

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of October 27, 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, October 27, 2011.

Present: President Paula Connors, Vice President Mike Willis; Trustee Diann Guns (*entered at 4:10 p.m.*); Secretary Frederick K. Miller; Trustee Jenny Harris; Library Director Susan Henricks; Recorder Denette Kellogg and Jennifer Long

Excused: Trustee John Anderson-Bricker and Trustee David Hammer

1. President Paula Connors called the meeting to order at 4:05 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, October 27, 2011."

Motion: Willis
Second: Miller
Vote: Aye – 4; Nay – 0

2. Approval of Library Board of Trustees' Minutes of Thursday, September 29, 2011.

"Moved to approve the Board minutes of Thursday, September 29, 2011."

Motion: Willis
Second: Miller
Vote: Aye - 4; Nay - 0

3. Board President's Report: Communication with Dubuque City Council for September 29, 2011.

"Moved to receive and file the Communication with the Dubuque City Council from September 29, 2011."

Motion: Willis
Second: Harris
Vote: Aye – 4; 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 the following additional comments:

Harris asked for an update on the Lending. Henricks reported there have been a few items since the machine was installed. The collection will be expanded in the next few weeks with more popular materials coming in. Henricks also stated that most of the problems have been resolved; with a few currently being addressed by the vendor. Henricks reported she has contacted the vendor concerning the machine asking for \$1.00, and was instructed to cover that part of the machine. However, having that display covered completely, causes people to not be able to see what item they are putting in on the key pad. Henricks reported the LED sign arrived and will be installed. Henricks reported that the requirement for a Personal Identification Number (PIN) number has been removed and it seems to be working better for people, unless there is a problem with their library card. Miller questioned if there were instructions on the machine and Henricks replied there were instructions there on the machine. The Board asked that they be kept posted and updated.

Harris then questioned the comment card referencing the "Remember the Fallen" exhibit and program. Henricks explained the patron was not happy the Library had the exhibit.

Connors reported that she received an e-mail from Anderson-Bricker about the security strips on the DVDs and Anderson-Bricker was concerned about the ability to replace titles that were discontinued if stolen. Henricks reported that theft of older items is very unusual. Henricks reported that 95% of theft is tied to borrowers not returning material. Miller asked for the theft rate, and Henricks stated the highest theft rate is among Teen CDs and specialty items like TV series. Henricks stated the outright theft rate is one to two percent for DVDs; however, Teen CDs have a greater theft rate.

- 1) Library Financial Report – Henricks reported that the month of October marked twenty-five percent of the fiscal year lapsed with twenty-five percent of the budget expended. Revenue was at eighteen percent. Henricks reported that revenue is low at this point and State funds are expected to be under projections. State funds come in a lump sum a few times throughout the year.

Harris questioned why the utilities were over budget and wondered if it had to do with the Heating Ventilation Air Conditioning system (HVAC) issues. Henricks reported utilities are running higher due to the boiler running year round.

- 2) Library Use Statistics – Henricks reported that circulation has increased year-to-date by eleven percent. The use of downloadable materials has doubled in use each month; reference questions answered remain high, and the number of visitors has increased seven percent over the same time last year.
- 3) Community Survey Update – Henricks reported that Bill Wilson of Himmel & Wilson suggests waiting until after the first of the year to administer the community survey so that it does not compete with the holiday season. Miller expressed an interest to be involved on the Planning Committee. Guns provided her input that she would like the Board to be involved, but that Henricks should meet with the Consultant, and then bring the draft to the Board for review and input. Harris feels it would be beneficial to include in the community survey how to draw in the café crowd, like those who frequented Borders, to get them into the Library.
- 4) Signage Update – Connors asked that Henricks draft a letter, in regard to the Board's decision regarding the signs as discussed at the previous meeting and she will review and sign. The Board concurred.
- 5) Construction Update – Henricks reported that the letter listing corrective action items had been sent to Tricon. Guns asked how long they would have to respond, and Henricks reported they have 30 days from October 20, 2011, to respond.

Guns addressed the paint above the mezzanine and Henricks reported she was waiting on an update from Steve Brown. Guns suggested that we need to stay on top of this. The Board agreed to contact the City to keep the issues moving forward towards a resolution as there are several issues needing to be resolved. Henricks believes these problems will be worked out. Henricks reported that the funds to fix

the elm veneer and mezzanine are in the Capital Improvement Project (CIP) budget request for next year.

- 6) Downloadable Audio Music – Henricks is considering pursuing a Dubuque Racing Association (DRA) grant for downloadable music. There are two options, one is Freegal, which has two and a half million titles and patrons can download and keep three of these a week. The other option, RDIO, has twelve million titles available, but it is a Dashboard where you build your own collection with a social media device where you can build followers; however, it lives on the computer and cannot be put on your IPOD devices. Harris stated this sounds like NAPSTER in that you rent the music and when you stop paying, the music is lost.

Willis stated he does not believe the Library should be involved in the circulation or ownership of downloadable music. He contends anyone has access to anything they want via an online music service such as SPOTIFY, which is similar to RDIO, and they can save the music to their computer, IPOD, or Android powered phones without charge up to a certain point. Willis believes that this industry has surpassed the library market. Guns questioned if there is a demand for this and asked what are other libraries doing. Henricks stated many libraries have contracted with Freegal. Henricks stated that when people were asked in an online poll, eighty-one responded yes they were interested with twelve responding no. Henricks stated that the library in Council Bluffs has a subscription and has found it is very popular. She was looking at it because theft was so high and copyright infringement is also a concern.

Willis questioned where the funding would come from after the grant expired. Henricks explained how, in previous years with projects, such as the DVD start up collection grant. Once it is shown to be popular and in demand, the City is more likely to approve the budget request to continue the project.

Guns suggested that Henricks review the options for the next month and revisit them with the Board at next month's meeting. Willis exited the meeting at 5:20 p.m.

- B. Library Comment Cards - The Library Board reviewed the two comment cards received and concurred with staff responses.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Community Survey Update, Signage Update, and Construction Related Issues, and Library Comment Cards."

Motion: Harris
Second: Guns
Vote: Aye – 5; Nay – 0

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

"Motion to adjourn."

Motion: Guns
Second: Harris
Vote: Aye – 4; Nay – 0



Frederick K. Miller, Board Secretary