

**Carnegie-Stout Public Library  
Board of Trustees'  
Meeting Minutes of January 27, 2011**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Board Room at 4:00 p.m. on Thursday, January 27, 2011.

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

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, January 27, 2011."*

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

2. Approval of Library Board of Trustees' Minutes of Wednesday, December 15, 2010.

*"Moved to approve the Board minutes of Wednesday, December 15, 2010"*

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

3. Board President's Report:

Guns reported on the Summary Report of the Board to the City Council from Wednesday, December 15, 2010, meeting.

*"Moved to receive and file Board President's Report."*

*Motion: Connors  
Second: Smith  
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 fifty percent of the fiscal year has lapsed with expenditures at fifty-two percent and revenue coming in at forty-percent of the projected amount for the year. Henricks reported that revenue from fines is down about \$2,000.00 which should rebound in a few months. She reported this is most likely due to raising the fine limit to \$10.00 maximum per account, instead of the \$5.00 limit before to reduce a barrier for borrowers at the self-check machines. Henricks also reported that funds from the Open Access Program funds received by the State of Iowa are down which is a reflection of a sharp mid-year cut to the State Library of Iowa that administers the program. Additionally, the 28E Agency payment has not been received yet.
- 2) Library Use Statistics – Henricks reported the number of material check outs is up three percent mainly due to the number of Adult books and DVDs circulating.

Henricks reported that use of electronic resources continues to grow with 10 of the 17 databases demonstrating an increase. E-book downloads are increasing rapidly with a jump from November's 109 check outs, to December's 245 check outs. Check outs for January 1 - 17 had reached 204 check outs.

- 3) Art Subcommittee Report – Henricks reported that the Subcommittee met and that she would provide the Board with the minutes. Henricks reported that they set the ground work for the Art@yourlibrary<sup>®</sup> exhibits and identified steps to accomplish their goals. Henricks reported 40 easels and 8 display cubes were ordered for art displays instead of placing nails in the walls. The first program will be a companion to the "Women & Spirit" exhibit that will be at

the National River Museum and will feature the art of Sisters in the Tri-State area.

- 4) Friends of the Library Board Update – Henricks reported that the Friends welcomed two new Board members, Mary Burns and Barbara Wendt, and they are planning another book sale in April. Henricks reported that the Friends have agreed to another year of funding for “DVDs-to-Go” and “Books-to-Go”, as well as providing funding for an amplifier in the Children’s Program Room. Guns suggested the Board and Friends have more contact to discuss any areas where the Library Board may be of assistance to the Friends. The Board agreed.
- 5) Personnel Update – Henricks reported that the Library has turned off the automated voice attendant and that Staff at the historic kiosk are answering the phones. Henricks hopes that patrons being served by a live person will result in better service and the patrons experiencing fewer transfers.

Henricks reported that a comprehensive review of sick time was completed and discussed with Randy Peck at the City Personnel office.

- 6) Circulation Update – Henricks reported that the Library’s Tele-Messaging service will be used more fully to notify patrons and help reduce the expenditures for supplies and postage. No notices will be sent until a final notice is needed and patrons who do not have telephones or emails will be identified to ensure they continue receiving hard copy notification. Previously, after one automated message, a hard copy reminder was mailed.
- 7) Consultant Visit – Sue Epstein from Susan Baerg Epstein, Ltd. will be at the Library February 22 – 24, 2011, to complete a work flow analysis with Technical Services, and will present her findings to the Board at the February 24, 2011, meeting.
- 8) Library Construction Update – Henricks reported on an incident that involved a low humidity issue and the HVAC valves were adjusted by the contractor the week of January 17. Following the adjustment, an electrical wiring issue caused a leak in the third floor air handling room that



caused water to seep through to the second floor soffit in the back of the Reference Desk and then drip across about 30 feet of carpeting. Henricks reported that she is very concerned about the potential for mold. Guns suggested that testing be done on the affected areas.

Guns questioned when the Donor Recognition Wall will be completed. Henricks reported that the Donor Recognition Wall is in production and all that is needed is one donor's photo.

Henricks reported main issues that are being addressed are painting, HVAC, the motorized shade in the auditorium, elm veneer, and glass floor. Guns suggested that there should be an Operations Committee meeting before the next board meeting.

- 9) Public Relations and Programs Report – Henricks reported on the funding by Dr. Edward Alt to form a book discussion group at the Boys & Girls Club with purchase of twenty copies of a book each month. If enough funding remains, a similar book discussion group could be introduced at the Multicultural Family Center.

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

*"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Art Subcommittee Report, Friends of the Library Board, Personnel Update, Circulation Update, Consultant Visit, Library Construction Update, Public Relations and Programs Report, and Library Comment Cards."*

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

## 5. Items for Action/Discussion –

- A. Review of Personnel Policy – Henricks reported that the last Personnel Manual was published in 2006 and there were two addendums since then. Henricks reported that presently all part-time employees receive benefits and the Personnel Policy notes that

they are eligible for benefits if they work 20 hours or more. After a lengthy discussion with Randy Peck, the City has made a recommendation that benefits for part-time employees be discontinued. Henricks recommended that existing employees be grandfathered in and maintain their benefits and that future part-time employees be hired without these benefits.

Henricks explained that benefits are vacation, holidays, sick pay and family leave. Henricks reported that with so many part-time employees, there have been adjustments to hours and benefits. Someone may work more or less hours than what they receive benefits for. Currently, the Library has three employees who work less than 20 hours per week. Guns reported that the Board develops and sets personnel policy for Library employees.

Henricks reported that currently there are 18 full-time employees and 42 part-time employees.

*"Moved to accept Susan's recommendation and proceed accordingly"*

*Motion: Hammer*  
*Second: Smith*

Leeper questioned what this motion does to the policy. Guns stated that it would change the policy to read that future part-time hires would have no benefits and existing employees would continue to have benefits according to the existing policy. Guns then called for a roll vote.

<i>Leeper</i>	<i>Nay</i>
<i>Hammer</i>	<i>Aye</i>
<i>Connors</i>	<i>Nay</i>
<i>Smith</i>	<i>Aye</i>
<i>Guns</i>	<i>Nay</i>
<i>Miller</i>	<i>Nay</i>
<i>Willis</i>	<i>Nay</i>

*Motion failed with five "Nay" and two "Aye" votes.*

*"Moved to keep policy as is: that employees who work under 20 hours do not have benefits and enforce it as such, including the three current employees affected."*

*Motion: Connors  
Second: Miller*

Leeper clarified that the three employees currently receiving benefits on less than 20 hours would lose their benefits. Guns stated that that was true under the motion currently being addressed. Guns again called for a roll vote.

<i>Leeper</i>	<i>Nay</i>
<i>Hammer</i>	<i>Nay</i>
<i>Connors</i>	<i>Aye</i>
<i>Smith</i>	<i>Nay</i>
<i>Guns</i>	<i>Nay</i>
<i>Miller</i>	<i>Nay</i>
<i>Willis</i>	<i>Nay</i>

*Motion failed with six "Nay" and one "Aye" votes.*

*"Moved that we keep policy as it currently is, that employees who work under 20 hours receive no benefits and that we grandfather in all existing part-time employees that were under 20 hours per week, provided they do not ever fall below 10 hours a week. All future hires will receive no benefits for under 20 hours."*

*Motion: Guns  
Second: Leeper  
Vote: Aye – 7; Nay – 0*

- B. Review of Library Patron Behavior Policy - Henricks reported that Senate File 2379, enacted by the 2010 Iowa General Assembly, now allows citizens to carry guns with a permit and the Board may have its own policy. Henricks recommended a provision in the policy that no guns be allowed in the Library.

*"Moved to adopt the Patron Policy revision that relates to firearms or dangerous weapons, excluding the "persons with a valid professional license".'*

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

- C. Review Library Renovation Project – Paint – Henricks recommended contacting Weldon Laboratories to evaluate the paint failure over the mezzanine and rotunda. Henricks strongly recommended having the testing done before spending the money to repaint and possibly have the same thing happen again. Guns reported City Engineering, OPN, and Durrant believe the failure due to humidity, and it should be scraped and painted again. Henricks recommended sending the chips into the laboratory and having them evaluated instead of having a site visit done.

*"Moved to hire Weldon Laboratories for evaluation of the paint chips for the amount of up to \$2,000."*

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

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

*"Motion to adjourn."*

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



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**Kristen Smith, Board Secretary**