

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of April 28, 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, April 28, 2011.

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

Excused: Trustee Michael Willis

1. President Diann Guns called the meeting to order at 4:02 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, April 28, 2011."

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

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

"Moved to approve the Board minutes of Thursday, March 24, 2011 with the following changes: change on page 2, paragraph 2, fifth sentence to read, 'Lange reported that they would incur the cost of repainting the cream colored painted areas of the sign, but they do not usually work with concrete so that expense would need to be referred to another contractor by the Library.' and, the following change to page two, paragraph 3, first sentence to read, "Smith, Guns, and Willis advocated the idea of trying to find a compromise by changing the color of the paint and leaving the rest of the sign the way it is as this would not incur any more cost. The third change is to the motion on page 8 to read, "Moved to approve up to two weeks paid time off per year 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

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

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

*Motion: Smith
Second: Miller
Vote: Aye – 6; 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:

- 1) Library Financial Report – Henricks reported that the month of March marked seventy-five percent of the fiscal year lapsed with seventy-five percent of the budget expended. Revenue taken in was at sixty-five percent of projections.
 - 2) Library Use Statistics – Henricks reported that Library use experienced a seven percent increase in circulation of materials and also a seven percent in number of visits to the Library year to date. Visits to the Library for the month of March were up nineteen percent which is most likely due to the Art @ your library® art exhibit. Nine electronic resources show increase in use of anywhere from sixteen to sixty percent.
 - 3) Art Subcommittee Update – Henricks reported that the Subcommittee has set its regular meeting date for the third Monday of each month. The Committee is actively working on planning the FY-12 Art @ your library® exhibits that will include a Holiday sale. Beginning in June, Gail Chavenelle's "Welcome" sculpture, partially funded by Mediacom, will go on exhibit.
 - 4) Public Relations Report – Henricks reported on the recent public relations efforts including a recent contract with 365 ink. The Library received the Ken Kringle award for historic

preservation on April 19. The award will be displayed in the Lacy Board room with the Library's other awards and recognitions for the renovation project.

- 5) Personnel Update – Henricks reported that interviews and skills exercises for the Library Aide position are expected to be conducted soon. There were nearly 300 applicants representing many eligible candidates based on education and experience.
- 6) Consultant's Report - Henricks provided a summary review from the Consultant of the Technical Services activity with a more detailed report included in the Board packet. Henricks reported that she has either implemented or will be implementing several of the suggestions provided by the consultant.

Guns asked about the procedure for patron requests and Henricks provided a summary of the current process. A patron may complete a patron request form for an item the library does not currently have, the librarian reviews the selection based on the Library's collection guidelines and the item is either purchased or not. The patron that requested the item is the first on the list to receive the item for check out. Henricks reported that this is one of the areas that are being reviewed to improve work flow and procedures.

- 7) Renovation Construction Update – Henricks reported on the City Attorney's response by letter to Durrant Group regarding their request for nearly \$262,000 in additional funds relating to the renovation project.

Henricks reported that OPN Architect Bruce Hamous was at the Library today to review the punch list and the LEED certification process. Hamous asked about the possibility of receiving additional funds. Henricks stated that the Board and City are reviewing what items have not been resolved or completed along with the balance of the contingency fees before making a decision about additional fees to be compensated. She suggested that he submit a written request to the City Manager and copy the Library Board on the request. Guns reported that the Board does not have the expertise in these complicated construction matters and that the City is best to review and analyze this information.

The Board agreed to refer issues in regard to payment of funds and uncompleted or unresolved issues to the City with Library Board review.

Henricks reported on the \$17,000 approved by the City Council for the additional windows in the renovation project through a FY-11 Capital Improvement Project (CIP) as submitted by Henricks. The Board had directed Henricks to request funding from the City for the windows with the backup plan of paying from the contingency funds, if remaining, or lastly, the general gift trust. As the CIP was approved, it was believed the windows would be funded through the City. Recently, the \$17,000 showed up in the gift fund report as an expense from the City. Henricks contacted the City Finance Department to inquire about this expense. She was informed that, although a CIP, it was charged to the General Gift Trust Fund. Henricks expressed concern about the expense as she and the Board did not understand this was the way the funding had been allocated. In addition, the contingency funds have been frozen and there are other needed items as part of the renovation. Henricks expressed her concerns to the City Budget Director and later to the City Manager and he is reviewing the information. The City Manager has been provided a detailed list of expenditures from the gift trusts and a list of expenditures required for completion of the project.

Lange Signs has been contacted so that a sample of another color(s) to replace the current cream color on the exterior signs can be provided to the Historic Preservation Commission.

B. Library Comment Cards - The Library Board reviewed the three comments cards received and concurred with responses provided.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Art Subcommittee Report, Public Relations Report, Personnel Update, Consultant's Report, Renovation Update, and Library Comment Cards."

*Motion: Smith
Second: Connors*

Vote: Aye – 6; Nay – 0

5. Items for Action/Discussion:

A. Library Historic Entrance Metal Library Expense – Henricks reported on her summary regarding needed repair work to the stone and metal works outside the Historic Entrance. The metal works and lights are rusted. The Board agreed to direct Henricks to obtain quotes on fixing and painting the metal works and replacing and or fixing the stone steps affected by wearing in the middle due to over 100 years of wear. Henricks reported that, depending on the cost, a budget request would be submitted to address these issues. Smith reported she would provide a resource to Henricks for restoration as well.

B. Renovation – Remaining Issues:

1) Tricon Construction Outstanding Issues – Guns reported on the Director's summary report of the action item and recommendation by City Engineer Steve Brown to create a specific list of unacceptable items, add a note on what an acceptable resolution to the issue would be, send them a letter with the list and inform them that they have "X" amount of days to act or that we will begin spending their contingency to execute the repairs. Henricks reported that the list provided is only a draft and reminded the Board that the list does not contain the failure of the elm veneer and this remains an open issue. Henricks also reported on the severe buckling and breakage in the floor leading into the first floor book drop room has been traced to Tricon and would need to be added to the list. This would also include other items from the exterior punch list that were reviewed by the Architect today. Hammer asked about the motorized shade that was installed in the auditorium. Henricks reported that the shade has only operated seven months out of twenty-two. Henricks reported that while Tricon is the main contractor for the shade, the manufacturer of the shade has been contacted and will be participating in getting the shade operational or replaced.

Hammer asked what happens to the items in the unacceptable column of the report. Henricks reported they need to be repaired or replaced. Guns reported that the time limit to perform the repairs or replacement will help keep the project moving until it is completed.

Guns suggested that the Operations Committee, which has been involved in these issues, meet to ensure all of the items are reviewed in detail before the Board's final approval. Henricks recommended that City Engineering should also look at the list to confirm cost and recommendations, along with a time frame for the Library to receive it back to send to Tricon.

The Board suggested that completion of the renovation project needs to be a first priority before LEED certification.

The Board agreed that the list be provided to City Engineering first for review and to add a cost associated with each item with a request to be returned in two weeks' time, and then the list be returned to the Library Board for final review before being sent to Tricon, with hopes of a response before the next Board meeting.

"Moved to forward the quality issues list to City Engineering to review and finalize the information with a request that the information be returned to the Library Board within two weeks for final review prior to sending the document to Tricon to include a requested response time back from Tricon of thirty days."

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

- 2) Glass Floor – Henricks provided feedback from City Engineer Steve Brown regarding the glass floor. His recommendation, if funds were available, is to replace the original glass with replica, code compliant new glass with a second recommendation that, when considering all sources of information that there is not a risk of failure under normal loading conditions. Henricks recommended, based on Brown's recommendation, that photographs be taken of the glass floor and any cracks, that the cracks be continuously monitored, and that the glass bridges be opened. The Board discussed its options, noting the original reason for keeping the glass was based on the historic significance and desire from library users. Guns reported that she would

concur with Henricks' recommendation. The Board discussed that replacement glass would cost an additional \$75,000 and this could be done at any time in the future. The Board discussed the importance of inspecting the glass floor regularly should the bridges be open and to take photos to review as well on a regular basis.

"Moved to open the glass bridges on the mezzanine, to monitor the glass panels for any changes on a weekly basis, to take photos on bi-weekly basis, and if any changes occur to any of the panels to close the glass bridges and the Board further review and discussion."

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

- 3) Construction Renovation Issues Review – Henricks reported on the suggestion from City Engineer Steve Brown to hold a weekly meeting to review issues and expedite resolutions to the Library renovation project. Henricks reported agreement with the recommendation. The Board concurred with this recommendation and agreed that the Operations Committee would determine who, on the Committee, would attend weekly meetings along with Henricks.
6. Communications/Public Comment – The Board members who attended the Volunteer Recognition Event reported that they enjoyed the successful event.
7. Library Board Adjournment – The Board adjourned at 5:19 p.m.

"Motion to adjourn."

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

Kristen Smith
Kristen Smith, Board Secretary