

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of June 30, 2011**

ORIGINAL

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Board Room at 4:00 p.m. on Thursday, June 30, 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 (arrived at 4:15 p.m.); and Recorder Denette Kellogg

*Excused:* Trustee Elizabeth Leeper

*City Staff:* Barry Lindahl, City Attorney; Gus Psihoyos, City Engineer; Steve Brown, City Engineering Project Manager; Jane Smith, City Engineering Assistant II

1. President Diann Guns called the meeting to order at 4:03 p.m. and the agenda was adopted. The Board introduced themselves and welcomed the City Legal and Engineering Staff members to the meeting who presented information about the Library's outstanding building renovation construction issues.

*"Moved to adopt the meeting agenda of Thursday, June 30, 2011 with moving the agenda item, 'Renovation Project – Outstanding Issues Update' to follow agenda item, 'Approval of Library Board of Trustees Minutes.' "*

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

2. Approval of Library Board of Trustees' Minutes of Thursday, May 26, 2011.

*"Moved to approve the Board minutes of Thursday, May 26, 2011 with the following changes, page 3, first sentence, remove the word 'punch'; page 4, item 5.B. paragraph two, first sentence, remove the word 'questioned' and replace it with 'asked' and, page 4, item 5.B. paragraph three, first sentence, remove the word 'questioned' and replace it with 'asked.' "*

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

Library Director Susan Henricks entered the meeting.

3. Renovation Project: Outstanding Issues Update – City Staff Barry Lindahl, City Attorney; Gus Psihoyos, City Engineer; Steve Brown, City Engineering Project Manager; and Jane Smith, City Engineering Assistant II, attended the presentation. Brown reviewed a slide presentation of outstanding construction issues that are being pursued. *A copy of the presentation is attached and thereby made a part of these minutes.*

Significant discussion took place regarding the items on the list associated with Tricon Construction Group in the presentation as well as the method of determining the costs to fix the issues or to compensate the Library for work that will be accepted but was not completed to normal standards. Also discussed was how the Library/City will communicate to Tricon about resolving the outstanding items. In conclusion, the Board asked Susan Henricks and Steve Brown to work together to determine the costs of repairs and/or compensation. When a dollar amount has been assigned to each item, the City Attorney will prepare a letter indicating that Tricon is expected to address the items within a specific period of time. If they do not respond to the Library's satisfaction, others will be hired to do the work, and they will be paid from Tricon's retainage.

Additional discussion took place about peeling paint in the 2<sup>nd</sup> floor mezzanine, elm veneer issues, the glass floor bridges on the mezzanine, and the HVAC system. Board members and Henricks expressed their concerns about these items, and Brown outlined current plans for resolution. In conclusion, the Board concurred with the following courses of action:

- Elm Veneer – Wait for Tricon's response before proceeding.
- Mezzanine paint - Get recommendation from Gronen Restoration, Inc., who has experience and expertise with historic buildings, on how to proceed with repainting of ceiling and trusses. Brown recommended adding air vents in the mezzanine ceiling area to aid with air flow. Brown reported that the next step after gathering this information is to get an accurate estimate of cost.
- Glass floor bridges – Despite some cracking, Brown indicated he is satisfied with the safety of the bridges unless additional cracks occur or the ones that are there get worse. Lindahl accepted Brown's assessment. Therefore, the Board instructed Library staff to continue

monitoring the cracks on a regular basis, and no additional action will be taken unless changes occur.

- HVAC – Brown reported that there are still issues to be resolved and the contractors are being responsive. The City will continue to work with the contractor to resolve any issues.

Brown, Lindahl, Psihoyos and Smith exited the meeting at 5:24 p.m.

4. Board President's Report:

- A. Communication with Dubuque City Council for May 2011. The Board received the communication.

*"Moved to receive and file the Communication with the Dubuque City Council from Thursday, May 26, 2011."*

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

- B. Annual Election – The Board reviewed the Board terms coming up for appointment. Henricks reported that four Trustee terms expire July 1, 2011 and the Mayor will be appointing new Trustees. Henricks reported that Connors and Hammer applied to run and Smith and Leeper will not be running for another term. Guns reported on the staggered terms of the Trustees to help with Board continuity. Henricks reported on the election of officers and assignments to the various Committees of the Board per the Trustee Bylaws that usually takes place at the July meeting of the Board.

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 May marked ninety-two percent of the fiscal year lapsing with eighty-nine percent of the budget expended. It is anticipated that revenue will come in under budget with plans in place to cover the shortfall in revenue by the expenditure budget. Willis asked about the decline in revenue. Henricks reported that the shortfall is probably due to the raise in the ceiling for fines to \$10.00 versus



\$5.00 and the shortfall in funding for State funded programs. Henricks reported that FY-12 budget has been estimated based on this information. Henricks reported that the Library has always come in under budget.

- 2) Library Use Statistics – Henricks reported that Library circulation was up thirty-two percent over the same time last year, and up nine percent over FY10 (which itself was up four percent.) Our busiest day in May, 2011 with checkouts of 5,483 items. The number of visitors to the Library on the first day of sign-up to the Summer Reading Program was 2,062. Reference questions answered showed an increase of forty-two percent and directional questions were up ninety-one percent year to date. Henricks reported that the community is directly benefitting from the new staffing model, information kiosks and a staff member personally answering the telephone.
- 3) Personnel Update – Henricks reported that William Carroll has been hired as the Assistant Circulation Supervisor. He previously worked for IBM, troubleshooting and problem solving for customers. His strong customer service skills and management philosophy make for an excellent fit in the Circulation Department.

Betty Baule has announced her retirement after 23 years as a librarian, effective September 2, 2011. An internal job posting will take place and a search will then be conducted to hire a replacement for the person moving into the Librarian I position.

- 4) American Library Association (ALA) Conference Summary – Henricks reported she attended the ALA conference. She attended a session on advanced statistics in library services and on the use of demographics to enhance funding requests. She was in contact with several vendors and reviewed new offerings, including the new lending library and other possible options for Westside service.

- B. Library Comment Cards - The Library Board reviewed the five comments cards received.

*"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use*



*Statistics, Personnel Update, American Library Association  
Conference Summary and Library Comment Cards."*

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

6. Items for Action/Discussion: The Board agreed to table these two items.

*"Moved to table items agenda items 6.A. Gift Trusts and 6.B.  
Strategic Planning."*

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

7. Communication/Public Comment – The Board presented Smith with a framed "Appraisal" by Grant Wood on behalf of the Board and Staff on her volunteer service as a volunteer member of the Library Board for more than fifteen years.

*"Moved to formally recognize and thank Trustee Kristen Smith for  
her years of service to the Library."*

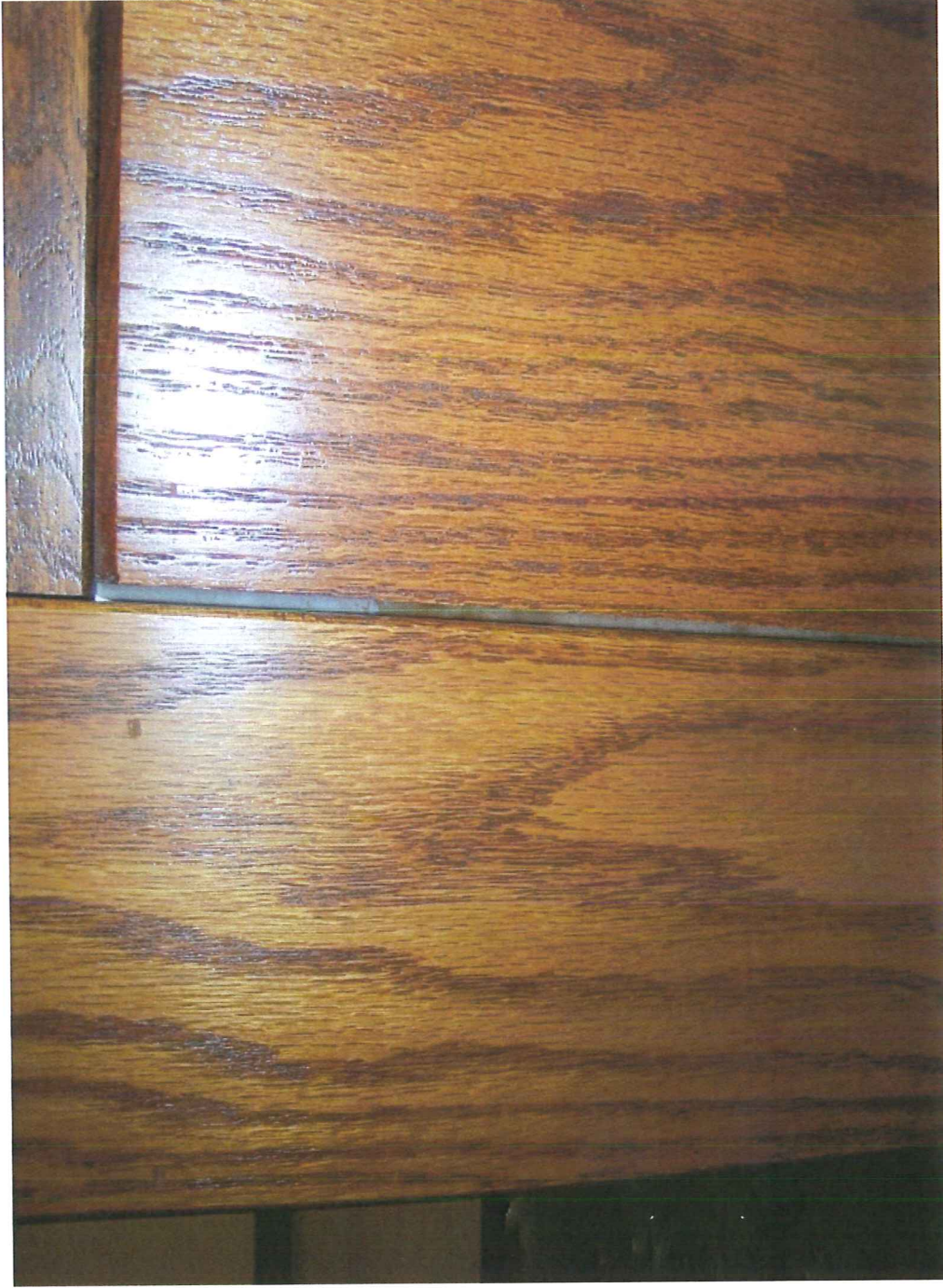
Motion: Guns  
Second: Willis  
Vote: Aye – 6; Nay – 0

8. Library Board Adjournment - The Board adjourned at 5:44 p.m.

*"Motion to adjourn."*

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

  
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**Frederick K. Miller, Board Secretary**



**ITEM #1: WAINSCOTING**

Board Room & Auditorium

Gaps between wainscoting and casing



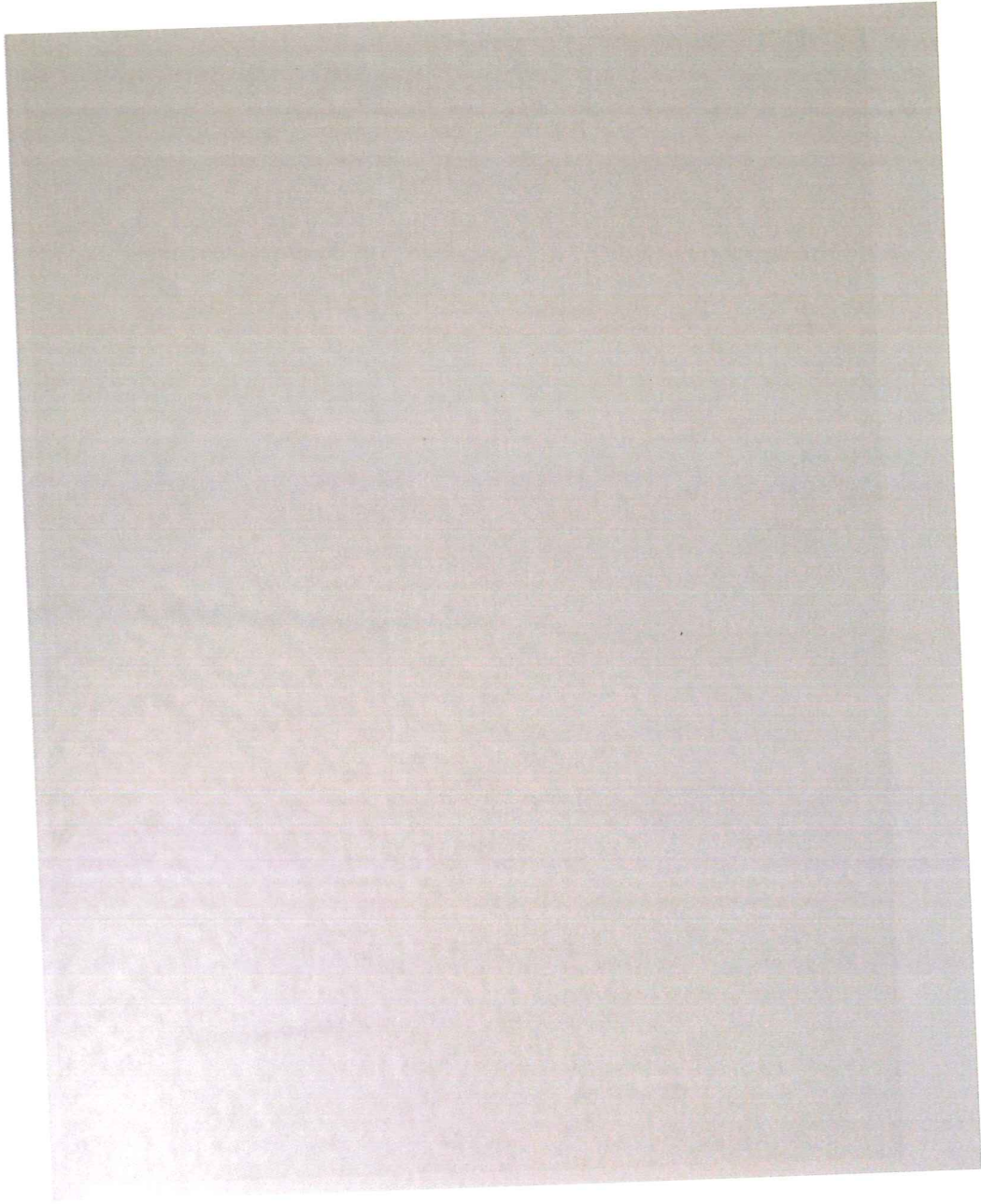


**ITEMS #1 AND #4: MAINSCOTING**

Board Room & Auditorium

Numerous gaps in woodwork





**ITEM #3: CRACK IN WALL**

Auditorium

Location: East Wall, Cabinet Area



**ITEM #4: WAINSCOTING SLIPPING**

Auditorium & Board Room

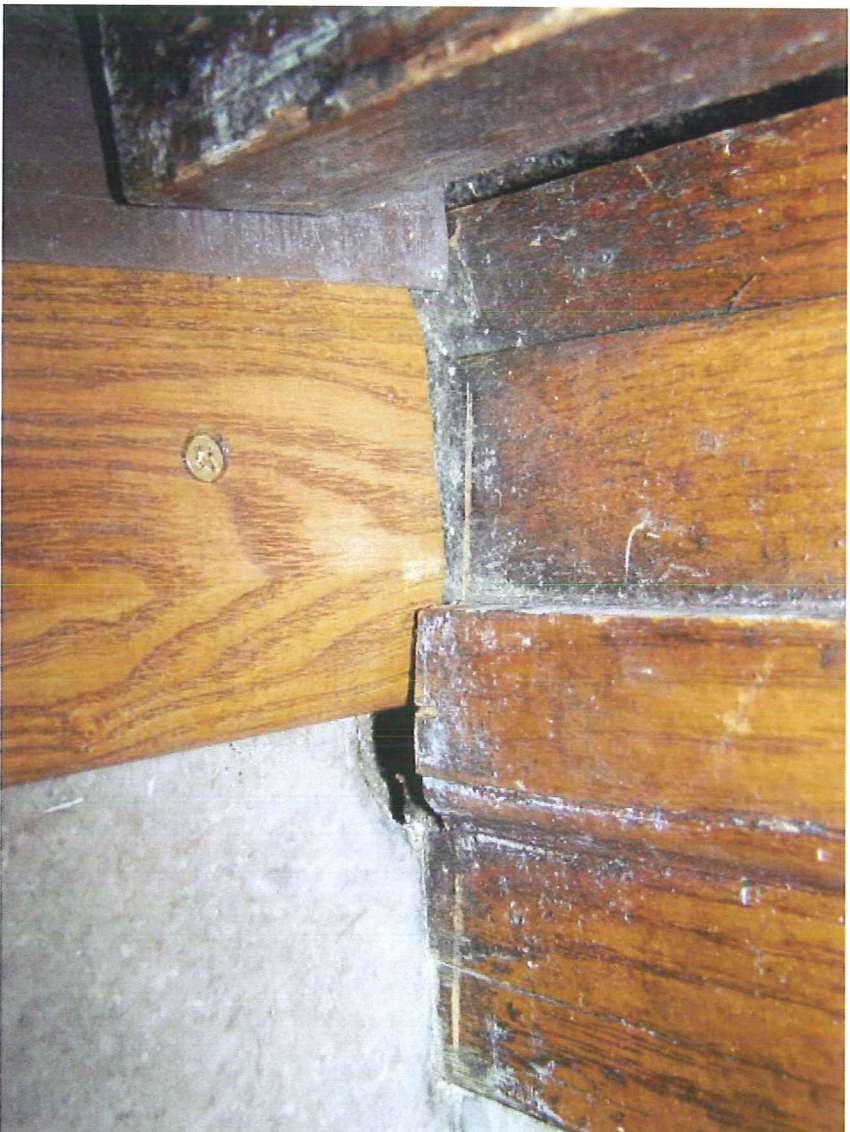
Gaps between wainscoting and chair rail

**ITEM #5: MOTORIZED SHADE**

Auditorium

Motorized shade over skylight;  
operated 7 out of 20 months

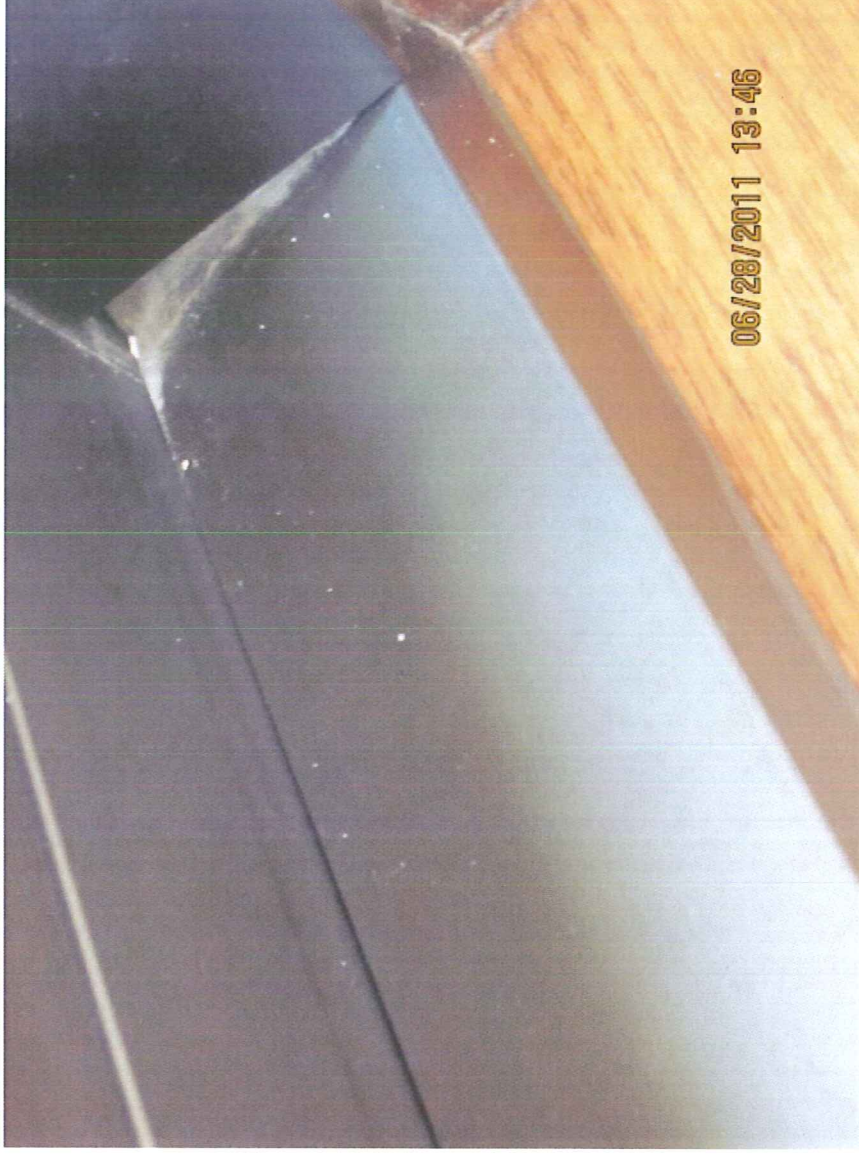




**ITEM #6: THRESHOLD**

Third Floor Staff Lounge

Threshold cut short and improperly



### **ITEM #8**

Stairwell: Window Frames – North Coffee Area  
Frames are loose and able to remove them



## ITEM #9

Staff Workroom – Second Floor

Double closet. Crooked frame (east closet)





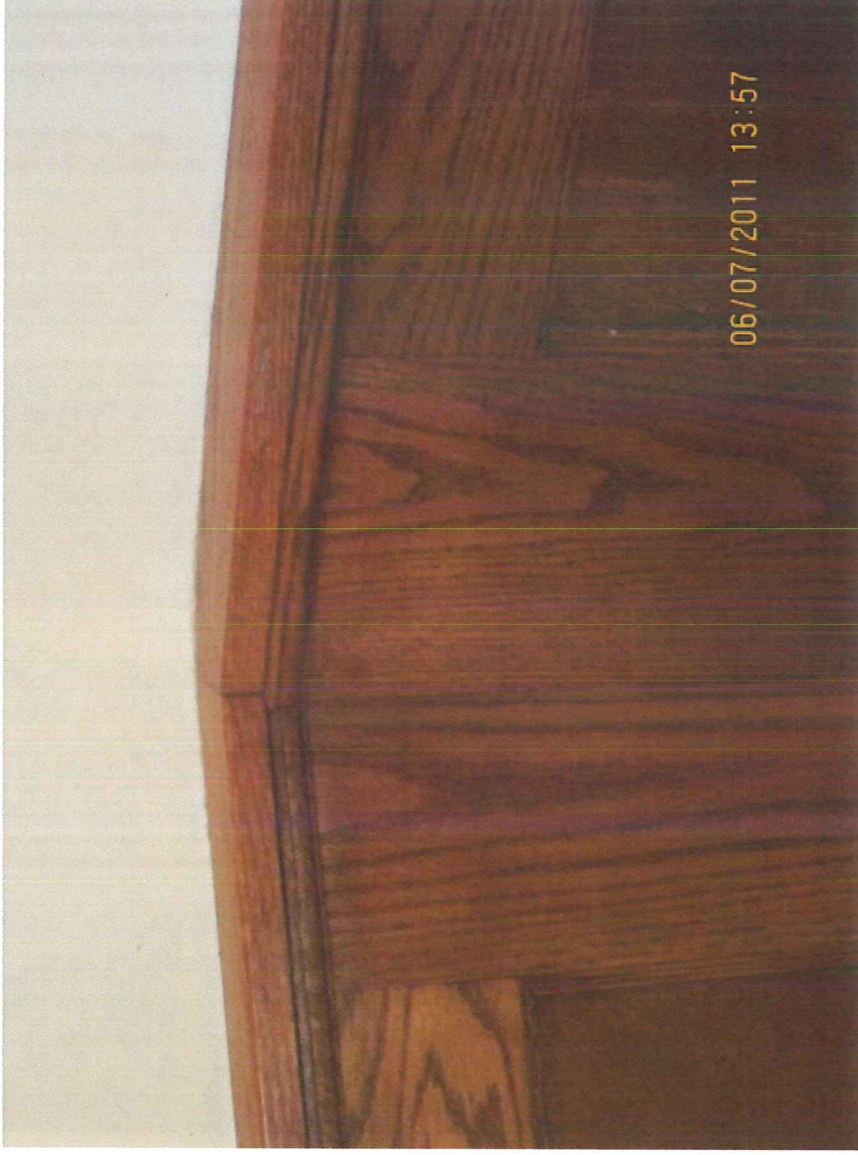
**ITEM #10**

Second Floor by Internet Kiosk  
Crack in wall by the kiosk – at glass



## **ITEM #11**

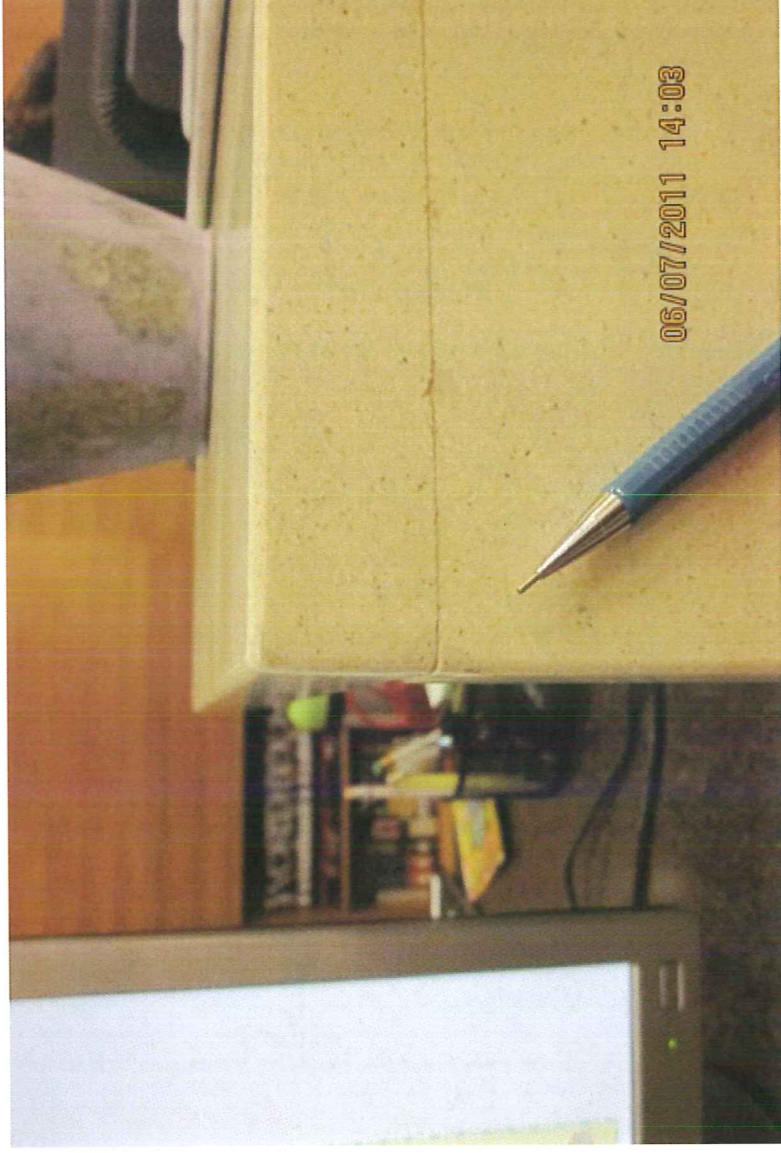
Staircase – Second to First  
Cracks in wall by light fixture



## **ITEM #12**

Staircase – Second to First  
Room Corners under light are not lined up





**ITEM #14**

Youth Services Department

Quartz apron at the desk is damaged;  
not a good repair

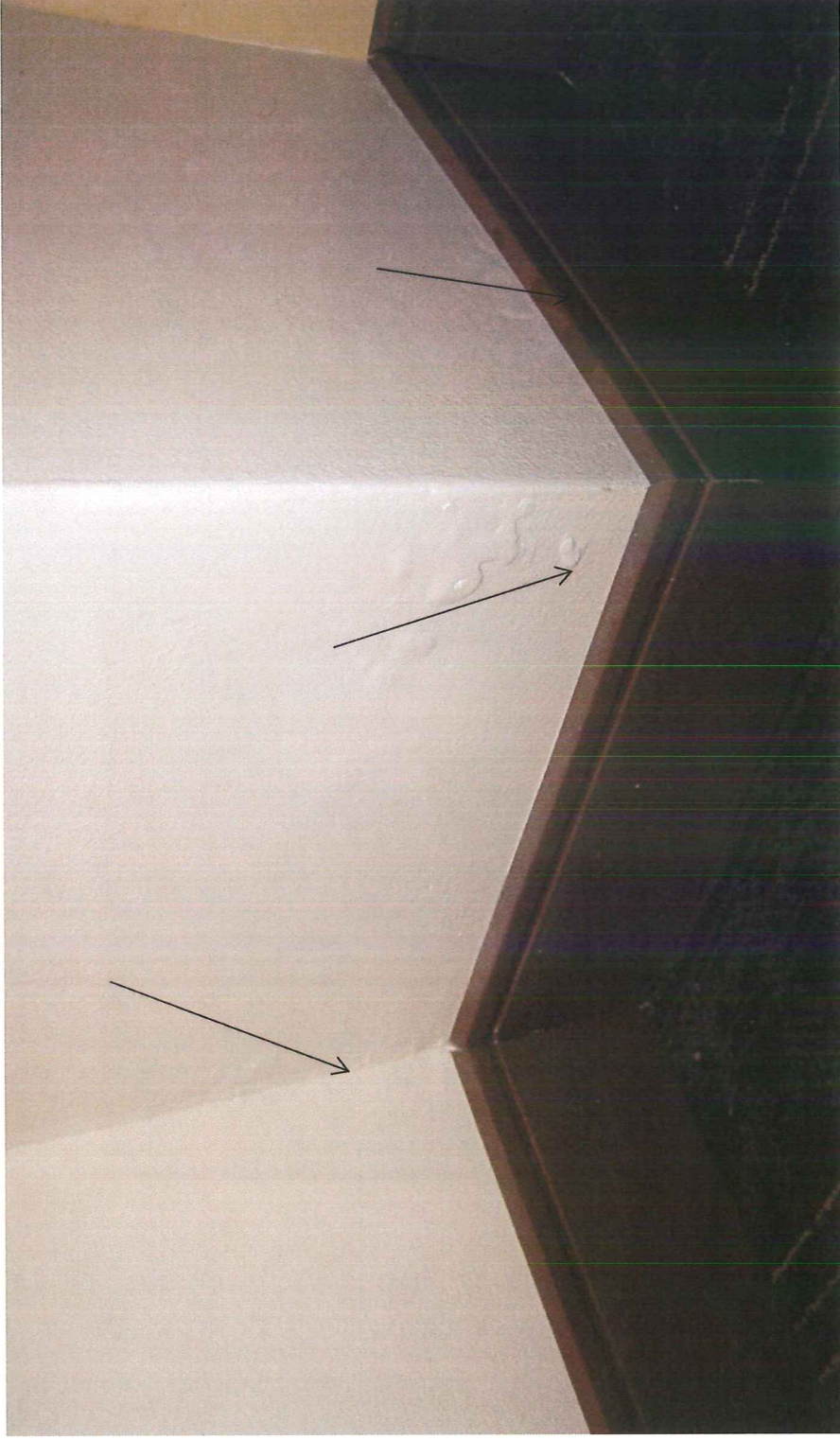


## **ITEM #15**

Youth Services Department – Book Drop Wall

First floor by west book drop

Wall severely out of square



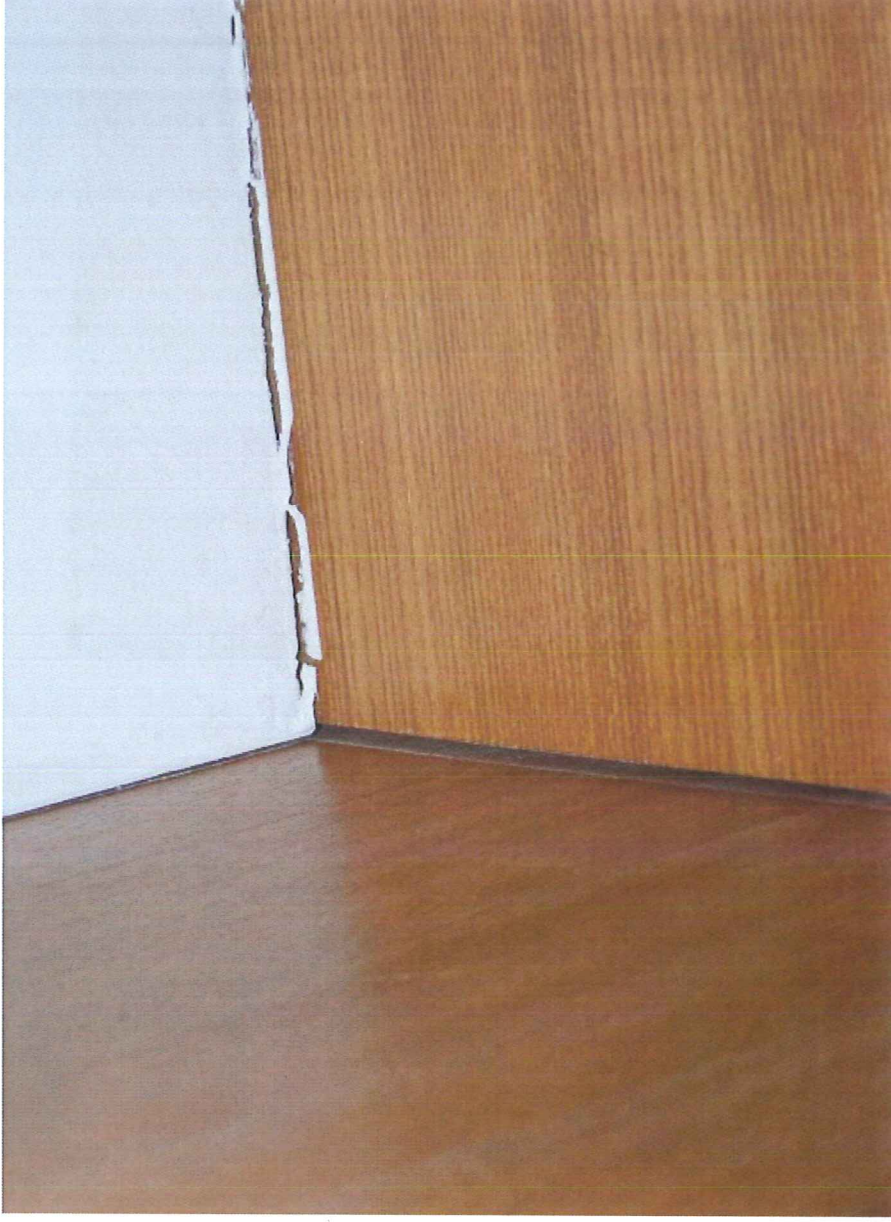
**ITEM #16**

Youth Services Department

Wall by PAC

No sanding done to mud work

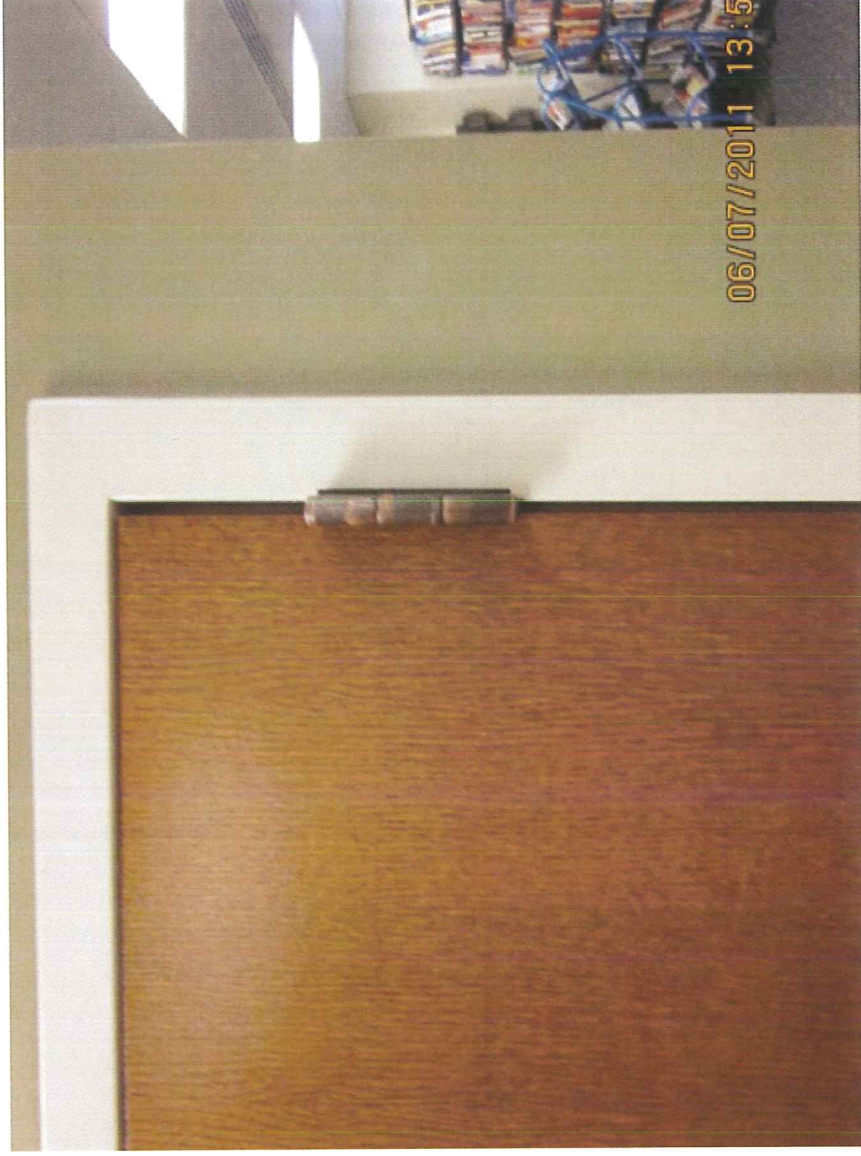




### **ITEM #17**

Youth Services Department

Ceiling by elm veneer column is coming apart

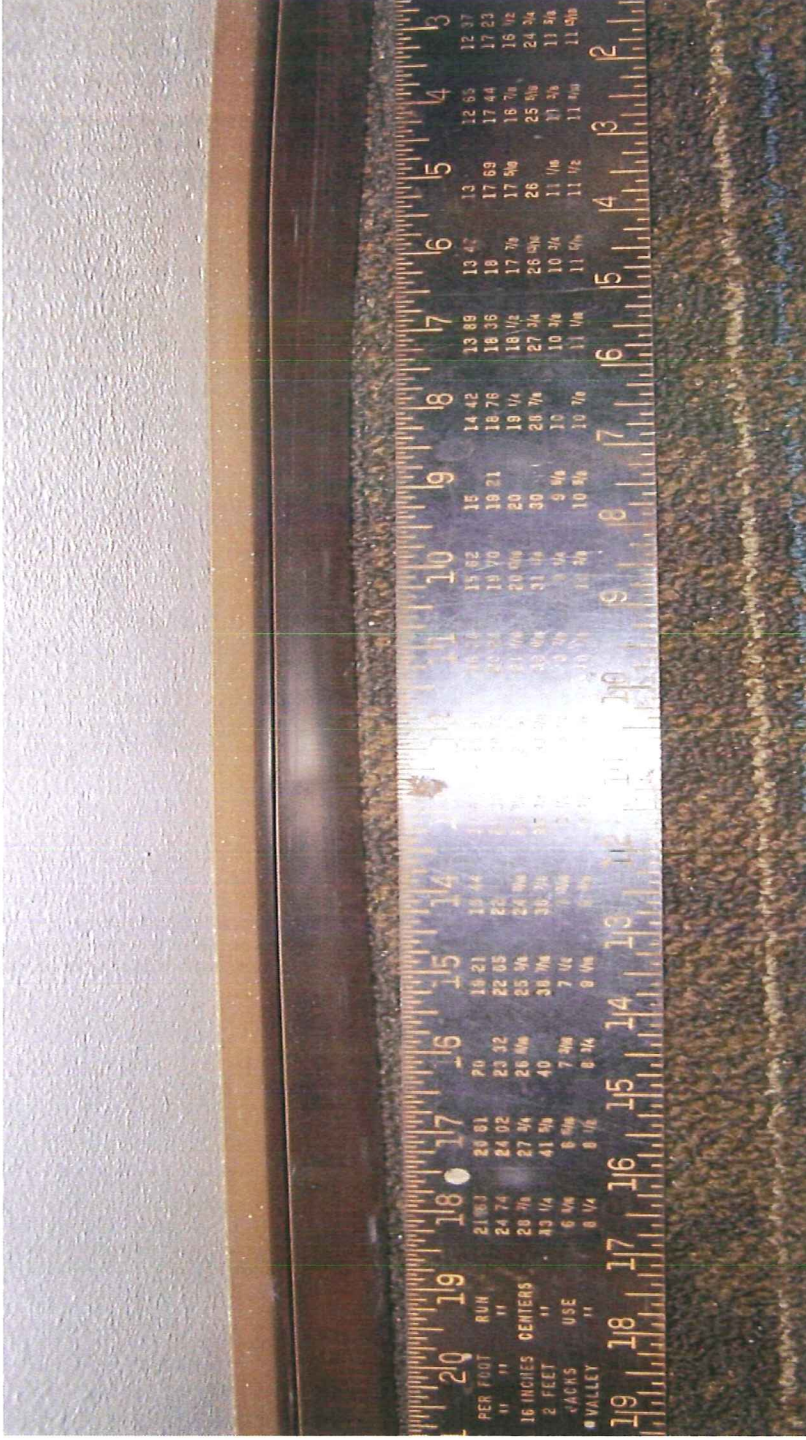


**ITEM #18**

Youth Services Department  
Double door storage area in Program  
Room not framed squarely

**Picture 1 of 2**





## ITEM #19

Youth Services Department

Wall is crooked in hall between Circulation and Youth

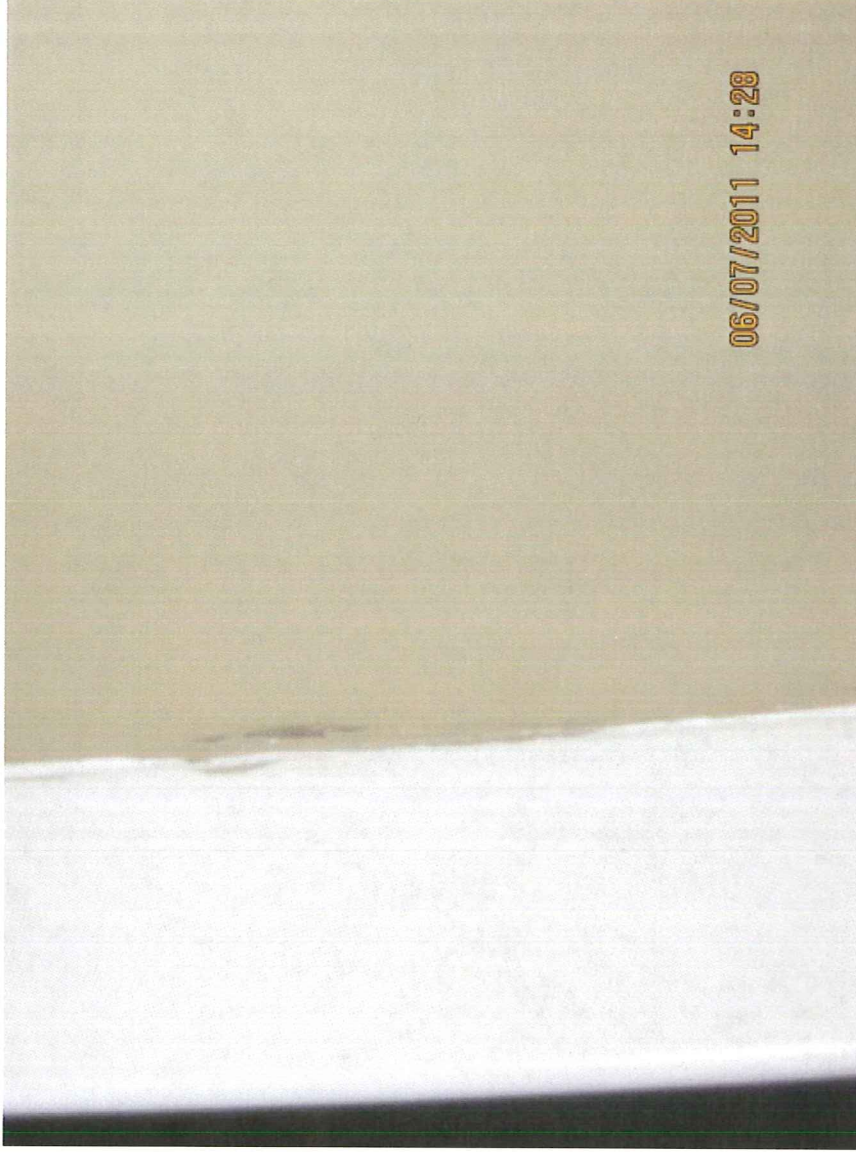




**ITEM #20**

First Floor

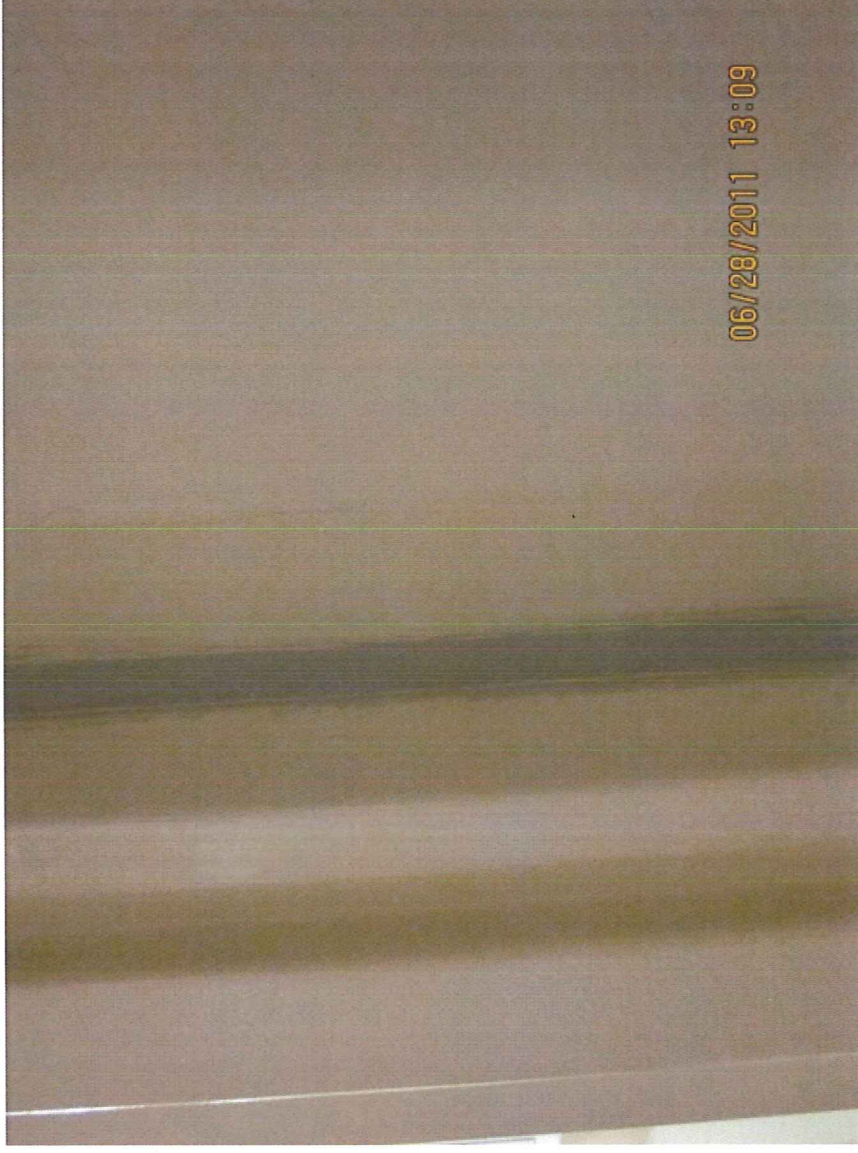
Veneer buckled behind Circulation Desk



## **ITEM #21**

### **First Floor**

Caulk behind fire door from Youth to Circulation is splitting. Caulk is failing library wide.



## **ITEM #22**

**First Floor**

**Closet in Circulation**

**Fix in the closet is worse than the defect**



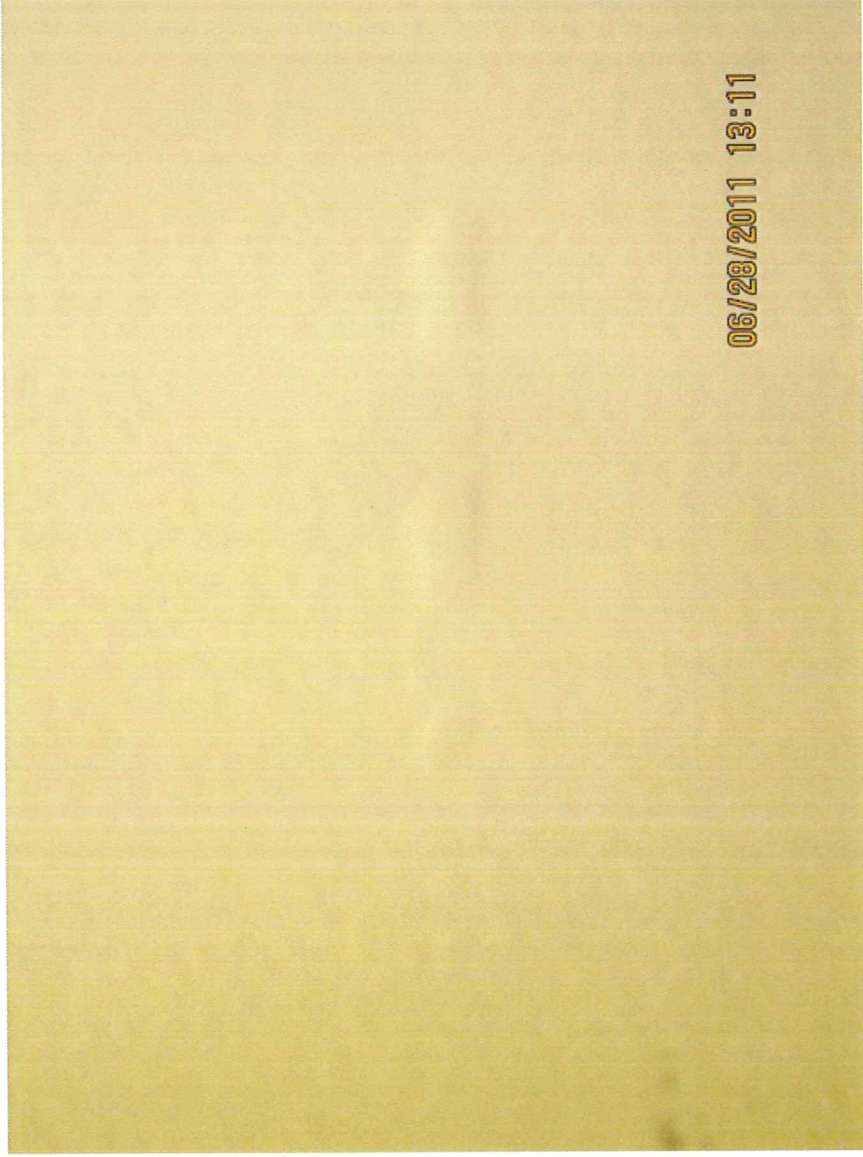


## **ITEM #23**

First Floor

Finish work in Book Drop Room is poor

**Picture 1 of 2**

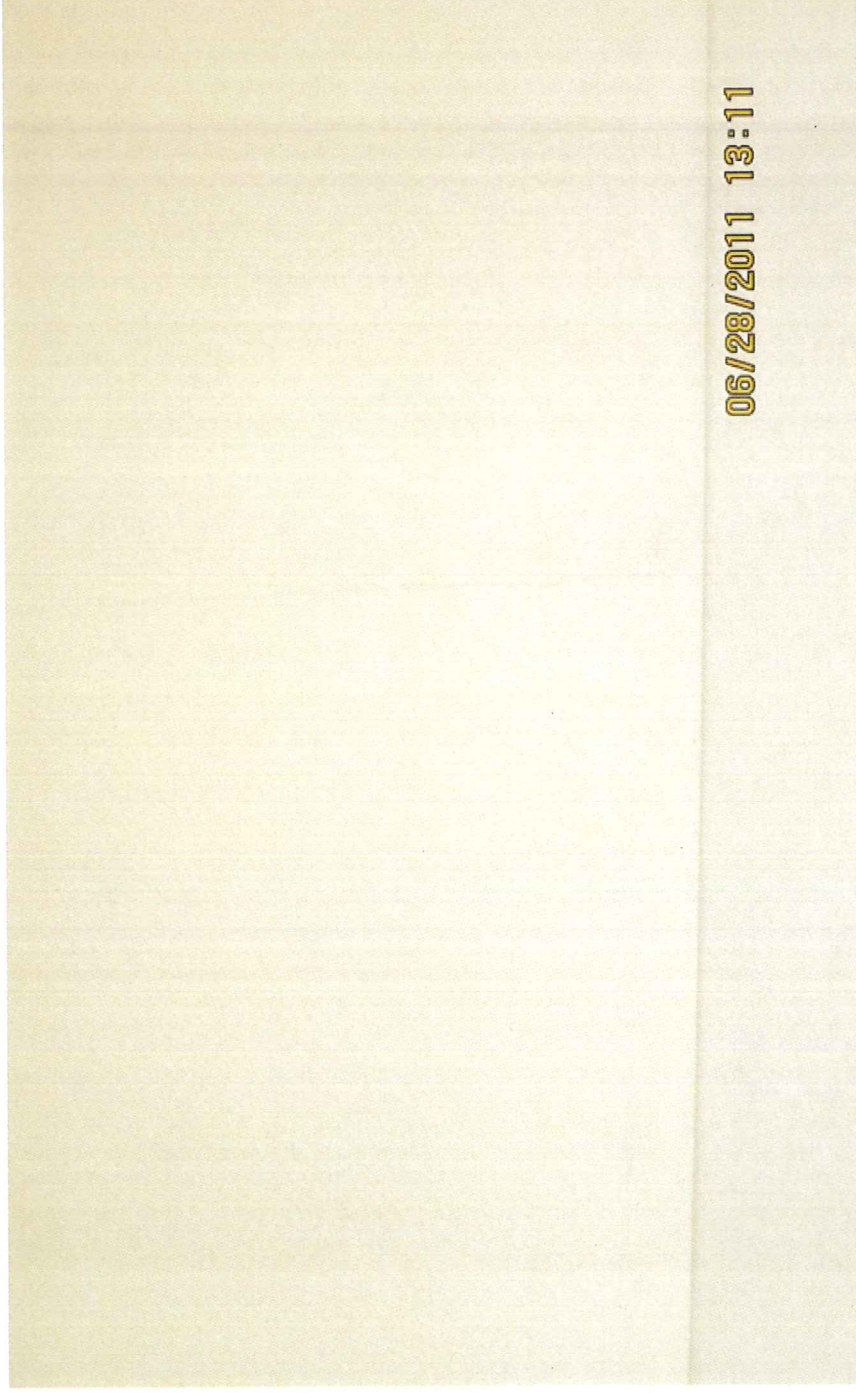


**ITEM #23**

First Floor

Finish work in Book Drop Room is poor

**Picture 2 of 2**



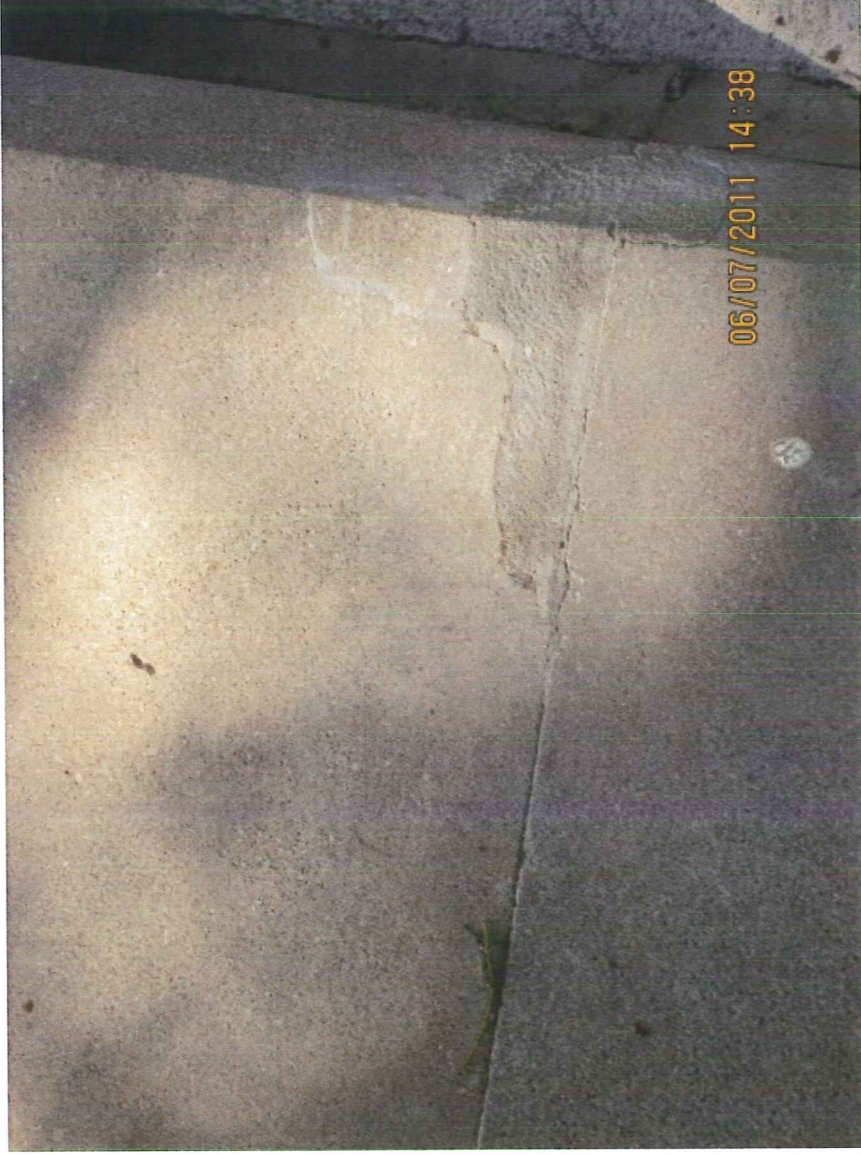
06/28/2011 13:11

**ITEM #24**

First Floor

Crack in wall above entrance  
to Book Drop Room

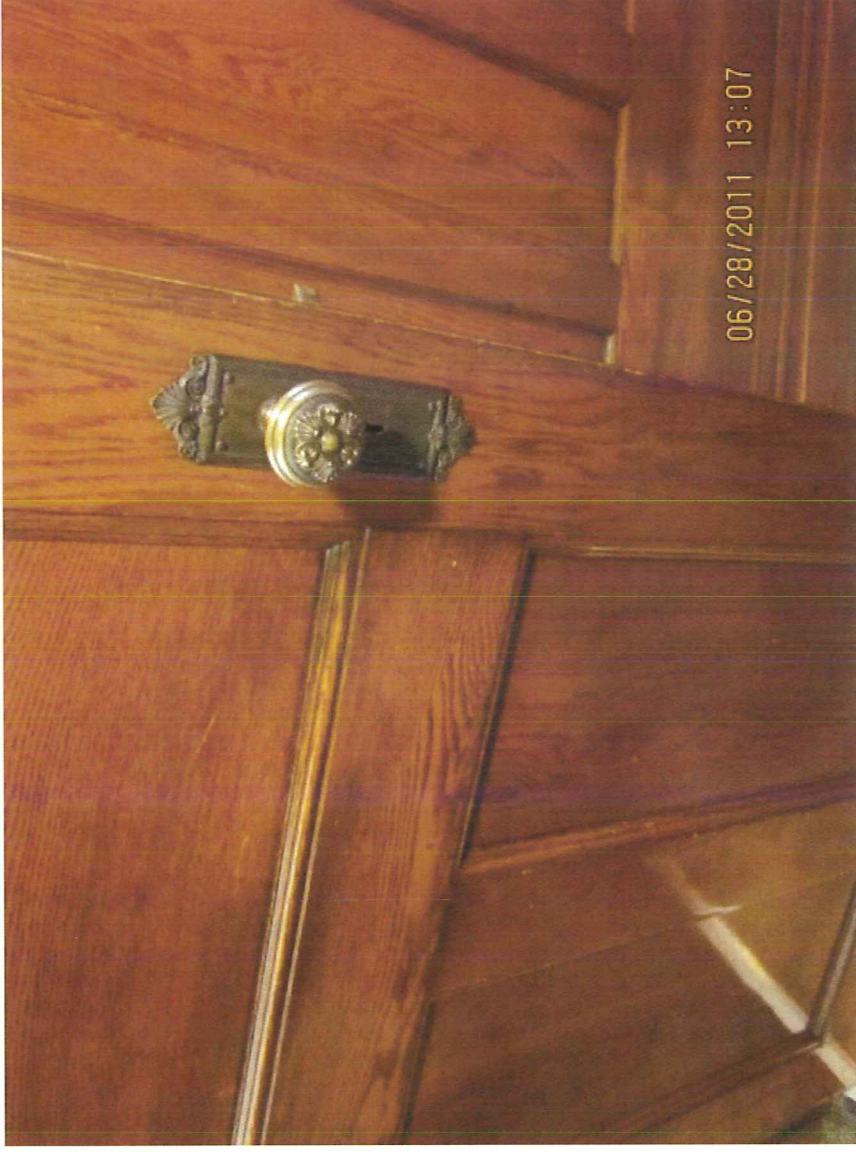




**MISCELLANEOUS – ITEM #25**

Limestone

Limestone cracked and broken



## **ITEM #26**

Miscellaneous - Antique Hardware

Antique Hardware for Auditorium doors lost –  
not replaceable

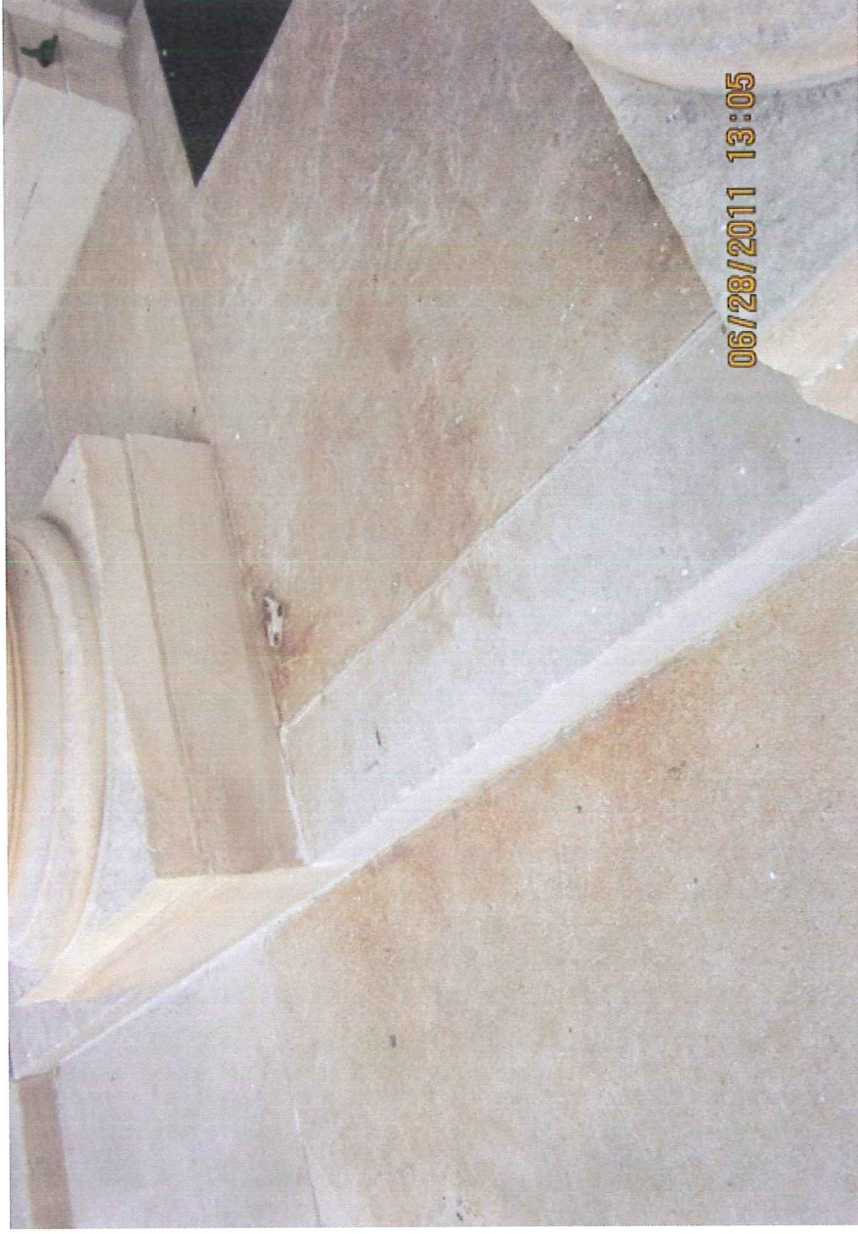


### ITEM #27

Miscellaneous – Historic Stacks

310 ends of Historic Stacks broken during disassembly –  
not replaceable

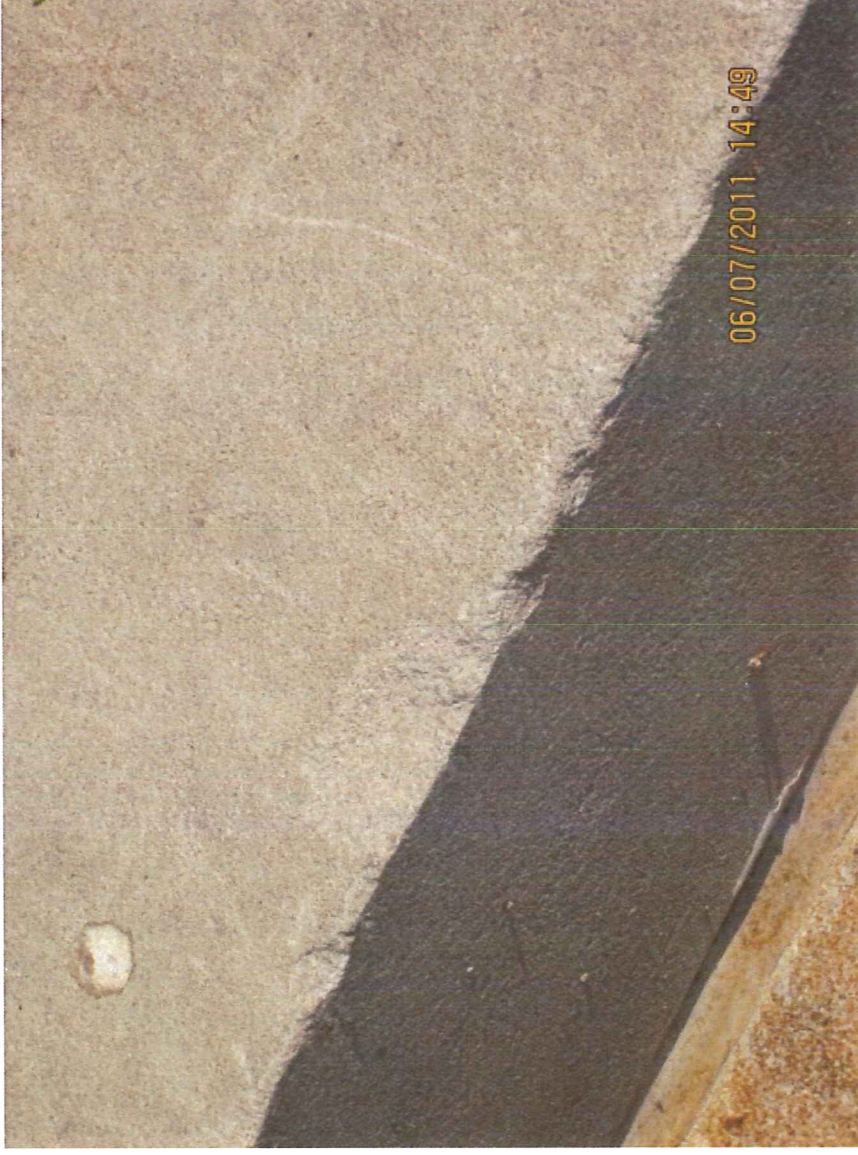




**ITEM #28**

Miscellaneous – Stains

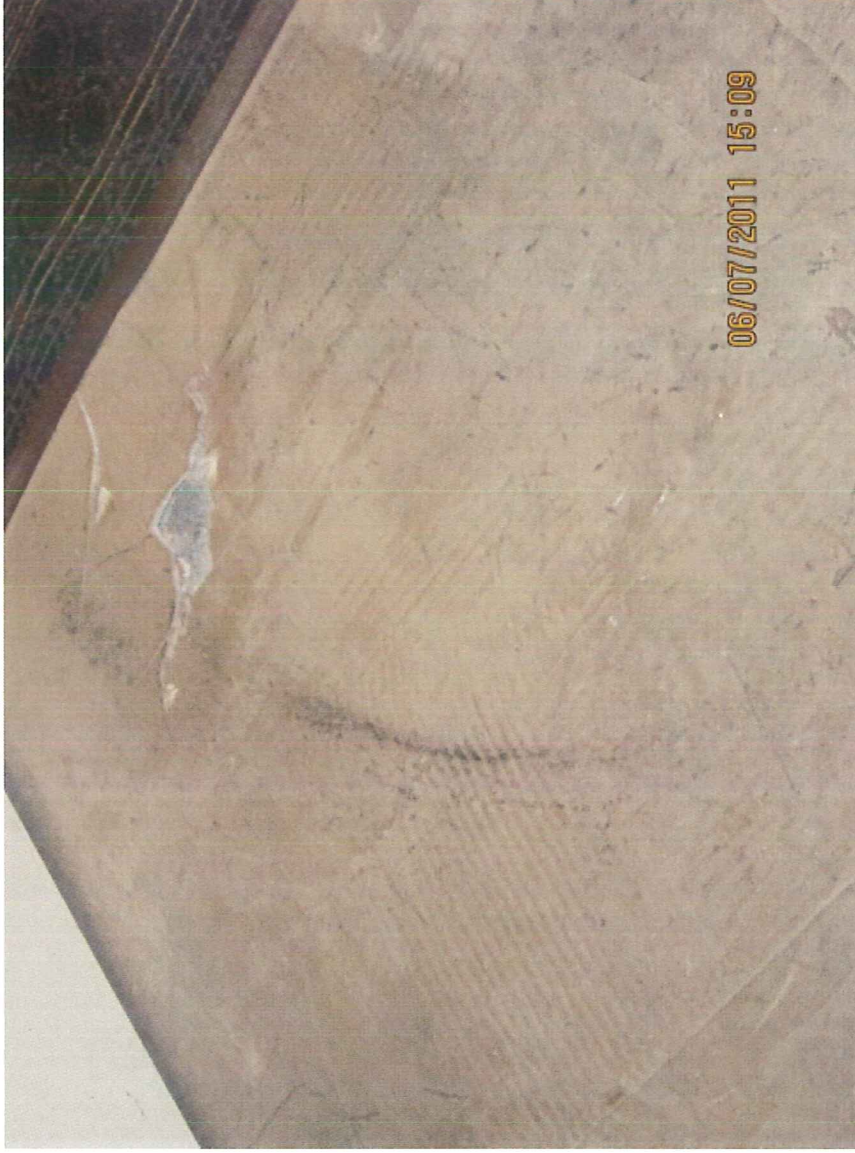
Rust colored stains at historic door entrance



### **ITEM #29**

Miscellaneous - Historic Steps

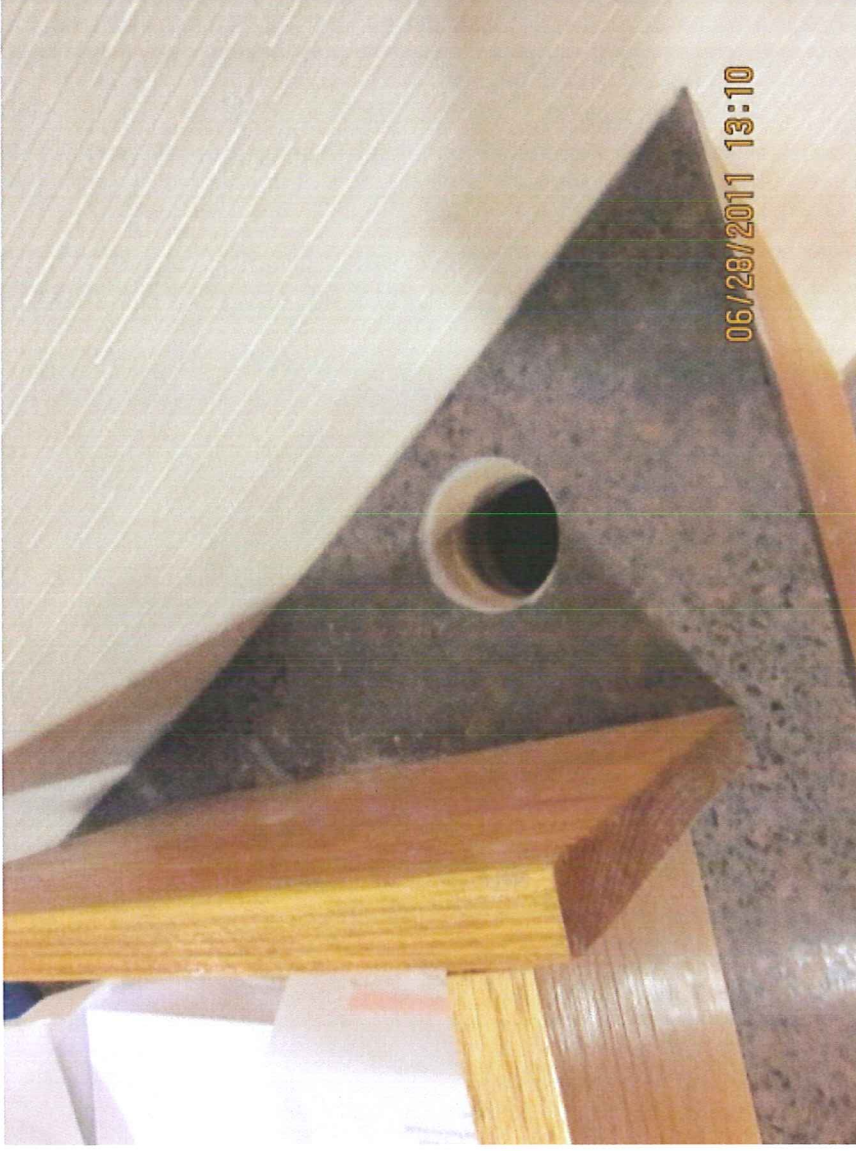
Steps to historic doors chipped and deeply scratched by wheelbarrow used



**ITEM #30**

Miscellaneous - West side Book Drop Room  
Concrete floor buckled





### **ITEM #32**

Miscellaneous – Wire Management/Grommets  
Wire Management missing at two desks and  
grommets missing at two desks