

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

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

Excused: Trustee Elizabeth Leeper

City Staff: Laura Carstens, Planning Services Manager, City of Dubuque

Guests: Rick Droeske and Dan Lange, Lange Sign Group, 1780 IL Route 35N, E. Dubuque, Illinois 61025

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

"Moved to adopt the meeting agenda of Thursday, March 24, 2011."

Motion: Connors

Second: Miller

Vote: Aye – 6; Nay – 0

2. Approval of Library Board of Trustees' Minutes of Thursday, February 24, 2011.

"Moved to approve the Board minutes of Thursday, February 24, 2011 with one change on page 2, paragraph 7, first sentence to read, '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 the system commissioned.' "

Motion: Connors

Second: Willis

Vote: Aye - 6; Nay – 0

3. Lange Sign Group Representatives Addresses the Board –

Dan Lange and Rick Droeske addressed the Board in regard to the suggestions offered by the Historic Preservation Commission (HPC) in regard to the Library's outdoor signage designed and installed by Lange. They reported they had thought they had submitted the appropriate paperwork and documents to the City for the project. Lange reported their desire to do what the Library Board decides to do to make things right with the project. Henricks asked for City Planning Services Manager, Laura Carstens, to provide input on what the Library Board options are in regard to this issue. Carstens reported that as the Library is a public building, and the HPC in this instance is an advisory commission, and is making a recommendation on what they would like to see done and not a decision on what needs to be done. Carstens reported that the Board could consider one, some or all of the recommendations with the Board going to the City Council for a waiver on one or more of the issues.

Henricks reported on the two main issues of concern regarding the signs which included changing the paint color and lowering the profile of the signs by removing the columns and putting the sign twelve inches off the ground on a base that matches the stone color of the building. Overall, the HPC did not like the design. Carstens concurred with this summary. The Board discussed the options and the cost of what the changes would be. Lange reported that they would incur the cost of repainting the sign, but they do not usually work with concrete so that expense would need to be referred to another contractor by the Library. The Board reviewed the options and what it could do that would not incur more cost. Carstens reported that the Board could bring this compromise back for the Commission's review.

Smith, Guns and Willis agreed on trying to find a compromise by changing the color of the paint and leaving the rest the way it is as this would not incur any more cost. If this compromise would not be acceptable they agreed to bring a request to the City Council for their review and approval.

Hammer reported that based on his review that he would recommend not making any of the changes and to request a waiver from the City Council, as the design of the sign with the columns goes well with the design of the building that also has columns.

Lange reported his appreciation of work awarded to them by the City and his eagerness to continue to work with the City and do what is required and needed.

Guns reported that the Board would be making its motion under action item in the agenda and invited Carstens, Lange and Droeske to stay if they desired.

Carstens, Lange and Droeske exited the meeting at 4:19 p.m.

4. Board President's Report - Communication with Dubuque City Council for February 2011. Guns reported on the summary report of the Board to the City Council from the Thursday, February 24, 2011 Board meeting.

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, February 24, 2011."

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

Guns requested that action items for Board review be kept and labeled separately as action items.

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 additional comments:

- 1) Library Financial Report – Henricks reported that the month of February marked sixty-seven percent of the fiscal year lapsing with sixty-seven percent of the budget expended. Revenue taken in was at fifty-three percent of projections. Willis asked about the mention of holding off on a purchase of equipment to offset the revenue projections. Henricks reported that in recognition of revenue projections being low, the Library will be postponing the purchase of a \$10,800 microfilm reader printer for eighteen months. There are maintenance contracts on all of the Library's microfilm machines and this cost savings should offset the expected lower revenue projections.

Guns asked what the new column on the Gift Trusts report labeled "Windows CIP" is and what it is about. Henricks believed that a CIP it was accidentally placed against the General Gift Trust and she contacted the Assistant City Finance Director to request that it be removed. It is to her

understanding this was an approved CIP recommended by the City Manager and approved by the City Council that is for some reason being listed in the Gift Trusts Report. Henricks reported that the expense was for the windows added to the second floor staff workroom. Guns asked if this meant the Library was paying for this and Henricks responded she believed no. Henricks reported she would follow-up.

- 2) Library Use Statistics – Henricks reported that Library use had a six percent increase in checkout and five percent in number of visits. Eleven of the Library's databases demonstrate an increase in use, particularly downloadable materials which are up 213 percent over the same time last year.
- 3) Construction Update – Henricks reported on the March 3, 2011 meeting with principal Ron Richard and foreman Tim Wilgenbush, Trustee Willis, Construction Manager Rick Gokus and City Engineering Staff. A tour of the Library took place to review areas Tricon was responsible for during the project that were not completed to the Library's satisfaction. The purpose was to identify and see the issues. Wilgenbush reported that he would be submitting a proposal to resolve outstanding issues next week. The proposal will be reviewed by City Engineering, City Legal and the Board of Trustees after which another meeting will be scheduled to negotiate a final resolution.

Henricks reported that Weldon Laboratories returned the analysis of the paint failure on the ceiling of the mezzanine. The report was forwarded to City Engineering and City Legal, and the board agreed to wait for a recommendation from these departments before taking any action as a result of Weldon Laboratories' findings.

The Board agreed that it needs feedback from City Staff and the City Attorney on moving forward with getting this issue, along with the elm veneer issue, resolved soon as it has already been six months. Henricks will contact City Staff in regard to getting options for resolution and recommendation.

- 4) Senate File 410 – Henricks provided a detailed report dated March 17, 2011 in regard to this issue before the Iowa Legislature and budget cuts for libraries statewide. As part of library funding, public libraries receiving state money would be required to adopt policies limiting access of materials to patrons under age 17 that carry a rating of R or NC-17.
 - 5) Public Relations Update – Henricks provided a summary of the Library's recent public relations efforts that include:
 - Print and electronic ads
 - Presenting the theme of "Pop Open A Good Book" at the City's Expo on April 12 at the Five Flags Center
 - Participating in the Dubuque Main Street "Architecture Days" events the week of April 18, 2011 with a walking tour of the Library, an architecture themed movie for patrons, and a children's Lego program
 - The Library annual Volunteer Recognition Dinner scheduled for Wednesday, April 27, 2011
 - 6) Personnel Update – Henricks reported that advertising for the Library Aide position in the Circulation Department would begin soon with the hiring process moving forward this fiscal year due to cost savings from a recent employee retirement.
- B. Library Comment Cards - The Library Board reviewed the eight comments cards received. Willis asked about the comment card to provide library services to the residents of Sherrill, Iowa. Henricks explained that the City of Sherrill has been invited to participate in Library services through the 28E agreement by contributing \$18.00 per capita. Smith asked if residents of Sherrill could pay the non-resident fee and Henricks responded that this is not available for libraries in the county due to the 28E agreement that allows these cities to contract for library service.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Construction Update, Senate File 410, Public Relations Report, Personnel Update, and Library Comment Cards."

Motion: Smith
Second: Willis

Vote: Aye – 6; Nay – 0

6. Items for Action/Discussion:

- A. Volunteer Event and Special Recognition – Henricks reported that in addition to all Library volunteers being recognized each year at the Annual Volunteer Recognition Dinner, the Library Board reviews recommendations for special recognition of volunteers. Henricks reported on the recommendation for Library Foundation Board President Donna Bauerly to be awarded the "Advocate of the Year" for her ongoing and outstanding advocacy efforts for the Library.

"Moved to recommend that Library Foundation Board President Donna Bauerly receive the Library's "Advocate of the Year" award for her ongoing and outstanding advocacy efforts on behalf of the Carnegie-Stout Public Library."

Motion: Smith
Second: Hammer
Vote: Aye – 6; Nay – 0

- B. Outdoor Signage Review - Guns reported on the earlier discussion in regard to the Library's outdoor signage.

"Moved to work toward a compromise in regard to the recommended changes to the outdoor signage by the City Historic Preservation Commission (HPC) by changing the color currently painted white on signs, the columns and the top peak of the signs, to the recommended PMS 9141 color, of which Lange Sign Group agreed to incur the cost; should the HPC not be agreeable to this compromise the Library Board agreed that the issue be brought before the Council for consideration of a waiver."

Motion: Connors
Second: Willis
Vote: Aye – 5; Nay – 1

Hammer provided a reason for voting nay: he believes this is an intrusion into the role as Trustees of the Library; and, as this [HPC] is an advisory Board, it seems to be a waste of the Library's time and money.

- C. Construction Project Open Issues – Henricks reported on open issues in regard to the Library's renovation project. The Board concurred on

the need to get professional opinions back from City Staff on the Elm Veneer issue so that the Board can move forward, as they do not want to do so without a recommendation from both City Engineering and the City Attorney.

Guns reported on being contacted by Durrant who will be submitting a letter to the City Manager for additional monies they believe are owed to them from the project. Durrant also told her that Construction Manager Rick Golus' last day is Friday, March 25, 2011 and that will also be the last day for services from Durrant to the Library for the renovation project.

Henricks reported that Tim Green from Dubuque Glass has contacted the Library regarding the release of their remaining payment. Greenfield reported that he knew why the glass on the mezzanine bridges had so many cracks; he believes that the steel structure holding the glass was not properly designed and the glass cannot hold the load or bear the stress in this application. The Board concurred to immediately close the bridges on the mezzanine until it can fully evaluate this issue, which is still an open issue being addressed within the scope of the project with KJWW Engineers and City Engineering. Willis reported that a specific opinion in writing be requested from Mr. Green to the Library Board so this information can be included in the review.

The Board reviewed the request from Dubuque Glass for release of their remaining payment and their explanation that they performed the work as specified, even though it was alleged that the bridges were not properly designed. Willis suggested that the vendor should have spoken up that this problem existed. Henricks reported that Dubuque Glass said that early in the project they recognized this and requested indemnification from the City in regard to this issue. The Board agreed this issue is really between KJWW Engineers and OPN Architects.

"Moved to approve release of retainage funds for the renovation project for Dubuque Glass."

Motion: Willis
Second: Miller
Vote: Aye – 6; Nay – 0

- D. Director's Schedule Request – Henricks reported on her acceptance in a three-year doctoral program in "Managerial Leadership in

Information Professions" at Simmons College in Boston. The Board congratulated Henricks on her acceptance into the program. The Board discussed its support of the continuance of education and agreed to provide paid time for some of the on-site classes relating to the Director's position with C-SPL and the Library benefiting directly from this program.

"Moved to approve up to two weeks paid time off for Henricks for professional development to participate in the doctoral program on campus at Simmons College in Boston, Massachusetts over the three year period of the program."

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

7. Library Board Adjournment - The Board adjourned at 5:22 p.m.

"Motion to adjourn."

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



Kristen Smith, Board Secretary