

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of January 26, 2012**

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, January 26, 2012.

*Present:* President Paula Connors, Vice President Mike Willis; Board Secretary Frederick Miller; Trustee John Anderson-Bricker; Trustee Diann Guns (entered at 4:08); Trustee David Hammer; Trustee Jenny Harris; Library Director Susan Henricks (via conference call 4:34); Recorder Denette Kellogg; and Secretary Jennifer Long

1. President Paula Connors called the meeting to order at 4:02 p.m. and the agenda was adopted.

*"Moved to adopt the meeting agenda of Thursday, January 26, 2012."*

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

2. Approval of Library Board of Trustees' Minutes of December 14, 2011.

*"Moved to approve the Board minutes of Wednesday, December 14, 2011."*

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

3. Board President's Report - Communication with Dubuque City Council for December 14, 2011.

*"Moved to receive and file the Communication with the Dubuque City Council from Wednesday, December 14, 2011."*

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

Trustee Diann Guns entered the meeting at 4:08 p.m.

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' summary report stated that fifty percent of the fiscal year has lapsed with fifty-three percent of the budget expended and revenue income of fifty-six point three percent of projections. Henricks' report also stated that the budget presentation to the City Council is Monday, February 27, 2012, with dinner at 6:00 p.m. and the budget meeting starting at 6:30 p.m. Henricks noted in her report that she would send a copy of the budget presentation to the Trustees prior to the meeting for review.
- 2) Library Use Statistics – Henricks' summary report stated that the circulation and visits have increased eleven percent over this same time last year.
- 3) Library Art Subcommittee Report – Henricks' summary report stated the Art Subcommittee is working to revise the Fine Arts Policy and that it will be ready for review at the February board meeting. Henricks' report also stated that guidelines are also being developed under the "Acquisitions Policy" to provide focus for types of acquisitions in the future. The five suggested areas for focus are: complete portfolios of original artwork published for books, contemporary art influenced by the written word, contemporary art about changing forms of communication, technological innovation, and environmental art.

Anderson-Bricker stated the main goal of the Acquisitions Policy will be to avoid duplication of what other institutions are doing and to clarify what the policy is for future acquisitions. The policy will not affect anything already in the collection. Miller asked if this will be a new policy for the Board's review and Anderson-Bricker stated yes.

Guns wanted to know if any progress had been made in getting the artwork selected for display in the public areas. Bricker-Anderson replied the Art Subcommittee would be

meeting and reviewing twelve pieces for display next week. Harris wanted to know if there is a concern about the Heating Ventilation and Air Conditioning (HVAC) system and hanging the artwork. Anderson-Bricker stated that the conditions already were not ideal for artwork, so the HVAC is not an issue. The main concern being addressed is getting glass to reduce the damage from sunlight since the Library receives more natural light now than before the renovation.

- 4) Lending Library Update – Henricks' summary report advised that the machine has continued to work without many interruptions in the past month. The leased materials, representing the most popular titles in books and DVD formats are expected to arrive and be processed within a few weeks.
- 5) Construction Renovation Update – Henricks' summary report stated that Modern Piping repaired a waste pipe that had had clogging problems since its installation, which required moving a few ranges of materials, pulling back carpeting, and breaking up concrete. The repair went smoothly and the book drop room was also repaired at that time. Henricks also reported that City Engineering is in the process of responding to Tricon Construction's letter regarding problem issues that have not been addressed.

Connors stated that a Renovation Meeting was held today and that Steve Brown suggested John Gronen come in to advise which areas of wainscoting require repair and which to accept. Brown also suggested the Operations Committee go around and tape the areas they find unacceptable and then have Gronen come in and look at those areas. Connors will be calling a meeting of the Operations Committee in the next few weeks to address this.

Guns reported that City Engineering is drafting a letter to Tricon Construction Group. Some items that will be addressed are the elm veneer, limestone in the plaza, and wainscoting. On the elm veneer, Guns stated that it was decided that an expert had come in and assessed the cause of the failure. The expert determined Tricon, the construction manager, and the architect to be equally responsible, so that the request will be for one-third of the estimated repair. On the limestone in the plaza, seventy

percent of the cost will be requested as compensation and the wainscoting will be addressed as previously stated.

Miller questioned if the mezzanine paint failing was included in this letter, and Guns responded that the paint was a separate issue. Guns then reported that the proposal was made to put drywall over part of the area where the plaster is peeling, and paint it; however, City Engineering stated they must have someone come in to examine the area above the ceiling to determine if the infrastructure can accommodate hanging drywall.

- 6) Continuing Education – Henricks' summary report indicated that Sandy Dixon, Assistant State Librarian, will be in Dubuque and attending the February 23, 2012, Board meeting to present a short continuing education session for the Trustees.
- 7) Inter-Library Loan (ILL) Program – Henricks' summary report stated she has been in discussion with Mary Wegner, the State Librarian about the library's inter-library loan program. Henricks' reported on the history of the Library's ILL program which resulted in a savings of \$26,864 in 2003, and which was reallocated to support additional staff. At that time the regional library took over handling out-of-state ILL requests. As of July 1, 2011, the regional libraries were consolidated under the State Library of Iowa and to date the out-of-state loan service has continued through the state library. The State Library is considering the phase out the ILL service to Iowa OCLC member libraries due to budget cuts. OCLC (Online Computer Library Center) is a member cooperative for sharing catalogs, records, and ILLs worldwide. Carnegie-Stout is an OCLC member; however, currently the library only uses the service for cataloging. It may be cost prohibitive for Carnegie-Stout to continue out-of-state ILL requests. Henricks is evaluating the cost to join the OCLC ILL program, will continue discussions with the state librarian and will keep the board informed.

Miller and Bricker-Anderson both stated that they appreciate the ILL Program and hope to see it continue.

- B. Library Comment Cards - The Library Board reviewed the three 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, Art Subcommittee Update, Lending Library Update, Renovation Update of Outstanding Issues, Continuing Education, Inter-Library Loan (ILL) Program, and Library Comment Cards."*

*Motion: Hammer  
Second: Harris  
Vote: Aye – 7; Nay – 0*

Library Director Susan Henricks joined the meeting via conference call at 4:34 p.m.

5. Items for Action/Discussion: Heade Painting Agreement - Connors reviewed the agreement from James Maroney. Guns stated that if the painting can be sold at the asking price before the term of the agreement is up, the art gallery would sell it. Harris thought reviewing the contracting yearly would be a waste of time and resources, and if the market rebounds the painting should be sold. Hammer questioned if the insurance company has approved the storage and agreement. Henricks stated that yes they have and there may be some adjustments to the contract coming from the City Legal Department. Henricks stated that the final version was sent back for review, and the current version includes all the adjustments that the City's insurance company had requested. Henricks stated that if there are any other problems at all, the contract would be rewritten so that Maroney and the art gallery would carry the insurance on their end.

*"Moved to enter into the contract, provided arrangements on insurance that were listed on the Consignment Agreement reviewed and recommended at this meeting are met."*

*Motion: Hammer  
Second: Guns  
Vote: Aye – 7; Nay – 0*

6. Communications/Public Comment (Receive and File) – Connors stated there was a communication recently on the Mutschler Estate and it should be settled, in March. Hammer wanted clarification on what the funds would be used for, and Henricks replied that it would be for expansion of services. Guns reminded the Board a vote had been previously taken on how the funds would be used.

Miller asked about the progress of the Internet Policy and Henricks replied that she is hoping to have it ready for the February board meeting; otherwise it will be March 2012.

7. Library Board Adjournment - The Board adjourned at 4:44 p.m.

*"Motion to adjourn."*

*Motion:* Miller  
*Second:* Anderson-Bricker  
*Vote:* Aye - 7; Nay - 0

Frederick K. Miller  
**Frederick K. Miller, Board Secretary**