

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of August 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, August 23, 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; and Recorder Denette Kellogg.

Absent: Trustee David Hammer

1. President Paula Connors called the meeting to order at 4:00 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, August 23, 2012."

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

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

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

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

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

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

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 – Henricks reported on the need to close the Library at 5:00 p.m. on Wednesday, October 10 for the Iowa Library Association (ILA) reception that is being held at C-SPL. The Board concurred with this recommendation.

- 1) Library Financial Report – Henricks reported that the first month of FY-13 marks eight percent of the fiscal year lapsing. Expenditures were at seven percent of the budget. Henricks made note of the Information Technology (IT) personnel budget being off as it was charged to Technical Services. As of July 1, 2012 IT has its own budget line and this correction is in process.
- 2) Library Use Statistics – Henricks reported that Library use has been stable with a one percent decrease in circulation and a one percent increase in library visits when comparing July business with July of 2011. A pattern of leveling off from the increases seen has been expected and began about four months ago. Internet use increased twenty-four percent, with overall library use remaining steady.
- 3) Facility Update – Henricks reported that she, Connors, Guns, and Anderson-Bricker met with Steve Brown of City Engineering and City Attorney, Barry Lindahl regarding outstanding building renovation issues with Tricon Construction Group. Lindahl and Brown will contact Tricon with a compromise agreement that will allow the library to pursue repairs on its own. Guns reported that input was provided by herself, Connors and Anderson-Bricker as to the amount of funds involved in the compromise.

Henricks reported on the ongoing issues with the Heating, Ventilation and Air Conditioning (HVAC) system installed over the course of the renovation project. A meeting was held with Henricks, Steve Brown and representatives from Geisler Brothers and Engineered Controls on the topic of a maintenance agreement intended to resolve these outstanding issues. Henricks reported that she requested language be included in the service agreement that lists outstanding items with completion dates assigned to insure

the work will be completed. The Board discussed the suggestion of increasing the coverage by the Library's current preventative maintenance vendor, Total Maintenance Inc. (TMI) to include full coverage versus the service agreement mentioned above.

Henricks reported that the mezzanine ceiling painting project is ahead of schedule and moving along accordingly.

Henricks provided an update on the Library's Leadership in Energy and Environmental Design (LEED) certification process. The Library is awaiting the decision of certification from LEED.

- 4) **Open Access/Dubuque County Update** – Henricks reported that she, Connors and Guns met with the Dubuque County Library Board of Trustees at their board meeting on August 21, 2012 to discuss the problems associated with open access to county residents. C-SPL asked for \$10,000 to help offset expenses this fiscal year to serve the County and also asked that a task force be formed to further discuss this issue and to look at ideas and alternatives. Henricks referred to the detailed statistics provided that shows that the County Library generates forty-two percent of the library check-outs in the county, with Carnegie-Stout, the James Kennedy Public Library – Dyersville, and the Cascade Public Library furnishing the other fifty-eight percent of the items checked out for that one library. This program costs C-SPL \$82,578 annually – a net of \$67,118 when state funding support for the program is deducted. C-SPL representatives asked the County Board that a task force be formed to identify options for more equitable funding and service. C-SPL cannot drop out of the open access program without losing all state funding and accreditation, so a local solution is desirable.
- 5) **Community Survey** – Henricks reported that the community survey was launched on August 15, 2012. The survey is intended to measure the level of satisfaction the community has with the library as well as interest in expansion of services to the west side of the city.
- 6) **Marketing Campaign** – Henricks provided an information presentation on a new marketing campaign promoting

libraries called "Geek the Library." Henricks reported she is exploring the possibilities of interns to manage this marking initiative.

- 7) Discussion of Bit-Torrent Software – Henricks provided the background the possible filtering of Bit-Torrent software, noting that most sharing that takes place through the use of this software is illegal. Discussion took place on whether to filter or block this information. Henricks will continue to investigate with checking with other libraries. The Board discussed blocking the information and possibly to have one computer at the Reference Desk that allows access for legitimate information to be retrieved.
- 8) Staff Development Day – Henricks provided a summary of the workshops held and evaluations received from the Staff Development Day, August 16, 2012.

- B. Library Comment Cards - The Library Board reviewed the four 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, Community Survey, Marketing Campaign, Discussion of Bit-Torrent Software, Staff Development Day, and Library Comment Cards."

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

5. Communications/Public Comment

- A. The Board received correspondence announcing the services for James A. Mutschler to be held on October 13, 2012. The Library has established a trust from the proceeds that Mr. Mutschler left to the Library.
- B. Connors reported that the Relations Committee met today to review Henricks' annual evaluation.

6. Library Board Adjournment - The Board adjourned at 4:58 p.m.

"Motion to adjourn."

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

Frederick K. Miller

Frederick K. Miller, Board Secretary