

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

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Lacy Board Room at 4:00 p.m. on Thursday, July 28, 2011.

*Present:* President Diann Guns, Vice President Paula Connors; Trustee Frederick Miller; Trustee Michael Willis; Trustee John Anderson-Bricker, Trustee Jenny Harris, Library Director Susan Henricks (arrived at 4:15 p.m.); Recorder Denette Kellogg; and Secretary Jennifer Long

*Excused:* Trustee David Hammer

1. President Diann Guns called the meeting to order at 4:04 p.m. and the agenda was adopted. Introductions were made of the new incoming Board members and the current Board members.

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

*Motion:* Paula Connors  
*Second:* Mike Willis  
*Vote:* Aye – 4; Nay – 0

2. Table of Library Board of Trustees' Minutes of Thursday, June 30, 2011. The Board agreed to review the minutes at its next meeting.

*"Moved to table the approval of the Board minutes of Thursday, June 30, 2011, until August 25, 2011."*

*Motion:* Frederick Miller  
*Second:* Paula Connors  
*Vote:* Aye - 4; Nay – 0

3. Board President's Report:

- A. Swearing in of New Trustees: President Diann Guns noted that John Anderson-Bricker and Paula Connors were being sworn in for one year terms and Jenny Harris and David Hammer would be sworn in for four year terms. Harris, Connors, and Anderson-Bricker were then sworn in by Guns. Guns stated Hammer could be sworn in at the next board meeting due to his absence.

- B. Election of Officers: The Board was provided the Board of Trustees By-laws for review of election of offices and committees of the Board.

*"Moved to nominate Paula Connors for Library Board President."*

*Motion: Frederick Miller*  
*Second: Mike Willis*  
*Vote: Aye - 6; Nay - 0*

*"Moved to nominate Mike Willis for Library Board Vice President."*

*Motion: Paula Connors*  
*Second: Frederick Miller*  
*Vote: Aye - 6; Nay - 0*

*"Moved to nominate Frederick Miller for Library Board Secretary."*

*Motion: Diann Guns*  
*Second: Paula Connors*  
*Vote: Aye - 6; Nay - 0*

Diann Guns then turned over the chairing of the meeting to the new President, Paula Connors.

- C. Library Board Committee Assignments: Discussion was held about the different committees and the responsibilities of each, and then assignments were made as follows:

- 1) Relations Committee - Jenny Harris/Frederick Miller
- 2) Operations Committee - John Anderson-Bricker/Diann Guns
- 3) Planning Committee - David Hammer/Mike Willis
- 4) 28E Agency - Paula Connors
- 5) Art Subcommittee - John Anderson-Bricker/Mike Willis
- 6) Library Foundation - Diann Guns

- D. Board President's Report - Communication with Dubuque City Council for June 30, 2011.

*"Moved to receive and file the Communication with the Dubuque City Council from Thursday, June 30, 2011."*

*Motion: Diann Guns*  
*Second: Mike Willis*  
*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 fiscal year 2011 closed on June 30, 2011, and the Library is expected to come in under budget. Guns had a question about the Library Trust Fund Report, specifically the \$650 for the Lull Art fund furniture expenditure. Henricks stated that this was for the concrete base for the outdoor "Family Reads" sculpture. Anderson-Bricker questioned what the trust funds were for and Henricks explained each to the new board members.
- 2) Library Use Statistics – Henricks reported on the increased complaints about the long lines at the Circulation Desk. Willis asked about the poor design noted in the report and Henricks responded that the lines get long and people do not know where the line begins; lines also extend down the aisles and people budge in front of others, and the desk's narrow aprons create a traffic barrier. Henricks is optimistic that staff will come up with a traffic flow plan; however, for now she has implemented a procedure that when lines get long, the New Cards desk or the kiosk at the front door will invite patrons to check items out there. Anderson-Bricker asked when the patron service lines are longest and Henricks reported that it is during the summer months and after programs.
- 3) Personnel Update – Henricks reported that Amy Muchmore who has been part-time at the Recommendations Desk was the candidate hired for the Full-time Librarian I position in Adult Services opened by Betty Baule's retirement.



- 4) Long Range Plan Update – Miller felt this was well done and looks forward to participating in development of the next plan. Henricks recommended that at next month's board meeting an agenda item be introduced to discuss conducting a comprehensive professional community survey to determine library service needs.
- 5) Output Measures Report – Henricks reported that the Library is well positioned in relation to libraries of similar size and excels in more than one measure. Willis commented on the improvement on delivery of materials.

B. Library Comment Cards - The Library Board reviewed the five comment cards received and Telegraph Herald article. Anderson-Bricker asked about the comment card on the patron waiting lines at Circulation and suggested using ropes to guide people which seem to work in other libraries.

*"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Long Range Plan Update, Personnel Update, Output Measures Report, and Library Comment Cards."*

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

5. Items for Action/Discussion:

- A. Leadership in Energy and Environmental Design (LEED) Policies – Guns and Anderson-Bricker reported that they would abstain from voting as they had not gotten a chance to review the policies prior to the meeting. Willis asked if these policies put an undue burden on staff, to which Henricks replied it does not since we follow most of the guidelines already. Henricks stated most of the changes will impact the Maintenance staff and they will be provided with checklists to follow initially to ensure procedures are LEED compliant and machinery is kept at peak performance. Henricks reported the implementation of the food scrap recycling. Willis questioned if the copiers and printers have a print release feature to avoid printing unwanted items, and Henricks reported the Library does have this feature and it is currently in use. Henricks clarified the LEED application process which involves first filing for the certification and then providing applicable policies and procedures followed by a three-month performance period, the

documentation of which is submitted to the United States Green Building Council to gain the certification. Henricks reported that the Library would be the only city building to have this certification.

*"Moved to approve the Leadership in Energy and Environmental Design Polices."*

Motion: Jenny Harris  
Second: Mike Willis  
Vote: Aye – 4; Nay – 0

B. Renovation Project Update – Henricks reported there was a Renovation meeting and the City is moving forward with a letter to Tricon Construction Group regarding outstanding issues and concerns. Guns explained to the new board members that the letter from the City is in regard to the list of problems and issues, as well as the Board's expectations and timeline to address these concerns. Henricks reported she has contacted Phil Richards at KJWW regarding his facilitation of the outstanding Heating Ventilation and Air Conditioning (HVAC) issues and hopes that a conference call will be set up for the contractor and sub-contractors to resolve these issues. Henricks reported there were two days when two units were down and humidity was very high.

Harris asked for a list of contractors and subcontractors for the renovation issues, as she will want to confirm there is no conflict of interest.

Guns reported that the three main outstanding issues of the project are the elm veneer failure, paint failure, and HVAC. Anderson-Bricker asked if the Library has hydra thermographs which take readings separately from other internal equipment. Henricks reported that the monitors the Library has are internal to the HVAC system and it provides readings.

C. Outdoor Signage Review - Henricks provided five samples of colors for repainting the cream color on the exterior signs. Guns reported the Board will be telling the Historic Preservation Commission that Lange Sign has agreed to paint the pillars the color selected and if that is not acceptable with them, the Board will then request that the City Council approve the signs as is. The Board concurred with selection #1.

6. Communications/Public Comment –

- Miller commented that the Teen Zone sign looked nice. Miller then gave a quick update on the Operations Committee meeting of June 21, 2011.
- Harris reported on young men loitering on the steps and how it was not welcoming and may cause patrons to feel uncomfortable. Harris also noted that the historical doors close very quickly and someone could possibly be injured if the door is not held. Henricks stated she would discuss the historical door problem with the architects.
- Willis questioned if a decision was made on the Library survey on the selection of the DVD shelving. Henricks reported that the decision was made and the spine out or "side by side" choice was selected. Henricks reported that the new shelves are \$96 per shelf and a lot are needed, and due to budget, it is not possible at this time. Henricks has contacted Iowa Prison Industries for an estimate on getting these shelves through them. Henricks stated if the shelves cannot be purchased at this time a budget request could be submitted for next fiscal year.

Guns exited the meeting at 5:40 p.m.

7. Library Board Adjournment - The Board adjourned at 5:43 p.m.

*"Motion to adjourn."*

*Motion: Harris*  
*Second: Willis*  
*Vote: Aye – 5; Nay – 0*

  
**Frederick K. Miller, Board Secretary**