

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of January 24, 2013**

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, January 24, 2013.

*Present:* President Paula Connors, Vice President Mike Willis; Board Secretary Frederick Miller; Trustee John Anderson-Bricker (entered 4:03 p.m.); Trustee Diann Guns; Trustee David Hammer; Trustee Jenny Weiss; Library Director Susan Henricks; Recorder Denette Kellogg, and Secretary Jennifer Long

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, January 24, 2013."*

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

2. Approval of Library Board of Trustees' Minutes of Thursday, October 25, 2012, and Thursday, November 15, 2012.

*"Moved to approve the Board minutes of Thursday, October 25, 2012, and November 15, 2012."*

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

3. Board President's Report - Communication with Dubuque City Council for November 2012.

*"Moved to receive and file the Communication with the Dubuque City Council from November 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:

Trustee John Anderson-Bricker entered the meeting at 4:03 p.m.

- 1) Library Financial Report – Henricks reported that 50 percent of the fiscal year has lapsed with expenditures on target at 50 percent of the total operating budget and revenue collected at 50.8 percent of projections. Henricks also reported that the Fiscal Year (FY) 2014 budget presentation would be given to the City Manager at 9:00 a.m. February 4, 2013, in the City Manager's office and that the budget presentation to the City Council would be Tuesday, February 5, 2013, at 6:30 p.m. Library Board Members were invited to attend.

Henricks provided a PowerPoint presentation of the Library's budget presentation for Fiscal Year 14 and highlights of Fiscal Year 12. The presentation will become more specific after the City Manager's recommendations are received. The Board offered a few suggestions to the presentation.

- 2) Library Use Statistics – Henricks reported that checkouts are down 10 percent compared to December of the previous year. Henricks stated that the decrease in circulation is from Dubuque card holders and is primarily in the print material category in both adult and children's books, while open access use has only decreased about one percent over the same time last year. Henricks also reported that downloadable check outs increased 61.2 percent over the same time last year and databases have also realized higher use.

Connors asked Henricks if she expects circulations to level off or to decrease before leveling off. Henricks responded that she expects circulations will decrease before leveling off. Henricks reported that most libraries statewide have seen a decrease in circulation.

- 3) Facility Update – Henricks reported that City Engineer Steve Brown informed her that a mediator was selected and City Engineering and the City Attorney will meet with Tricon Construction Group on January 25, 2013, in an effort to resolve outstanding construction-related issues. Henricks reported that Total Maintenance Inc.

(TMI) had made eight visits to the library in the last two months, and the library has had stable humidity for the first time since the equipment was installed.

- 4) Community Survey – Henricks reported that, due to the two policies to discuss this month, the community survey would be placed on the agenda for the February board meeting.
- 5) Marketing Update – Henricks reported that the Loras College Marketing Club was unable to adopt the Geek the Library campaign as a project. Henricks has submitted a job description for a part-time intern through Loras College.
- 6) Personnel Update – Henricks reported that two library assistants in the Circulation Department have resigned. Candidates for the positions have completed skills exercises and interviews will be held prior to the next board meeting. Henricks also reported that she will be attending a meeting with the City Manager and other City department heads at the end of January to discuss the impact of the Affordable Care Act on the City's part-time employees.
- 7) Accreditation – Henricks reported she will be filing for accreditation on behalf of the library by the end of the month. In keeping with the standards of accreditation, the current collection development (materials selection) policy must be filed with the State Library.
- 8) Exterior Signage – Henricks reported that Lange Sign Group has agreed to pay for half the cost of the new signs. The City Manager has approved the compromise and if the City Council approves the agreement, the signs can be replaced after July 1, 2013.
- 9) Open Access – Henricks reported that at the last County Library Board meeting, the County board members agreed to meet with representatives from Carnegie-Stout Public Library (C-SPL) and James Kennedy Public Library in Dyersville. Henricks also reported that she met with the new director of the Cascade Public Library, who has expressed interest in joining the discussion regarding the open access program. Henricks reported that the librarians in the county will meet on February 4, 2013, at the Dubuque Community Foundation Conference Room to discuss the formation of the task force. Goals for the meeting are to develop goals and guidelines under which the task force will operate.

Anderson-Bricker inquired about guests being able to get a visitor card and if county residents might be offered this type of card. Henricks replied that the State Library would need to review this to determine if this would maintain compliance with the Open Access agreement.

Henricks spoke to the Board about a research project she is working on regarding library effectiveness. Henricks stated she believes that the opinions of various stakeholders can be a valuable tool for the Library in development of services, programs, and long-range planning. Henricks will be compiling the data and providing the Board with the results.

- B. Library Comment Cards - The Library Board reviewed the five comment cards received.

*"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Facility Update, Community Survey, Marketing Update, Personnel Update, Accreditation, Exterior Signage, Open Access, and Library Comment Cards."*

*Motion: Guns*  
*Second: Weiss*  
*Vote: Aye – 7; Nay – 0*

5. Items for Action/Discussion:

- A. Fines and Fees Policy Review – The Board reviewed the changes to the Fines and Fees Policy.

*"Moved to adopt the Fines and Fees Policy."*

*Motion: Guns*  
*Second: Miller*  
*Vote: Aye – 7; Nay – 0*

- B. Materials Selection Policy Review – The Board reviewed the changes to the Materials Selection Policy. Anderson-Bricker questioned why the Purchase Request Form is not included with the policy. Henricks stated the form is used daily and patrons can get the form at any service desk or online and it has never been included in the policy, but can be added.

*"Moved to adopt the Materials Selection Policy with the addition of the purchase request form."*

*Motion: Guns*  
*Second: Miller*  
*Vote: Aye – 7; Nay – 0*

6. Library Board Adjournment - The Board adjourned at 4:53 p.m.

*"Motion to adjourn."*

*Motion: Hammer*  
*Second: Guns*  
*Vote: Aye – 7; Nay – 0*

  

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**Frederick K. Miller, Board Secretary**