

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

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

*Excused:* Trustee Jenny Weiss

1. President Paula Connors called the meeting to order at 4:01 p.m. and the agenda was adopted.

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

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

2. Approval of Meeting Minutes of June 28, 2012.

*"Moved to approve the Board minutes of Thursday, June 28, 2012 with the change in Agenda Number 5.C., Second Motion change the date from July 19, 2012, to July 26, 2012."*

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

3. Board President's Report:

- A. Election of Officers: Connors expressed her willingness to continue as Board President. Connors also stated that Willis expressed his willingness to continue serving as Vice President. Connors then asked Miller if he was willing to continue serving as Secretary, and Miller responded he would be willing to continue in that role. Connors then questioned if anyone else would like to assume one of those roles, but no interest was expressed.

*"Moved to nominate the slate of officers for the coming year: Paula Connors for Library Board President, Mike Willis for Vice President, and Frederick Miller for Secretary."*

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

B. Library Board Committee Assignments - Discussion was held about the Library Board committees and it was agreed that the assignments would continue as previously assigned with the exception Willis stepping down from the Art Subcommittee. The assignments will continue as follows:

- Relations Committee - Jenny Weiss/Frederick Miller
- Operations Committee -John Anderson-Bricker/Diann Guns
- Planning Committee - David Hammer/Mike Willis
- 28E Agency - Paula Connors
- Art Subcommittee - John Anderson-Bricker
- Library Foundation - Diann Guns

C. Review of Tentative Library Board Meeting Dates through August 2013: The Board reviewed the proposed meeting dates and possible alternative dates for regular meeting dates around holidays. It was decided that the November meeting will be Thursday, November 15, 2012, December's meeting will be Thursday, December 20, 2012, and March's meeting will be March 28, 2013.

*"Moved to approve the meeting dates as proposed and discussed."*

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

D. Communication with Dubuque City Council – June 2012.

*"Moved to receive and file the Communication with the Dubuque City Council from Thursday, June 28, 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 FY-12 – Henricks reported that with the close of Fiscal Year 2012, the Library came in one point seven percent under budget, returning \$46,621.82 to the City. The city-budgeted items that went over budget, which the library covered, were: Insurance for \$1,955.00, Electricity for \$1,492.00, Natural Gas for \$5,174.00, and Telephone for \$458.00. Henricks reported she has spoken to the City Budget Director on how this could be avoided for next year.
- 2) Library Use Statistics – Henricks reported that the Library ended the year with a strong increase in business. The growth area of use is in the adult collection, with an overall increase of seven percent. Henricks reported the growth was not in print, but in non-print materials such as audio books, music CDs, DVDs, lap top computers, and downloadable books. Downloadable audio grew by fifteen percent but the e-Book circulation had the highest growth with a 382 percent increase in circulation. Henricks reported she believes this to be the beginning of a trend and that the preference for print material will decrease each year. Henricks reported that over 3,900 library cards were issued in Fiscal Year 2012, averaging twelve cards per day.
- 3) Facilities Update – Henricks reported that work on the mezzanine has begun and is progressing smoothly and on time; however, damage did take place in the form of scratches on the marble floor and the contractor will take responsibility for the repairs. Henricks informed the Board that Marble Medic Inc. from Story City, Iowa, will make the repairs once the project is complete. Henricks reported that she met with Steve Brown, Scott Hansen of Engineered Controls Inc., and Scot Geisler of Geisler Brothers Company today to discuss the outstanding issues with the Heating Ventilation and Air Conditioning (HVAC) system. Henricks reported that the City plans to sign an HVAC contract with Geisler Brothers Company and Engineered Controls and that the payment for this contract is not coming from the Library's budget. Henricks

questioned when the outstanding issues with Geisler Brothers Company will be taken care of, specifically the restroom exhaust fans and the air handling unit that has been patched together as a temporary fix. The Board expressed its frustration with the ongoing HVAC issues. Anderson-Bricker questioned if Total Maintenance Inc. (TMI) could take care of these issues, and Henricks responded "yes" but they would have to charge for some of the repairs as the contract that is held with TMI is a shared contract, not a full-service preventative maintenance contract. Willis asked if any warranties could be voided because TMI is working on these items. Henricks responded it should not affect the warranties. Miller wondered if the maintenance staff received manuals or information to study on the equipment and Henricks responded that the maintenance staff was trained for six hours and did receive manuals. Guns suggested that Geisler Brothers Company be contacted first for repairs, and if no response is received, Henricks should contact the City and Board to notify them that there is a problem.

- 4) Open Access/Dubuque County Update – Henricks reported she contacted the director of the Dubuque County Library to request that representatives from the Carnegie-Stout Public Library Board Subcommittee and Henricks meet with the County Library Board of Trustees. The item was placed on the agenda for the August 21, 2012 meeting at 6:00 p.m. Connors, Guns, and Henricks will be attending the meeting.
- 5) Marketing Update: News in the Telegraph Herald and Interlibrary Loan (ILL) Bookmark – Henricks presented the summary of the past quarter of Telegraph Herald news articles and Interlibrary Loan Bookmark to the Board.

B. Library Comment Cards - The Library Board reviewed the eight 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, Marketing Update, and Library Comment Cards."*

*Motion:                   Willis  
Second:                   Guns*

*Vote: Aye – 6; Nay – 0*

5. Action Items: Community Survey Update -The Board reviewed the Community Survey and discussed some discrepancies in wording. Willis felt question number seven was still too lengthy, Guns felt it was necessary to leave the wording as it is so that people know there are more options for west side service besides a full-service branch. Guns felt this survey is a great start to gathering information on what is desired for west side service so that all options can be explored.

*"Moved to approve the Community Survey as reviewed and move forward with schedule for Community Survey."*

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

6. Communications/Public Comment – Anderson-Bricker questioned if the illegal downloading and complication with Mediacom had been resolved. Henricks responded that the issues had been resolved.
7. Library Board Adjournment - The Board adjourned at 4:50 p.m.

*"Motion to adjourn."*

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

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