

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of May 24, 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, May 24, 2012.

*Present:* President Paula Connors; Vice President Mike Willis; Board Secretary Frederick Miller; Trustee David Hammer; Trustee Diann Guns (entered at 4:08 p.m.); Trustee Jenny Weiss (entered at 4:11 p.m.); Library Director Susan Henricks; Recorder Denette Kellogg; and Secretary Jennifer Long.

*Excused:* Trustee John Anderson-Bricker

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, May 24, 2012."*

*Motion:* Willis  
*Second:* Hammer  
*Vote:* Aye – 4; Nay – 0

2. Approval of Library Board of Trustees' Minutes of Thursday, April 26, 2012.

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

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

3. Board President's Report – Communication with Dubuque City Council for April 2012.

*"Moved to receive and file the Communication with the Dubuque City Council from April 2012."*

*Motion:* Hammer  
*Second:* Willis  
*Vote:* Aye - 4; Nay - 0

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

4. Motion to Receive and File Informational Items:

Weiss entered the meeting at 4:11 p.m.

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 eighty-three percent of the fiscal year has lapsed with expenditures at eighty-two percent and revenue collected at eighty-seven percent of projections. Henricks also reported that, with the possible exception of utilities, the Library should come in right on budget this fiscal year.
- 2) Library Use Statistics – Henricks informed the Board that the month of April was a slow month. The number of visits and check outs remains higher than the same time last year; however, there was a decrease in business compared to April 2011. Henricks attributes the decrease to the unseasonably warm weather, or a leveling off in business which was expected to happen last year but did not.
- 3) Leadership in Energy and Environmental Design (LEED) Update – Henricks reported that she participated in several conference calls with OPN and KJWW in the past month to prepare responses of clarification to the U.S. Green Building Council as the next step in working toward LEED certification. Henricks must have the additional clarification and accompanying documents submitted by May 31, at which time the U.S. Green Building Council will either award points or request additional clarification.
- 4) Dubuque Racing Association Grant (DRA) – Henricks reported that The Friends of the Library were awarded a grant from the DRA for a patron notification system, which will provide an upgrade to the Library's voice messaging system. The enhancement will notify patrons of an item to be picked up, when an item is overdue, an expired reserve, or allow the creation of a custom message via a text message to a phone. Henricks expects that this

system will reduce the costs for supplies and postage; as well as improve the time it takes for the patron to receive notification. The grant award is for \$6,600.00 and The Friends of the Library will fund an additional \$1,100.00.

Henricks also reported that the Library Foundation submitted a grant to the DRA requesting funding for Freegal, the downloadable music product; however, they were unsuccessful in receiving funding.

- 5) Open Access – Henricks reported that she met with Dawn Hayslett, the Director of the Dubuque County Library System and they had a productive discussion. Hayslett understood the concern Henricks expressed that half of the County Library circulations were from Carnegie-Stout Public Library (C-SPL) and Hayslett stated she is aware of the County Library's deficiencies and is working to correct them. One step is an increase in the operating budget for the coming fiscal year. Henricks reported that some ideas discussed included the County Library purchasing multiple copies of popular books for C-SPL or a County library staff member working at C-SPL. Hayslett was going to discuss these items further with the County Library Board at their May meeting so that they are aware of what is taking place. Guns suggested that Henricks and Connors attend the next County Library board meeting to present the open access issue and get their response, as well as to express that this Board does not feel the current situation is a long-term sustainable situation.

Discussion was held on the Open Access program and the Board's desire to work towards a solution for the lack of reimbursement for supporting library services to the county. Willis asked Henricks what she felt was the best solution. Henricks reported, in her opinion, one system is the best answer, with reimbursement the next best. Weiss questioned that if the County opens a branch in Asbury, it wouldn't it make sense for C-SPL to open a branch. Henricks reported that this discussion took place with the County some years back with the idea of a merger; however, there was a staff transition and the discussion fell by the wayside.



Guns offered the suggestion of forming a task force of all the stakeholders in the Asbury Library, to review and discuss the needs and requirements for all involved before a new building is erected that is too small, the County gets involved, or C-SPL becomes involved in west side service. Henricks reported on the consultant's study that recommended that a merger or partnership be formed in some way. Weiss suggested that the results from the Community Survey are received before making a decision to make sure there is support from our constituents for expansion in the form of a west-end branch.

- B. Library Comment Cards - The Library Board reviewed the comment card received and concurred with the staff response.

Henricks reported on a need for some shelving for DVDs and teen area shelving and also fixing the problem with the periodical shelving. Henricks received a quote from Iowa Prison Industries for these items and is requesting that the funds be taken from the Maher Trust in the amount of \$5,000. The Board concurred with the request.

*"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Leadership in Energy and Environmental Design (LEED) Update, Dubuque Racing Association Grant (DRA), Open Access, and Library Comment Cards."*

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

5. Items for Action/Discussion:

- A. Library Personnel Handbook – Connors reported on the proposed revisions to the Personnel Handbook by the Relations Committee. The revisions exclude the Social Media section of the handbook until a response is received from the City Legal Department.

*"Moved to adopt the Library Personnel Handbook with revisions as recommended by the Relations Committee, excluding the Social Media Policy section and subject to City Legal approval be updated."*

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

- B. Expansion of Library Services – Guns suggested that before the community survey is completed and mailed out, the Board members discuss what they foresee the Library's expansion be; west-end service, either digitally or physically; digital materials; or programming offered. Weiss suggested that the survey have the questions for the public of what is most important to them; be it physical expansion or expansion of services and products. Guns suggested the survey focus more on expansion of services and not on physical expansion, and as for west-side service, see what is wanted, not focusing on how we deliver these services. A sample question Guns suggested may be: "If you had Internet computers on the west side would you use this service?", and then when we know what is wanted, focus on how to deliver the service.

Susan reported on the possibility of a library levy and the fact that many libraries across the State of Iowa have been using library levies for this type of funding. A library levy is self-funded and the City would not have to worry about collecting or raising the funds, the voters would decide if they wanted the services enough to pay for them.

Guns suggested the ideas of someday having a Friends of the Library coffee shop, like One Mean Bean, with books there for purchase; or the ability to have lockers where people can pick up their reserves and their library bar code would open the locker.

Willis questioned what the timeframe of completion of the survey is; Henricks responded it is ready as soon as the Board wants to proceed. The Board charged Henricks to go back to the consultants Himmel and Wilson to make the suggested changes.

#### 6. Communications/Public Comment:

Guns suggested getting more no-smoking signs, as there were men sitting on the steps smoking when she came in. Henricks stated that there are signs, but they may need to be larger or moved, and she would look into the matter further.

#### 7. Library Board Adjournment - The Board adjourned at 5:03 p.m.

"Motion to adjourn."

Motion: Weiss  
Second: Willis  
Vote: Aye – 6; Nay – 0

  

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Frederick K. Miller, Board Secretary