting quotes for repainting.

The Board expressed its desire and its frustration to have what was paid for done and completed in an acceptable manner.

Willis asked if all three sets of doors in the historic entrance are open. Henricks reported that the center set of doors is open, as this was the renovation plan which complements the book drops located on either side of the center door. The electronic security gate monitors these doors. To open all three doors would take additional security gates. The doors could be opened for special events or receptions as needed. Leeper asked about the new main entrance doors, as she noticed that one did not work. Henricks reported on the ongoing issues with the new doors and that a part is on order to replace on the door in question so that this door

works properly. Miller commented on the new door installed on the Bluff Street side and asked about the original door. Henricks reported the old door was in poor condition, but the plan was to keep as much as possible and she will verify and report back to confirm the Library kept the door.

- 5) Personnel Update – Henricks reported on Library Assistant Rachel Gerber's retirement. Gerber is retiring on January 3, 2011 after eighteen years of full-time service to the Library in the Circulation Activity. Henricks reported on the budget request to the City Manager in regard to the position to raise the position to a Library Aide to assist with supervising the activity with little economic cost in FY-12. Henricks suggested that hiring a person into the position be held until the decision is received and the Board concurred.

- B. Library Comment Cards - The Library Board reviewed the seven comment cards received.

*"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Construction Update, Art Subcommittee Update, Library Renovation Construction Update, Personnel Update and Library Comment Cards."*

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

5. Items for Action/Discussion:

- A. Adoption of Meeting Room Policy Revisions – Henricks reviewed the extensive Meeting Room Policy revisions mostly due to the renovation and changes in rooms and equipment. Henricks reported the revisions were approved by the City Attorney. The Board suggested some minor changes on page three, change Space Rental Fees to Space Rental Fees During Library Hours, and on page three add information on persons needing more information about food service to contact Library Administration.

*"Moved to adopt the revisions to the Library Meeting Room Policy as reviewed with the two recommended changes as discussed."*

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

- B. Adoption of the Patron Behavior Policy Revisions – Henricks reported on reducing the policy from three to one pages, making the policy clear and concise for patrons. Along with the policy more detailed guidelines are being developed for staff to follow. Henricks reported that Warren Graham, a library security specialist, had presented a session at the Library's Staff Development Day in October 2010. Based on Warren's expertise and experience, he provided suggestions to revise the policy to keep it very short and to the point. Henricks reported on providing guidelines for staff that provides specific examples and steps to handle behavior issues. The Board concurred with the revisions.

*"Moved to adopt the revisions to the Patron Behavior Policy as submitted and reviewed."*

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

Leeper asked about the Iowa Code mentioned in the policy and how this is used. Henricks reported that Iowa Code § 692A.113 noted in the policy has to do with a fairly new Iowa Law that prohibits those convicted of a sex offense against a minor from being present on Library property without permission in writing.

- C. Personnel Committee: Director's Evaluation and Input – Connors reported that the Personnel Committee has completed the Director's evaluation and thanked the Board members for their input.

Connors reported on that the Personnel Committee also reviewed the written request and background from Henricks to participate in an educational program. Henricks reported that she is considering this opportunity and wanted to get the Board's approval before moving forward. Should she decide to do this, it would mean up to three weeks a year unpaid and/or vacation time to participate in the program. The Board indicated its approval should Henricks decide to pursue this opportunity and to check with City policies guidelines for paid time off for the educational program if or as it applies.

*"Moved to approve Henricks participation in the educational program as discussed and to provide a letter of recommendation"*



*from the Board should Henricks decide to pursue participation in the program."*

*Motion: Smith*  
*Second: Miller*  
*Vote: Aye – 5; Nay – 0*

Smith motioned and Willis seconded the motion to table the request in reference paid time off versus unpaid leave until policy information from the City is provided and pending Henricks desire to pursue participation in the program.

7. Library Board Adjournment - The Board adjourned at 5:18 p.m.

*"Motion to adjourn."*

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

A handwritten signature in dark ink, appearing to read 'Kristen Smith', is written over a horizontal line.

**Kristen Smith, Board Secretary**