

**Carnegie-Stout Public Library  
Board of Trustees'  
Meeting Minutes of February 24, 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, February 24, 2011.

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

*Public Present:* Matt Rowe, Engineered Controls, Inc., 9321 G. Court, Omaha, Nebraska 68127

1. President Diann Guns called the meeting to order at 4:03 p.m. and the agenda was adopted.

*"Moved to adopt the meeting agenda of Thursday, February 24, 2011 with moving the agenda item Report on Library HVAC to the third item on the agenda."*

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

2. Approval of Library Board of Trustees' Minutes of Thursday, January 27, 2011.

*"Moved to approve the Board minutes of Thursday, January 27, 2011."*

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

3. Report on Library HVAC – Henricks reported on the ongoing problems and review of the HVAC system installed as part of the renovation project. The Library is working with the main contractor, Geisler Brothers. The Board invited the contractors to the Board meeting to discuss and resolve main issues so that closing out of the project can move forward, however; Geisler Brothers could not make the meeting. The Board welcomed a sub-contractor of Geisler's, Matt Rowe who is a System Technician with Engineered Controls.

Guns reported that the Operations Committee has been the main liaison in regard to the renovation project and has been meeting to discuss the renovation project.

Rowe reported that his company's responsibilities with the HVAC system have been limited to the installation of the software and hardware controls for the different units in the building. This includes a web interface where the controls can be monitored. It does not involve the hardware mechanicals themselves.

---

Guns asked for a summary of how the controls of the new HVAC system differ from the previous system. Rowe reported he did not observe the previous system but provided a summary of how the new system operates.

Board member Leeper entered the meeting.

Guns reported that one of the Board's highest priorities, affecting patrons and staff directly, is to get the HVAC up and running efficiently and the project completed. Guns asked if Rowe could give an update on where the system is at versus where it should be.

Rowe reported that when he came on the project he found some major issues, some of which were design related, and changes were made at that time. There are still open issues to be addressed. Hammer asked if he is satisfied with the HVAC. Rowe replied that it is close to completion, but at the end of the day we still have issues. Rowe reported on the extensive list of items being reported from the software that need to be addressed that may not relate to the controls.

Henricks reported that we are dealing with three contractors and that one contractor may need to have the other contractor do something before that contractor or the third contractor can do what they need to do to get the system up and running. The Board reviewed the Library Maintenance procedures in regard to the project. Henricks reported on the City Engineer's recommendation to gather information and submit it. Henricks reported that we are beginning to contact individual contractors in regard to specific problems. There needs to be one main contractor overseeing the contract's completion.

Rowe invited that calls in regard to the controls be directed to him. Rowe reported that problems experienced with the project are not normal and that if the problems are directed to him, he can get the problem resolved if it is controls related.

The Board discussed the software file log archives and its size limitations and how crucial this information is for tracking the operations.

Rowe exited the meeting at 4:34 p.m.

The Board discussed the warranty period of the system and the need for the project to be commissioned by KJWW before moving forward into the warranty period that follows. Henricks reported that KJWW will commission the project once the work is done which includes that extensive problem list being shared among the contractors.

---

*"Moved that the Board President appoint Board members to take over the responsibility of meeting with the main contractor of the HVAC project, Geisler Brothers Company, to help move the project through this phase of the project to completion and into the warranty phase; and, other related issues with the HVAC."*

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

3. Board President's Report:

- Guns reported on the summary report of the Board to the City Council from the Thursday, January 27, 2011 Board meeting.

*"Moved to receive and file the Communication with the Dubuque City Council from Thursday, January 27, 2011."*

*Motion: Connors*  
*Second: Willis*  
*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: Henricks reported on the Dubuque Racing Association Grants to be submitted by the Library Foundation, which is a request for a lending library which looks like, and is used like, a vending machine. The other request by the Friends of the Library is to bring a best-selling author to Dubuque.



Henricks also provided a summary of the budget presentation and annual report to be given to the City Council at the Library's budget hearing at 6:30 p.m. on Tuesday, March 1, 2011, at the Historic Federal Building. The Board concurred with the report to be presented to the City Council.

- 1) Library Financial Report – Henricks reported that the month of February marked fifty-eight percent of the fiscal year lapsed with sixty percent of the budget expended. Revenue was at thirty-five percent of projection. Henricks reported that revenue will likely fall short by approximately \$10,000 this fiscal year, due to a shortage in funds from the State of Iowa. Utilities are coming in higher than expected for the year, even with taking the higher usage months into consideration.
- 2) Library Use Statistics – Henricks reported that library circulation has increased five percent over the same time last year, with Library visits up three percent. Directional questions have increased dramatically at one-hundred eight percent. This increase is a result of the introduction of the information kiosks. Internet use was down both in numbers of hours spent at the desk top computers as well as the checkout of lap top computers. Henricks reported that downloadable materials and content continues to gain popularity with an increase of one-hundred six percent over the same time last year.
- 3) Library Construction Update – Henricks provided a summary report of the ongoing issues being reviewed by the Operations Committee that includes an outside firm being hired to review the cause of the mezzanine paint failure, review of the lifting varnish from the new wainscoting in the several areas of the Library, and meeting with the main contractor of the construction project, Tricon, to review quality-related issues.
- 4) Art Subcommittee Meeting Update – Henricks provided a summary update of the Library's Art Sub-Committee meeting.
- 5) Consultant Visit Rescheduled – Henricks reported that the consultant scheduled to review the workflow in the Technical

Services Activity in February has been rescheduled for late March 2011.

- B. Library Comment Cards - The Library Board reviewed the three 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, Consultant Update and Library Comment Cards."*

---

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

5. Items for Action/Discussion –

- A. Renovation Construction Update: Library Signage – The Board reviewed the City's Historic Preservation Commission (HPC) Minutes from February 17, 2011 in regard to the Library's new exterior signs installed and designed by Lange Signs. Lange Signs installed the signs without submission for approval from the HPC and since reviewing the new signage, the HPC is recommending removal of the columns, setting the signs on a twelve inch concrete or limestone base and painting the remainder of the signs a different color. The Board discussed the responsibility of the vendor to have followed City guidelines. Along with getting approval of the current signs from the City Council, other options are to make the changes suggested or make some of the changes and ask for approval by the City Council. The Board agreed that the sign would not be easily seen if it is only twelve inches off the ground and this is one of the key purposes of having the signs on columns for a passerby to see.

*"Moved that after review of the recommendations by the City Historic Preservation Commission to keep the signage as it is and request permission from the City Council to keep the signs as installed."*

Motion: Hammer  
Second: Miller  
Roll Call Vote: Aye – Hammer

Aye – Miller  
Nay – Connors  
Nay – Hammer  
Nay – Leeper  
Nay – Smith  
Nay – Willis

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

The Board agreed that further review of this important issue is needed with the vendor before a final decision is made with review at its next meeting.

---

*"Moved to respond to the HPC that we are willing to consider their recommendations but that the Library Board needs to talk to Lange Signs in regard to the recommendations and any costs involved with the changes and time to review the need for additional funds that may be needed."*

Motion: Guns  
Second: Willis  
Vote: Aye – 6; Nay – 0; Abstain – 1 (Hammer)

- B. Library Circulation Policy Review – Henricks reported on the revisions to the policy that mostly include format and grammar changes.

*"Moved to adopt the changes as reviewed the Library Circulation Policy."*

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

- C. Maher Gift Trust Review – Henricks updated the Board that the Library was a beneficiary of the estate of Robert P. Maher in June 2010 and another check was received, bringing the balance of the Trust to \$75,038.72 plus interest. Recommendations of funding ideas for the Trust were discussed as this information also needs to be submitted to the Executor of the estate.

*"Moved to keep the designation for the Library's Maher Trust as unrestricted with the fund to be used as needed and/or with the focus on outreach and west side service."*



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

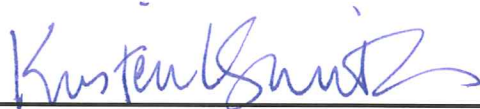
D. Communications/Public Comment:

- Henricks invited the Board to the Art @ Your Library Art Reception, "Local Women and Spirit," scheduled for Friday, March 4, 2011, from 5:30 to 7:30 p.m. in the Library's second floor rotunda.
- Henricks provided an update on two problem design issues that OPN Architects is working on. In response to the shortage of shelving, additional shelving was ordered so that the library collections can be together as originally planned. As shelving for the DVD collection is not ADA compliant, it is hoped that OPN will incur the cost of this situation at the same time as moving of the collection to keep disruption to library services at a minimum. About 75,000 items will need to be moved.
- Leeper reported problems, experienced two weeks ago, still occurring with return of items not being registered as returned.
- Henricks asked the Board to stay for a Board photo following the Board meeting and the Board agreed.

7. Library Board Adjournment - The Board adjourned at 5:28 p.m.

*"Motion to adjourn."*

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



---

**Kristen Smith, Board Secretary**

