

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of March 22, 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, March 22, 2012.

*Present:* President Paula Connors, Vice President Mike Willis; Board Secretary Frederick Miller; Trustee John Anderson-Bricker; Trustee Diann Guns; Trustee Jenny Weiss; Library Director Susan Henricks; Recorder Denette Kellogg; and Secretary Jennifer Long

*Absent:* Trustee David Hammer

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, March 22, 2012."*

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

2. Approval of Library Board of Trustees' Minutes of Thursday, February 23, 2012.

*"Moved to approve the Board minutes of Thursday, February 23, 2012."*

*Motion:* Miller  
*Second:* Guns  
*Vote:* Aye - 6; Nay – 0

3. Board President's Report:

A. Exterior Signage – Connors reported that she received information on options for changing the signs on Bluff Street and Locust Street from Lange Sign. The options presented were:

- Option One, which was the option agreed upon by the Board, is the same sign with paint that more closely matches the building and no cost.

- Option Two is the same sign but with narrower columns and a cost of \$2,200.00 per sign.
- Option Three is a sign with a solid limestone base and a cost of \$7,400.00 per sign.
- Option Four has two legs made of limestone facings and a cost of \$5,400.00 per sign.

Willis asked who is responsible for paying for these changes and Henricks responded that, according to the Historic Preservation Commission, this should be Lange Sign. Connors stated she felt uncomfortable asking Lange Sign to pay for the changes when they installed the signs the Board requested, even though they had failed to secure the proper permits. Guns suggested sending a correspondence to the Historic Preservation Commission expressing the Library's regret that the situation came to this, but the Library would like to repaint the columns and then take the Historic Preservation Commission's recommendation and the Library's to the City Council for a decision. Henricks reported she was asked to respond to the City Council by March 23, 2012, in order for the sign review to be placed on the City Council agenda and the information into the packets the City Council will receive prior to their meeting.

*"Moved to have Henricks write a letter to the City Council for their upcoming meeting packet explaining the signage situation, the Board's decision to paint the signs and copying the Historic Preservation Commission on the letter."*

Motion: Guns  
Second: Weiss  
Vote: Aye - 6; Nay - 0

B. Communication with Dubuque City Council:

*"Moved to table the Communication with Dubuque City Council."*

Motion: Weiss  
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 sixty-seven percent of the fiscal year has lapsed and sixty-eight percent of the budget is expended. Revenue collected is at seventy-one percent of projections. Henricks also reported that utilities are over budget and that she has had discussion with the Budget Director in the past concerning this. Henricks confirmed that the FY13 budget request was approved at the City Council meeting on March 7, 2012.
- 2) Library Use Statistics – Henricks reported that checkouts are up eleven percent over last year; however, the gate count was down one percent. Reference questions are up thirty-six percent year-to-date, mostly attributed to the many questions at the Recommendations Desk. Henricks also reported that this year has seen a ninety percent increase in internet use over last year, due to the popularity of the laptop computers which saw an eighty-seven percent increase.
- 3) Materials Budget for Digital Content – Henricks provided a summary of the process used to decide on the materials budget for FY 2012, and reported that \$13,402 was reallocated from print materials for downloadable material and \$16,000 for DVD format. Henricks stated that a materials budget review will be done again as the Library enters FY 2013 to identify funds which can be used toward DVD and digital media.

Anderson-Bricker questioned how the Library balances entertainment versus educational longevity use when purchasing material. Henricks stated that the librarians consider various factors including fill rate, number of reserves, non-fiction versus fiction, community based planning and the Library's strategic plan when purchasing materials. Henricks reported that the Library and most local universities and colleges in the community have a reciprocal borrowing program and library patrons have access to these other institution's collections and can check out these materials utilizing their Carnegie-Stout Public Library card. Henricks also noted that the Library is able to provide materials that are less in demand through Interlibrary Loan.



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

*"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Materials Budget for Digital Content and Library Comment Card."*

*Motion: Guns*  
*Second: Weiss*  
*Vote: Aye – 6; Nay – 0*

5. Items for Action/Discussion:

- A. Meeting Room Policy – The Board reviewed the revisions to the Meeting Room Policy and Weiss questioned if the Library should have a no red wine policy due to the risk of staining and the damage that can be caused to the books and artwork. Henricks responded that during any event at the Library, even after-hours, there is a maintenance staff member present to address any issues with spills and get them taken care of immediately. Guns questioned the spirits item on the policy and also why if alcohol is approved, it must be given to anyone requesting it, even if they are not part of the event. Henricks stated that the rationale came from the City Legal Department. Henricks stated spirits could be allowed; however, there are additional legal requirements to do so. The reason alcohol must be given to anyone requesting it is because the alcohol is being given away free. It is also required that anyone serving alcohol at an event at the Library have Social Host Liability Insurance of one million dollars which is obtainable through a homeowner's or renter's insurance policy.

*"Moved to approve the Meeting Room Policy."*

*Motion: Guns*  
*Second: Weiss*  
*Vote: Aye – 6; Nay – 0*

- B. Fine Arts Policy – The Board reviewed the changes to the Fine Arts Policy and its addendums. The Board requested clarification on the sections of Selection and Future Acquisitions.

*"Moved to table the Fine Arts Policy until the next Board meeting."*

*Motion: Anderson-Bricker*

*Second: Miller*

*Vote: Aye – 6; Nay – 0*

- C. Internet Policy – The Board reviewed the revisions to the Internet Policy and Weiss asked how the line is drawn between sexually explicit and pornography and noted how subjective this can be. The Board decided to use the Miriam Webster Dictionary definition of pornography as "the depiction of erotic behavior (as in pictures or in writing) intended to cause sexual excitement." The Board also decided to change the ending of Section 1, number 1 to read "Exposing unwilling patrons or staff to pornography – defined as the depiction of erotic behavior intended to cause sexual excitement -- can be interpreted as sexual harassment. Users will not send, receive, or display text or graphics which may reasonably be construed as pornography. The library staff will be the arbiter of what may be construed as unacceptable content and reserves the right to ban patrons from using Internet computers who violate this policy."

*"Moved to approve the Internet Policy with the changes to define the word pornography and make library staff the arbiter of what may be construed as unacceptable content."*

*Motion: Guns*

*Second: Willis*

*Vote: Aye – 6; Nay – 0*

- D. Inventory Security System – Henricks provided a detailed presentation reviewing the Library's materials security system. The Board concurred with Henricks suggestions.

*"Moved to approve the security systems plan, as presented by Henricks, with ongoing review and report back to the Board in five months."*

*Motion: Guns*

*Second: Weiss*

*Vote: Aye – 6; Nay – 0*

6. Communications/Public Comment:

- Henricks reported on the upcoming Volunteer Dinner and the desire to recognize one of the Volunteers, who recently moved to Galena, with a library card for a year and the Board concurred.

- Henricks informed the Board that the Library Art Sub-committee is reviewing the Library's artwork and is in the process of hanging pieces in the Library. Since the Renovation, there is more natural sunlight coming into the building and Sub-committee Member Mark Wahlert stated that it would be dangerous to hang artwork in some areas until some Ultra Violet (UV) glass or filters were purchased. To start, artwork will be hung in areas that do not require such glass or filters.
- Henricks also handed out a flier on the Library's Money Smart Program and informed the Board of the upcoming programs on financial literacy that will be held at the Library during Money Smart Week.

7. Library Board Adjournment - The Board adjourned at 5:47 p.m.

*"Motion to adjourn."*

<i>Motion:</i>	<i>Guns</i>
<i>Second:</i>	<i>Weiss</i>
<i>Vote:</i>	<i>Aye – 6; Nay – 0</i>

  
**Frederick K. Miller, Board Secretary**