

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of March 28, 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, March 28, 2013.

*Present:* President Paula Connors, Vice President Mike Willis; Board Secretary Frederick Miller; Trustee Diann Guns; Trustee Jenny Weiss; Library Director Susan Henricks; Recorder Denette Kellogg, and Secretary Jennifer Long

*Excused:* Trustee John Anderson-Bricker; Trustee David Hammer

1. President Paula Connors called the meeting to order at 4:05 p.m. and the agenda was adopted.

*"Moved to adopt the meeting agenda of Thursday, March 28, 2013."*

*Motion:* Weiss

*Second:* Willis

*Vote:* Aye – 5; Nay – 0

2. Approval of Library Board of Trustees' Minutes of Thursday, February 28, 2013.

*"Moved to approve the Board minutes of Thursday, February 28, 2013."*

*Motion:* Weiss

*Second:* Willis

*Vote:* Aye - 5; Nay – 0

3. Board President's Report:

- A. Communication with Dubuque City Council for February 2013.

*"Moved to receive and file the Communication with the Dubuque City Council from Thursday, February 28, 2013."*

*Motion:* Weiss

*Second:* Guns

*Vote:* Aye – 5; Nay – 0

B. Library Services Advisory Commission – At Large Appointment.

Connors reported that Henricks is speaking with candidates interested in serving as the Library Services Advisory Commission At-Large member. Henricks will update the Board as soon as a candidate is selected.

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 – Henricks reported that 67 percent of the fiscal year has lapsed and 64 percent of the budget has been expended. Revenue is at 83 percent of projections. The travel and conferences budget had 58 percent remaining, and will be spent at the end of the fiscal year for attendance to the American Library Association Conference.

Henricks informed the Board that a hard drive failed on one of the camera video recorders. Since the request to replace the recorders and cameras was not approved for Fiscal Year 2014, funds are being pooled from various existing lines to purchase the new digital recorder for the security system. The new unit will be a hybrid, meaning it can read analog or digital cameras and several of the existing cameras will be upgraded to digital and include a 360 degree view of some areas of the library.

- 2) Library Use Statistics – Henricks reported that checkouts were down by four percent when compared fiscal year-to-date. The drop is in print material among Dubuque cardholders. Open Access transactions continue to grow and are up nearly seven percent.

Weiss asked Henricks if she felt the decrease in usage would even out or continue to decrease. Henricks responded that she expects usage to decrease over the next year and then level off. Weiss then questioned the almost 54 percent decrease in the youth video check outs. Henricks responded that the decrease is the VHS video tapes.

Henricks also informed the Board that the Friends of the Library awarded the Library a grant to add Blu-ray DVD materials for the children's department.

Henricks reported that the new DVD shelving arrived and is installed, allowing the DVDs to be faced spine out. The Friends of the Library are funding Zinio, the digital magazine service that will allow patrons to download up to 80 different magazines and keep them on their personal device as long as they want or until the Library discontinues the service. Guns asked if there were classes offered to learn all about these new services and Henricks responded that the Library has a volunteer every Wednesday night, who is employed at IBM, who is available to teach people how to use their devices and the new services. When this volunteer reaches 40 hours of volunteering, IBM has a grant for \$1,500 which he can apply for and the Library would be able to use these funds to purchase new technology such as an Apple television.

Henricks informed the Board that the Library Foundation had granted several projects, including a pledge of \$4,000 to match a Dubuque Racing Association (DRA) grant, a pledge of \$2,000 to match a City Arts & Culture grant for an exhibit on Andrew Carnegie, which they will pursue, \$8,000 for e-books and \$8,000 for leased material for the lending library.

- 3) Marketing Update – Henricks reported that she contacted the Dubuque Advertising Club about the internship opportunity for the Geek the Library marketing campaign. Henricks informed the Board that five candidates were interviewed this week and two more are scheduled to be interviewed next week. Henricks hopes to have a candidate hired soon.
- 4) Personnel Update – Henricks reported that this year marks the 10-year anniversary of the beginning of Project ABLE (American Bulgarian Library Exchange) and she has been invited to attend a conference in Sofia, Bulgaria to present on the topic of Green Libraries.

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

*"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Library Marketing Update, Personnel Update, Art Subcommittee Update, and Library Comment Card."*



*Motion: Weiss*  
*Second: Willis*  
*Vote: Aye – 5; Nay – 0*

5. Items for Action/Discussion:

- A. Strategic Planning Process – Henricks reviewed the information on the different types of Strategic Planning Processes. The last Long Range Plan had emphasis on popular materials. The Board discussed the various processes and concluded that, with the recently completed community survey and survey on effectiveness, the Traditional Planning Process would be the best choice. Henricks stated that staff involvement would be very important. Guns suggested that Henricks and the Library staff develop a plan and then present it to the Board for approval. Weiss wondered if the Traditional Planning Process could include public input. Henricks stated that a meeting could be held asking for patron input.

*"Moved to approve the Traditional Planning Process with the addition of a public input component."*

*Motion: Guns*  
*Second: Miller*  
*Vote: Aye – 5; Nay – 0*

- B. Library Services Advisory Commission Facilitation Proposal - Henricks presented the Board with the input gathering plan proposed by Don Broshar. Broshar's proposed costs are for providing planning and coordination of the Extension and Outreach staff, travel expenses for the Extension and Outreach staff, miscellaneous costs, and an optional service fee for Broshar's travel to facilitate the decision-making meeting where the report is shared with the Library Services Commission. The total costs without the optional service would be \$700 to \$1,000 or \$1,000 to \$1,300 with the optional service. Willis questioned if the total costs proposed would be accurate. Henricks stated she was confident the cost would be accurate; however, the cost does not include all facilitation with the Library Services Advisory Commission once the report is received and the decision making process begins. Weiss questioned the division of the cost between the libraries involved. Connors stated that she felt that Carnegie-Stout Public Library (C-SPL) has the most to gain from an agreement being made and should pay more than the other libraries.

*"Moved to accept the proposal of Don Broshar and plan on the other libraries involved contributing \$200 each to the cost and*

*C-SPL paying up to a maximum of \$1,300 with any amount over that total being divided using the same proportions."*

*Motion: Guns*  
*Second: Weiss*  
*Vote: Aye – 5; Nay – 0*

6. Communications/Public Comment (Receive and File) – The Board reported receiving positive feedback about a Friends of the Library program at the Dubuque Regional Airport that provides books for travelers to read.
7. Library Board Adjournment - The Board adjourned at 5:25 p.m.

*"Motion to adjourn."*

*Motion: Weiss*  
*Second: Guns*  
*Vote: Aye – 5; Nay – 0*

  

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**Frederick K. Miller, Board Secretary**