

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of June 28, 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, June 28, 2012.

Present: President Paula Connors; Vice President Mike Willis; Board Secretary Frederick Miller; Trustee David Hammer; Trustee John Anderson-Bricker; Trustee Jenny Weiss (entered at 4:04 p.m.); Library Director Susan Henricks; Recorder Denette Kellogg; and Secretary Jennifer Long.

Excused: Trustee Diann Guns

1. President Paula Connors called the meeting to order at 4:03 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, June 28, 2012."

Motion: Willis

Second: Miller

Vote: Aye – 5; Nay – 0

Weiss entered the meeting at 4:04 p.m.

2. Approval of Library Board of Trustees' Minutes of Thursday, May 24, 2012, and Thursday, June 14, 2012.

"Moved to approve the Board minutes of Thursday, May 24, 2012, and Thursday, June 14, 2012."

Motion: Miller

Second: Hammer

Vote: Aye - 6; Nay – 0

3. Board President's Report:

- A. Oath of Office for President Connors read by Vice President Willis and Oath of Office for Trustee Anderson-Bricker read by President Connors: Vice President Willis swore in President Connors for a four-year term, and President Connors swore in Trustee Anderson-Bricker for a four-year term.

B. Communication with Dubuque City Council for May 2012.

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

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

- C. Library Exterior Signage: Connors stated that Lange Signs will be charging the Library to replace the current signs as required by the City. The total cost of the project is \$7,903.00. Connors reported that the expense for this project is currently unfunded. The Board discussed the project funding and agreed to refer the project back to the City Council for a funding request in the next fiscal year's budget.

"Moved to refer the signage project cost to the City Council for a funding request."

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

4. Motion to Receive and File Information 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 ninety-two percent of the fiscal year has lapsed with revenue collected at ninety-three percent of projections. Henricks also reported that fiscal year 2012 is estimated to come in very close to budget. Anderson-Bricker questioned why the travel and training budget had so a high balance. Henricks responded that her American Library Association meeting and some online training for the Information Technology Staff had not yet posted so that by year-end the travel and training expenses will be increased.
- 2) Library Use Statistics – Henricks informed the Board that after a few slow months, library use rebounded with an increase in circulation of materials, largely attributed to the Adult collection. The year-to-date comparisons remain

higher than the previous year and fifty-five percent higher than May of 2011. The checkout of lap top computers was up, and demonstrates a ninety-five percent increase year-to-date. Henricks also reported that she could confidently report that seventy-three percent of the Dubuque population has library cards that are current.

- 3) Facility Update – Henricks reported that problems have been experienced with the chiller/air conditioning system during the recent hot and humid days. Henricks reported that Geisler Brothers Co. did not return telephone calls requesting service; however, Total Maintenance, Inc. (TMI) was in town on another service call and resolved one of the issues at no charge. Henricks informed the Board that error messages and alarms on the chiller exceed forty on a regular basis and the solution has been to reset the system. Henricks told the Board that she has asked City Engineer Steve Brown to push for a final resolution so that the maintenance staff knows who to contact for repairs.

Henricks reported that Klauer Construction Company and Fred Jackson Tuckpointing will be repairing the ceiling above the mezzanine and a pre-construction meeting will be held on Monday, July 2, 2012. Henricks also informed the Board the work should be completed before the Iowa Library Association reception in October.

Weiss requested that it be placed on the record that she recuses herself from any votes or meetings involving Fred Jackson Tuckpointing.

- 4) Open Access/Dubuque County Update – Henricks reported that as the Board requested, she spoke with Dawn Hayslett, the Director of the Dubuque County Library System, and Hayslett brought the issue before the Dubuque County Library Board of Trustees but a solution was not found. Hayslett informed Henricks that the County Library Board of Trustees is working aggressively with the City of Asbury to build a new library and feels that once the new facility is available people will use that location and not Carnegie-Stout Public Library (C-SPL). Henricks stated she agrees the new and attractive building will likely increase business, but would not predict that C-SPL service to County residents will decrease as a result because the County system will still lack

the funds for materials and programs to give visitors what they want.

Henricks reported that during the American Library Association (ALA) conference, she will be meeting with the State Librarian and will brainstorm possible ideas regarding the issues surrounding the Open Access program. Henricks requested that a subcommittee be formed and that a request be made to be added to the County Library Board's next scheduled meeting to bring the issue to their attention again with a specific request for compensation. Connors stated that Guns had expressed an interest in meeting with the County Board previously, so Connors would contact Guns to see if she would be interested in being on the subcommittee and attending the County Board Meeting.

- 5) Online Computer Library Center (OCLC) – Interlibrary Loan (ILL) Report – Henricks reported that OCLC is an expensive, labor intensive resource and is reciprocal in nature. The loans through OCLC are from out-of-state libraries and this program is used when material is not available anywhere in Iowa. Henricks conducted a cost analysis. The OCLC-ILL program will cost approximately \$5,200 annually. Other options were evaluated, including charging up to \$7.50 for an out-of-state loan and outsourcing, by having a local college broker the loans. One university declined, a second one offered to broker the loans at a cost of \$12.50 per item. The increase in van costs and the driver to include this extra stop brought the cost to an amount comparable with what it will be if C-SPL handled the loans. Henricks reported that after meeting with the management team it was decided to incorporate the program at C-SPL.

- B. Library Comment Cards - The Library Board reviewed the three comment cards received and concurred with the staff responses.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Facilities Update, Open Access/Dubuque County Update, Online Computer Library Center (OCLC) – Interlibrary Loan (ILL) Report, and Library Comment Cards."

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

5. Action Items:

- A. Fines and Fees Policy - The Board reviewed the Fines and Fees Policy and Henricks suggested a change in the Interlibrary Loan (ILL) fee from \$1.00 to \$3.00 instead of from \$1.00 to \$2.00. Willis asked if that cost is intended to cover postage and Henricks responded that it will offset some of the postage, which averages \$3.25 per item. Anderson-Bricker stated he would like to raise the fee from the current \$1.00 to \$2.00 and see what impact that has before raising it to \$3.00. Weiss expressed her concern that by raising the fee to \$3.00 the Library is still losing \$0.25 for postage. The Board suggested that information about the increase be provided to patrons. Henricks stated that she will request any increased revenue generated from the fee credited to the postage line.

"Moved to adopt the Fines and Fees Policy with change in Interlibrary Loan (ILL) fees from \$2.00 to \$3.00."

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

- B. Employee Computer Use Policy – Personnel Handbook - The Board reviewed the Employee Computer Use Policy – Personnel Handbook. Weiss questioned whether the verbiage regarding passwords that must be provided at a supervisor's request are personal or work related. Henricks responded they would be the passwords for Library-owned equipment and that the policy can be clarified to state this.

"Moved to adopt the Employee Computer Use Policy – Personnel Handbook with the change to state "passwords which are work related."

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

- C. Community Survey Update – Willis noted that some of the questions from earlier drafts of the survey are not in the current draft. Willis stated he felt the question concerning the cost of expanded services and how they will be paid for should be included in the survey so that

the people know there is a cost associated with the services they desire. Connors suggested that a possible question would be, "How would you propose expansion of services be paid for?" Henricks responded that then the option of a levy could be presented, to see the feedback about that option. Connors then questioned whether the Board's general consensus is that a question on cost be included in the survey, and the Board consensus was yes. Anderson-Bricker stated that he felt question five seemed to indicate a new location and may cause confusion. Henricks stated that the intent of the survey is to let the people decide what is important to them and then size and type of facility, if any, can be determined to meet that need.

"Moved to submit the survey with the amendments."

Motion: Hammer
Second: Miller
Vote: Aye – 3; Nay – 3

Motion failed. Weiss felt that the changes needed to be made and the survey reviewed again by the Library Board to ensure the survey is what the Board wants before submittal.

"Moved to table the Community Survey Update, get the changes made, and then review the Community Survey at the Thursday, July 26, 2012 meeting."

Motion: Weiss
Second: Anderson-Bricker
Vote: Aye – 5; Nay – 1 (Hammer)

6. Library Board Adjournment - The Board adjourned at 5:25 p.m.

"Motion to adjourn."

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



Frederick K. Miller, Board Secretary