

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of November 15, 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, November 15, 2012.

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

Excused: Trustee Diann Guns; Trustee David Hammer; Trustee Jenny Weiss

1. President Connors called the meeting to order at 4:06 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, November 15, 2012."

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

2. Approval of Meeting Minutes of October 25, 2012.

The Board requested some revisions to the Meeting Minutes of October 25, 2012, and a motion was made.

"Moved to have the Minutes of October 25, 2012, revised and submitted for approval at the December 20, 2012, meeting."

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

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

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, October 25, 2012."

*Motion: Anderson-Bricker
Second: Willis
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:

- 1) Library Financial Report FY-13 – Henricks reported that thirty-three percent of fiscal year 2013 has lapsed with expenditures at thirty-three percent and revenue collected at thirty-nine point eight percent of projections. Henricks also reported that a check in the amount of \$10,395.32 was received from the State of Iowa for direct state aid.

Henricks reminded the Board that the operating budget and improvement package requests hearing is scheduled for Monday, November 19, 2012, at 3:30 p.m. in Conference Room B at City Hall.

- 2) Library Use Statistics – Henricks reported that library use was down in October and demonstrated a one percent decrease in the number of circulations and a two percent decrease in the number of visitors. Henricks stated that a steady decrease in circulation can be expected due to restrictions imposed on Open Access borrowers; however, October's decrease was due to Dubuque residents borrowing less print material. Henricks reported that non-print material has continued to realize large increases in circulation.
- 3) Facilities Update – Henricks reported that Tricon Construction Group was invited to select a mediator for the ongoing issues, but the City has not heard back from them yet and Steve Brown, from City Engineering will be contacting them.
- 4) Open Access/Dubuque County Update – Henricks summarized a meeting that County Board of Supervisor, Wayne Demmer, met with the President of the Library Board of Trustees,

Angela English, of the James Kennedy Public Library in Dyersville.

Connors questioned if the County Board of Supervisors and County Library Board of Trustees had met for their work session yet and Henricks responded that to her knowledge they had not although she and the James Kennedy Public Library in Dyersville had requested notification of when the meeting would be held.

- 5) Community Survey – Henricks reported that she summarized the hard copy surveys that were available in the library for visitors and the three web surveys, one of which was directed to the school district, one for anyone to respond to via the library's website, and one by invitation to library patrons whose email addresses are on file. Henricks also stated Bill Wilson from Himmel & Wilson was going to take another look at the cross-tabulations to ensure the numbers were accurate.

Anderson-Bricker questioned what the next step is now that the community survey has been completed. Henricks responded that next the Board needs to decide how this information can be used for long-range planning and what to do about expansion of library services. Henricks also stated that, for now, the information can be used to enhance the programs for teens and adults and possibly areas of the library's collection.

Connors stated that what she found to be very interesting is that steps for service that have been implemented since the last community survey are working well; however, it has not translated into west side service not being desired, just shifted more of those who requested west side service into the undecided or no opinion range.

Anderson-Bricker requested information about the best practices that other libraries use in regard to branch libraries in relation to actual population size to see whether the library is within those best practices. Henricks responded she would provide that information and that the Davenport Public Library is the easiest and best case example that if a branch is built, what happens is the branch library gets business from people not currently using the library's services, not taking away from the main library.

Anderson-Bricker also stated he would like Kelly Larson from the City Human Rights Commission to attend a meeting to discuss the impact of a branch library in regards to the mission that the City is currently trying to address in relation to class and race and how they can advise the Library. The Board decided to contact Kelly Larson if the decision is made to move ahead with west side services.

Willis questioned if the twenty-five percent of people on the survey with "no opinion" could see what west side service could be would they be persuaded otherwise? Henricks said that if the Board was very motivated to move forward with west side service, she would recommend getting some retail space with free parking and renovate it with the Mutschler money with operations funded by a library levy library; however if the Board is not ready to move forward with the west side expansion then let it go. Willis stated he felt there are limits to how much the survey can be used for future planning because people don't really know what they want until they see it.

Henricks stated she was surprised at the amount of interest in the levy option and the realization that one has a chance of passing in Dubuque. Henricks stated that money received from a levy could be used for collection development, staff, or what the library needs and it is separate from the City's funds.

The Board requested that Community Survey be placed on the agenda for the next meeting.

- B. Library Comment Cards - The Library Board reviewed the two comment cards received and concurred with the staff response. The Board discussed the comment card on the shelving. Henricks stated that she is receiving quotes to change the shelves for the DVDs so that the spines are out like a book.

"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, and Library Comment Cards."

*Motion: Willis
Second: Miller*

Vote: Aye - 4; Nay - 0

5. Action Items: Exterior Signage – Henricks reported that Weiss spoke with Dan Lange from Lange Sign Group and he is considering the request to pay half the cost for replacing the existing signs. Henricks stated she would follow up with Weiss and then present this to the City Manager on Monday.

"Moved to present the agreement reached between Lange Sign Group and Trustee Weiss to the City Manager."

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

6. Communications/Public Comment – Henricks stated that the party to recognize volunteers and staff members will be held on December 20, 2012, from 3:00 p.m. to 4:30 p.m. with the Board meeting following. Henricks also reminded the Board of the Friends book sale, holiday art show opening, and Christmas tree lighting on December 7, 2012.
7. Library Board Adjournment - The Board adjourned at 4:50 p.m.

"Motion to adjourn."

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

Frederick K. Miller
Frederick K. Miller, Board Secretary