

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of February 23, 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, February 23, 2012.

*Present:* President Paula Connors, Vice President Mike Willis (exited at 4:53 p.m.); Board Secretary Frederick Miller; Trustee John Anderson-Bricker, Trustee David Hammer(entered at 4:16 p.m.); Trustee Diann Guns; Trustee Jenny Harris; Library Director Susan Henricks; and Recorder Denette Kellogg

*Excused:* Trustee Jenny Harris

*Guests:* Sandy Dixon, Assistant State Librarian, State Library of Iowa

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, February 23, 2012."*

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

2. Approval of Library Board of Trustees' Minutes of Thursday, January 26 and Special Meeting Minutes of Thursday, February 9, 2012.

*"Moved to approve the Board minutes of Thursday, January 26, 2012."*

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

*"Moved to approve the Board minutes of Thursday, February 9, 2012 with the two format changes and one spelling change as discussed."*

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

Hammer entered the meeting at 4:16 p.m.

### 3. Board President's Report

A. Continuing Education Workshop for Library Trustees by Sandy Dixon, State Library of Iowa on "Trustee Essentials." Henricks introduced Dixon to the Library Board. Dixon provided a summary of to the Library Board of trustee essentials. She reviewed the five topics surrounding the five most important things that trustees should know and the key role and responsibilities of a Library Trustee:

- The difference the library makes in our community.
- The roles of the Board and Director and how they differ.
- Library ordinance basics.
- The Library Board's control over funding.
- The City's accounting obligations.

Dixon also provided information on policy making with the Library Director, including staff input, developing the policies needed and bringing a draft to the Board for discussion, review, and adoption. Dixon noted that the Library Board, when acting as a body, has authority set forth in the city's ordinance.

The Board thanked Dixon for her presentation and information. Dixon exited the meeting at 5:15 p.m.

### B. Communication with Dubuque City Council

*"Moved to receive and file the Communication with the Dubuque City Council from Thursday, January 26, 2012."*

*Motion:           Guns  
Second:           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 fifty-eight percent of the fiscal year has lapsed with sixty-one percent of the budget expended. Revenue collected is at sixty-three point five percent of projections.

The Board discussed the targeted reallocation of \$20,000 funding from print material for digital content for FY-13. Henricks provided background on the materials budget allocation and how digital content was originally funded through grants. Guns suggested that more detailed information be provided in regard to how decisions are made for allocation of the materials budget. Henricks reported she would be providing this information at an upcoming Board meeting and librarians can provide information on selection at another upcoming board meeting.

- 2) Library Use Statistics – Henricks reported that visits and checkout of library materials continue their increase; both up ten percent over the FY-11. This comes at a time when circulation and visits for public libraries across Iowa were up about only up one percent during the same time period.

Miller asked about the reporting of downloadable materials in the statistics. Henricks reported that the various material types are listed separately in the statistics, including downloadable, in a separate line.

- 3) Heade Painting Update Marketing Update – Henricks reported that the Heade painting agreement was updated to reflect insurance coverage to be carried by the Agents per the Board's request. The Board will receive notification once the agreement is signed.
- 4) Dubuque Racing Association (DRA) Grants – Henricks reported that two DRA grants were submitted on behalf of the Library Foundation and Friends of the Library. The Library Foundation's request is for funding for downloadable music. The Friends of the Library funding request is for an upgraded telephone notification system that allows for text messaging and greater flexibility in types of messages sent.
- 5) Community Survey Update – Henricks reported on the Board Subcommittee meeting with Bill Wilson from Himmel and Wilson, the firm conducting the community survey. The survey will have both a mail and an online survey. The surveys will focus on patron satisfaction and measure interest in west side library service. Connors asked for an

estimated time frame for the survey. Henricks will contact the firm and provide that information back to the Board.

- 6) Leadership in Energy and Environmental Design (LEED) Update – Henricks reported that LEED certification was submitted on February 15, 2012 for the Library to become a LEED certified building. The next step is review by the U.S. Green Building Council that will advise the Library if more information is required. This process is expected to take place over the next four to six weeks.
- 7) Upcoming Agenda Items Review – Henricks reported that at the March meeting the Board will be asked to review the following three policies, Internet Policy, Meeting Room Policy, and the Fine Arts Policy.

B. Library Comment Cards - The Library Board reviewed the two comment cards received.

*"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Heade Painting Update, Dubuque Racing Association (DRA) Grants, Community Survey Update, LEED, Upcoming Agenda Items Review and Library Comment Cards."*

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

5. Communications/Public Comment (Receive and File) – Henricks provided the FY-13 budget presentation to the Library Board along with the 2011 Annual Report that was designed like a scrapbook with both reports commemorating the Library's 110 years of service from 1902 to 2012.

Willis exited the meeting at 5:43 p.m.

The presentation highlighted the continuing increase in library services and types of services provided to the public. Henricks reported on the Library budget including the Capital Improvement Project (CIP) requests and Improvement Project (IP) requests. Henricks discussed how the Library's new design and service model allow for more interaction with library visitors. The budget report also includes the numerous ties between the Library and City goals and priorities. The Board made a few suggested format changes and concurred with the budget presentation as reviewed. Henricks reported

that the Library's budget would be presented to the City Council on Monday, February 27, 2012.

6. Library Board Adjournment - The Board adjourned at 5:53 p.m.

*"Motion to adjourn."*

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

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