

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of November 17, 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, November 17, 2011.

Present: President Paula Connors, Vice President Mike Willis (entered at 4:09 p.m.); Trustee John Anderson-Bricker, Trustee David Hammer; Trustee Jenny Harris; Library Director Susan Henricks; Recorder Denette Kellogg; and Secretary Jennifer Long
Excused: Trustee Diann Guns and Board Secretary Frederick Miller

1. President Paula Connors called the meeting to order at 4:04 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, November 17, 2011 with the addition of Overdue/Stolen Library Items to the Director's Report and moving the Lending Library Update to Action Items."

Motion: Anderson-Bricker
Second: Harris
Vote: Aye – 4; Nay – 0

2. Approval of Library Board of Trustees' Minutes of Thursday, October 27, 2011.

"Moved to approve the Board minutes of Thursday, October 27, 2011."

Motion: Harris
Second: Connors
Vote: Aye - 4; Nay – 0

3. Board President's Report - Communication with Dubuque City Council for October 27, 2011.

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, October 27, 2011."

Motion: Harris
Second: Anderson-Bricker

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 additional comments; The Board discussed the January meeting date and agreed to meet on January 26, 2012. Harris reported she would not be able to attend the January meeting. Henricks provided an update on upcoming events at the Library.

Willis entered the meeting.

- 1) Library Financial Report – Henricks reported that thirty-three percent of the fiscal year has lapsed with thirty-three percent of the budget expended. Revenue collected is at thirty percent of projections.
- 2) Library Use Statistics – Henricks reported that checkouts are up ten percent over last year, and up eleven percent compared to October of last year. Henricks noted the importance of October's statistics in comparison to 2011, as October 2010 would have been the first full month of operations in the new facility. It would have not been unusual for Library use to level off by now, but we continue to see increases.

Nineteen percent of all library checkouts year-to-date have been through the self-check machines. Issues related to the self-check continue and Henricks will provide a detailed update at the next Board meeting.

- 3) Iowa Urban Library Association (IUPLA) Statistics Review – Henricks provided the annual survey statistics that compares C-SPL to other Iowa libraries. Henricks reported that the Library is well positioned in relation to libraries of similar size and excels in more than one measure. Connors commented on the Library's standing of having lower attendance at children's programs in comparison to other like-size libraries. Henricks reported she would be reviewing the previous year's statistics in this regard.

- 4) Marketing Update: News in the Telegraph Herald – The Board was provided a summary of the Library related articles published in the Telegraph Herald for the first quarter of 2011.
- 5) Construction Renovation Update – Henricks provided an update on the project. City Engineer Steve Brown and Susan Henricks met with a paint contractor regarding the mezzanine ceiling. As soon as funding is available, the mezzanine ceiling will be repaired and repainted. To date a response to the letter from the City to Tricon on deficiencies with the project has not been received and is due November 21, 2011.

Henricks reported on a problem with the new sewer piping that was installed, which connects to the old sewer piping. The Library has had several blockages in the pipe at the connection site because there is a dip where the old and new pipe meets. City Engineer Steve Brown has sent a letter asked Modern Piping, the contractor that completed the work, to investigate the problem.

Connors reported that City Engineering has restarted the weekly meetings to address construction related issues and provided an update of the most recent meeting.

- 6) Overdue/Stolen Library Items – Henricks reported that the Board may notice reports of theft from the Library in the Police Reports section of the Telegraph Herald. Harris made note of the recent \$3,500 theft report in the Telegraph Herald. Henricks provided an update on the Library's collection procedures for patron accounts in regard to items not returned. A patron receives three notices from the Library before an account is turned over to the collection agency, which then sends a collection letter. Should the four attempts fail, in keeping with Iowa code, a certified letter is sent to the person informing them of the library's intent to pursue this legally. If the certified letter is ignored, the account is turned over to the police department. The Library encourages patrons to enter into a payment plan if they cannot afford to pay for item(s) lost or damaged. Henricks reported that in the past twenty years, the Library has \$267,000 due in items not returned, with approximately \$80,000 in materials not returned in more recent years.

Henricks provided informative talking points for the Board should they be asked questions in this regard.

- B. Library Comment Cards - The Library Board reviewed the ten comment cards received and concurred with staff responses. Anderson-Bricker suggested the Library consider other options for visual-aides, which can be used on library computers, and provided information he had found. Henricks reported that comment cards not signed by a patron are posted on the Library's public bulletin board for viewing.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Iowa Urban Public Library Association (IUPLA) Statistics Review; Marketing Update – News in the Telegraph Herald; Construction Renovation Update; Overdue/Stolen Library Materials, and Library Comment Cards."

*Motion: Anderson-Bricker
Second: Harris
Vote: Aye – 5; Nay – 0*

5. Items for Action/Discussion:

- A. Lending Library Report – Henricks reported on the equipment problems with the Lending Library including the machine freezing up and the message of the patron owing a dollar when checkouts are at no charge. Henricks reported that she has been in ongoing contact with Pik Inc. the vendor of the machine and Brodart who markets the machine and sold it to the Library. To date Pik Inc. has not come out to address the issues with the machine, but has sent local technicians to attempt to fix the problems, which continue and cause the machine to be out of order. Pik Inc. can review the software remotely. Henricks reported on receiving a phone call from the Hy-Vee Store Manager asking about the machine's problems. Henricks has also contacted Brodart with the discussion of the possibility of the machine being a "lemon" and the need for the machine to be replaced with a new machine. The Board discussed the problems that have been ongoing since the machine was installed in early September 2011. The Board commented that the machine is representing the Library on the west end and has been highly publicized for patrons to use.

"Moved to request that the vendor or manufacturer of the machine send us a new machine that works without problems."

Motion: Hammer
Second: Harris
Vote: Aye – 4; Nay – 1 (Connors)

The Board discussed checking with other libraries that may have the machine to see if they are having these problems. Connors reported that replacing the machine may not resolve the issues.

- B. Food and Beverage Policy Revisions – Henricks reported that the changes to the policy reflect current practice in regard to food and beverages with an additional format change.

"Moved to adopt the proposed revisions to the Library Food and Beverage Policy."

Motion: Hammer
Second: Anderson-Bricker
Vote: Aye – 5; Nay – 0

- C. Heade Painting Disposition – The Board reviewed the status of the Library owned Martin Heade painting. The painting has been on the market for sale for since 2007, and the Board discussed taking it off the market for a year, reintroducing it later to keep it "fresh" and in hopes that the art market will rebound from its slump. Henricks reported that the painting's sale revenue will go to the City to cover renovation costs up to a specified amount. City Manager Mike Van Milligen has concurred with the plan to take it off the market. The Dubuque Museum of Art has offered to store it in their art vault for the one year period.

"Moved to take the Library's Martin Heade painting, currently for sale at the Debra Fine Art Gallery in New York, off the market for one year and bring it back to Dubuque for temporary storage at the Dubuque Museum of Art, and then reintroducing back into the market for sale."

Motion: Anderson-Bricker
Second: Hammer
Vote: Aye – 5; Nay – 0

6. Communications/Public Comment (Receive and File) – Connors had a suggestion from a patron for the Library regarding a program with local authors that might include a local writers' hall of fame.

Henricks reported that she asked for feedback from the Adult Services Manager and Staff on this idea. They are planning on a program that will incorporate some of these suggestions called, "Why Read. . ."
Three other literary organizations can be contacted and might be interested. Henricks will provide this contact information.

7. Library Board Adjournment - The Board adjourned at 4:58 p.m.

"Motion to adjourn."

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



Frederick K. Miller, Board Secretary