

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of May 26, 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, May 26, 2011.

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

1. President Diann Guns called the meeting to order at 4:06 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, May 26, 2011."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, April 28, 2011.

"Moved to approve the Board minutes of Thursday, April 28, 2011."

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

3. Board President's Report - Communication with Dubuque City Council for April 2011. Guns reported on the summary report of the Board to the City Council from the Thursday meeting, April 28, 2011.

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, April 28, 2011."

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

4. Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update:

- 1) Library Financial Report – Henricks reported that fines are down from what was expected and is not sure if it is due to the new \$10.00 fine limit or if people are just returning their items and not incurring fines.
- 2) Library Use Statistics – Henricks reported that circulation increased eight percent from the same time last year and that tracking of downloadable materials will begin as the circulation of this format increases.
- 3) Art Subcommittee Report – Henricks reported that Friday, June 3, 2011, is the start of Art @ Your Library with the unveiling of the new "Family Reads Welcome Sculpture". There will be a reception with wine provided by Tabor Wines and light refreshments.
- 4) Personnel Update – Henricks reported that she believes the Library Aide position will be filled this the week as she is sending her recommendation to City Hall. Two candidates are currently going through the reference and background checks.
- 5) Renovation Construction Update – Guns reported that the second meeting was held with the City Engineering Staff and the City Attorney. The meetings are going well. Guns gave an update on the major items of concern which include the buckling floor in the book drop room on first floor. It appears Tricon may not have installed that; this will be confirmed. Also, painting issues are on hold until John Gronen from Gronen Restoration can come and look at it and provide a recommendation on how far down the removal of the old paint should go. After Gronen completes his evaluation, a representative from Weldon Labs will complete an onsite analysis and the Library will proceed from there. Willis questioned if the specifications covered the level of paint removal necessary before repainting, and Guns stated it was not in the specifications. If it is determined part of the reason for the paint failure is lack of specifications, Guns stated it would also be an OPN issue.

Once the punch list is finalized, a letter will be sent to Tricon stating our expectations and cost of repairs along with a time frame to complete the work. Guns stated the last item was the elm veneer and the Library is waiting on Tricon's response to that issue, and Henricks stated it also involves Durrant and OPN. Guns stated that the veneer will be brought up at the next meeting with staff from Engineering.

- B. Library Comment Cards - The Library Board reviewed the comment 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, Personnel Update, Renovation Update, and Library Comment Cards."

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

5. Items for Action/Discussion:

- A. James Mutschler Gift – Henricks provided a summary to the Board in regard to the bequest from the James Mutschler estate and that the Library is one of the beneficiaries of the estate. Part of his estate was in the form of municipal bonds which are in small lots. The estate's lawyer wanted to know if the Library wished to liquidate the bonds, which could represent a loss of two to four percent, or if the Library wished to hold them. The dates on the bonds are varied and extend to the year 2030. Connors stated the loss amount would depend on the rate available for bonds right now. In the last few years bonds have taken a hit.

Henricks reported that as a government agency there are restrictions on what the Library could do regarding investments.

"Moved to have Mr. Mutschler's Estate Attorney Jeff Tranel liquidate the municipal bonds and the Library get the cash."

*Motion: Connors
Second: Smith
Vote: Aye – 5; Nay – 1*

"Moved to establish a Trust Fund for the Mutschler money received by the Library into a trust fund for the expansion of Library services."

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

- B. Lending Library Grant – Henricks reported a Dubuque Racing Association (DRA) grant was received; however, it was only one-third of what was needed. Henricks spoke with the Library Foundation, and they would be willing to contribute half of the approximate \$12,000 shortage for this project. Henricks recommended spending \$6,120.00 from the Maher Trust to complete the purchase for the Lending Library that is similar to a vending machine that allows for checkout of library materials.

Miller questioned if there was a maintenance contract for the machine, and Henricks reported that there was a two year contract and it is included in the purchase cost. Guns questioned if the Library would then own the machine and Henricks reported yes. The Lending Library also gives us a marquee on the top, and the bottom will have the logos of the DRA, Carnegie-Stout, the Library Foundation, and the City of Dubuque.

Miller questioned where the machine would be located and Henricks reported it will be at the Asbury Hy-Vee store. She will be meeting with the Store Manager soon to confirm this, but believes it will be on the south end because it requires Internet access and it is believed there is a connection in this area. Miller then questioned why the machine must be online and Henricks stated it is so that the Library card barcodes can be read to check out items. Smith inquired what types of materials will be stocked in the machine and Henricks reported popular items for adults, teens, and children. Henricks is unsure about DVDs because of the Redbox and she committed not to compete with that if Hy-Vee had a concern. Henricks also reported there will be a large materials return drop box outside with dual chutes; one for books, one for media.

"Moved to pull the money from the Maher Trust to cover the shortfall and start the Brodart Lending Library."

Motion: Smith
Second: Connors

Vote: Aye – 6; Nay – 0

- C. Quarterly Financial Report – Henricks reported on the recent request by the City for a more detailed quarterly report explaining why a specific expenditure line item may be over the budget and how it will be covered. Henricks does this in a general broad overview, but felt the Board should make the determination as to providing more specific information as they are ultimately accountable for the budget. Guns stated that her understanding is that the Library is different in that the City provides the funding and the Board decides how to spend those funds.

"Moved to inform the City Budget Director that the Trustees agree that in developing the budget, the Library will provide line item requests to the City; and, it is the Trustees' understanding that once the City approves the budget for that fiscal year it is up to the Trustees as to how those funds are allocated if a need occurs. The Board charged Henricks with continuing to communicate with the City regarding the overall budget; however, the Board will maintain its authority to monitor and track how the budget is expended on a line-item basis each month with the objective of total expenditures not exceeding the overall budget amount for the fiscal year."

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

6. Library Board Adjournment – The Board adjourned at 5:05 p.m.

"Motion to adjourn."

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



Kristen Smith, Board Secretary