

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of October 25, 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, October 25, 2012.

Present: 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
Excused: President Paula Connors, Trustee David Hammer

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

"Moved to adopt the meeting agenda of Thursday, October 25, 2012."

Motion: Anderson-Bricker
Second: Weiss
Vote: Aye - 4; Nay - 0

2. Approval of Meeting Minutes of September 27, 2012.

"Moved to approve the Board minutes of Thursday, September 27, 2012."

Motion: Weiss
Second: Anderson-Bricker
Vote: Aye - 4; Nay - 0

3. Board President's Report: Communication with Dubuque City Council – September 2012.

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, September 27, 2012."

Motion: Guns
Second: Weiss
Vote: Aye - 4; 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:

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

- 1) Library Financial Report Fiscal Year (FY) 13 – Henricks reported that the first quarter of the fiscal year 2013 was completed in September with expenditures at twenty-three percent and revenue collected at twenty-two percent of projections. Henricks also reported that the fiscal year (FY) 2014 Capital Improvement Project (CIP) requests were presented to the City Manager and Budget Director. Projects requested included a provision for a walkway and barrier to contain insulation above the skylight in the auditorium, RFID (Radio-frequency identification) technology for the collection, a new Integrated Library System (ILS), and ultraviolet light protection on the windows on the first and second floors of the library.

Henricks informed the Board that the FY 2014 operating budget and improvement package requests hearing before the City Manager and Budget Director is tentatively set for Monday, November 19, 2012.

- 2) Library Use Statistics – Henricks reported that library use was brisk in September and demonstrated a two percent increase in the number of check outs and a twelve percent increase in the number of visitors; however, the year-to-date numbers are approximately one percent below the same time last year. Henricks reported that internet use remains higher than last year and there were increases in check-outs in non-print formats for both the adult and children's collections. Henricks reported that E-books use for the first quarter is up one hundred fifty-one percent over the same time last year and that six electronic resources (databases) had increased use compared to the same time last year.

Weiss expressed concern about the decrease in percentages for adult services and youth services questions on the statistical report. Henricks responded that directional questions have decreased as patrons are learning their way

around the renovated library, compared to a year ago when patrons frequently asked for directions in the newly renovated facility. Henricks reported that adult reference questions are up overall, but that youth services (YS) questions are down. YS questions should see an increase with homework questions now that school has resumed. Henricks reported she will continue to monitor this statistic and also discuss with the Youth Services Manager the reasons why they have dropped.

Weiss also noted a concern about circulation and reading rates for youth being down per Henrick's report and questioned if this should become an area of focus. Henricks stated that the children's programs are well attended; however, she feels the programs for teens and young adults could be improved. Henricks reported that Youth Services Manager Danielle Day is involved in outreach with the Dubuque Community School District's (DCSD) LEAP program and the Dubuque Picture Book Award program, which both encourage reading in children third grade and below, an after-school program for middle-school-age children, also in partnership with the DCSD, and literacy-related activities for elementary-school aged children at the Boys and Girls Club. Weiss suggested she would like to see more focus on engaging the teen and young adults through programs to get them interested in the library.

- 3) Facilities Update – Henricks reported that the Tricon Construction Group, who had been the contractor for the library's renovation project, was invited to select a mediator for the ongoing issues outstanding from the renovation project, but the City has not heard back from them yet.
- 4) Open Access Update – Henricks reported that she, Connors, and Guns attended the Dubuque County Supervisors meeting on Monday, October 22, 2012 to provide input on the issues pertaining to Open Access as it pertains to Dubuque County. Guns reported that the meeting went well and thanked Henricks for providing excellent background information for the Supervisors. Guns felt the Supervisors were receptive to the information provided as they stated that they plan to meet with their Library Board to discuss the issue. Guns and Henricks felt it is important that C-SPL continue to have a presence at future Dubuque County Supervisor meetings pertaining to this issue, and that C-SPL continue to educate people about the Open Access program.

Henricks stated that the State Library Commission was in town for the Iowa Library Association conference. Henricks attended the meeting and requested that the Commission consider revising the Open Access Agreement to state that if a library is providing more than twenty-five percent of another library's circulation that the lending library be allowed to restrict their services without risking a loss of program funding. In response to Henricks' request, the Commission asked the State Library Staff to bring the Open Access Agreement to the Commission's December meeting for review.

Weiss questioned if C-SPL decided not to participate in the Open Access program, could a library district be formed with libraries such as Cascade and Dyersville, where Dubuque city residents could use their libraries and their patrons could use C-SPL? Henricks stated that "yes" that would be an option. Weiss stated that then the Dubuque County residents could not use Cascade, Dyersville, or C-SPL unless the Dubuque County Library participated also, and that would put more pressure on them to address the issue of Open Access.

Discussion was held on what accreditation means and what advantages are gained by being an accredited Library. Guns stated that if C-SPL did not participate in the Open Access program, in three years C-SPL would lose State Library accreditation, but C-SPL would have \$67,000 more annually to spend on materials. Henricks stated she feels the accreditation standards need to be reviewed by the State Library, especially if the Dubuque County Library is accredited, but only providing one-third of the business is to its own patrons while other libraries are providing the rest. Anderson-Bricker questioned if State Interlibrary Loan (ILL) program qualifies toward accreditation and Henricks responded that the ILL program does. The Board agreed that one option could be to consider giving up accreditation; however, they are committed to the idea of a task force if accepted by the Dubuque County Library or the Dubuque County Board of Supervisors.

- 5) Community Survey – Henricks reported that Himmel & Wilson concluded the Community Survey and provided descriptive statistics. Henricks stated she felt that for the purpose of reporting results, only the mail surveys should be used

because all of the web, or in-house surveys, cannot be considered random.

Anderson-Bricker also asked that the Board have an opportunity to review the other types of survey results received, and Henricks responded that she would provide the Board with a summary of these surveys for the next meeting. Henricks reports she would confirm the totals with Himmel and Wilson from the page two and page six of a second summary sheet that differ. Weiss stated that maybe the discrepancy is due to the fact that respondents under the age of 24 were dropped because there were so few.

The Board reported that it had hoped to have received more feedback from parents with children. Weiss noted that most of the comments from people with children seem to show more interest in west side service; however, there was not a definitive answer on west side service. Anderson-Bricker stated that the initial findings in the mail survey did not appear to mandate an extensive expansion of Westside services. Henricks reported that she will compare the results from 2004 to this survey and provide a more detailed report, including the in-house and online surveys, at the next meeting.

6) Art Subcommittee Update:

- A) Henricks reported that the Art Subcommittee met on October 15, 2012, and that artists have been selected for the 2013 Art @ Your Library® and that all previous artists who have exhibited will be invited to participate in the 2012 Holiday Sale.
- B) Henricks reported submitting a grant application to Mediacom for John Anderson-Bricker's Carnegie exhibit. The grant was not awarded but other grants will be explored in an effort to have the Carnegie exhibit returned to the Library.
- C) The University of Dubuque has expressed an interest in borrowing some of the Library's artwork for display in the President's Office and Myers building. The Subcommittee has several questions regarding this loan such as where the items will be displayed, under what conditions

(lighting, etc.), cost of shipping and insurance, and whether the University would participate in a reciprocal borrowing agreement. Once those issues are resolved, the Committee will review the request.

- 7) Upcoming Events – Henricks reported that the Friends of the Library book sale will be held in the Aigler Auditorium on December 7 and 8. The Art @ Your Library® Holiday Sale opening reception also takes place the evening of December 7 with the annual Christmas Tree Lighting Ceremony.

- 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, Facility Update, Open Access Update, Community Survey Update, Art Subcommittee Update, Upcoming Events, and Library Comment Cards."

*Motion: Anderson-Bricker
Second: Guns
Vote: Aye – 5; Nay – 0*

5. Action Item: Exterior Signage – Henricks reported on the City Manager's request for the Library Board to go back to Lange Sign and ask them to perform the changes approved by the City Council at their cost. The Board discussed the background of the exterior signage issues and resolution process to date. Weiss questioned if this should be turned over to the City Legal Department for settlement and the rest of the Board felt another attempt should be made with Lange Sign to settle this before going to City Legal. Weiss agreed to contact Lange Sign to request they make the City Council recommended changes to the signs at their cost.

"Moved to have Trustee Weiss contact Lange Sign to request they pay for and make the recommended changes requested by the City Council."

*Motion: Guns
Second: Anderson-Bricker
Vote: Aye – 5; Nay – 0*

6. Communications/Public Comment – The Board thanked the Library Director and Staff for all of their hard work and efforts in making the Iowa Library Association conference and the Library reception a success.

Weiss exited the meeting 5:19 p.m.

7. Library Board Adjournment - The Board adjourned at 5:20 p.m.

"Motion to adjourn."

Motion: *Guns*
Second: *Anderson-Bricker*
Vote: *Aye – 4; Nay – 0*

Frederick K. Miller
Frederick K. Miller, Board Secretary