

Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of April 25, 2013

ORIGINAL

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, April 25, 2013.

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

Excused: Trustee Jenny Weiss and Trustee David Hammer

1. President Paula Connors called the meeting to order at 4:07 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, April 25, 2013."

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

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

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

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

3. Board President's Report – Communication with Dubuque City Council for March 2013

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

Motion: *Willis*
Second: *Miller*
Vote: *Aye – 5; 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 – Henricks reported that 75 percent of the fiscal year has lapsed with expenditures at 71 percent and revenue at 94.5 percent of projections. The balance in travel and continuing education will be expended by the end of this fiscal year at the American Library Association (ALA) Conference in June.
- 2) Library Use Statistics – Henricks reported that the decrease in circulation continues. Open Access checkouts remain at high levels with a 13.6 percent increase in March and a 7.6 percent increase year-to-date.

Henricks also noted that a change is being seen in the way people use the library; a decrease of print material checkouts has been seen, while a 39 percent increase year-to-date in downloadable materials borrowed. E-book check outs have increased 52.2 percent year-to-date. Henricks reported that this would be carefully monitored to identify particular areas of print materials that have become less popular so funds from those areas could be reallocated to non-print. Databases have seen an increase in use year-to-date, with eight databases seeing an increase in use ranging from 21.4 percent to 300 percent, and four databases experiencing a decrease in use ranging from 7 to 22 percent.

- 3) Marketing Update – Henricks reported that interviews for the Geek Your Library marketing internship position have concluded. Four candidates were offered the position and declined. The position was offered to Natalie Braun, a senior at the University of Wisconsin, Platteville, and she has accepted the position.
- 4) Facility Update – Henricks reported on the Leadership in Energy and Environmental Design (LEED) requirements and cost for recertification. The Library is officially registered for recertification that will be applied for in 2017. The Library was recognized for achieving LEED certification by the *Cedar Rapids Corridor Business Journal* in early April and received a certificate.
- 5) Library Services Advisory Committee Update – The first meeting of the Library Services Advisory Committee was April 22, 2013.

Connors reported that the meeting went very well, and after some discussion, it was decided to start with the representative from the Iowa State Extension, Abbie Gaffey, who will be coming for the next meeting on May 13, 2013. Henricks reported that Gaffey will work with the Committee for a couple of hours to identify the desired end results, and by the end of the session she will have five focus group questions to elicit the responses the Committee's desires. A facilitator can then take over to help the Committee reach its goals. Henricks reported to the Board that she has spoken to two potential facilitators and is awaiting their decision on taking the position.

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

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Marketing Update, Facility Update, Library Services Advisory Commission Update, and Library Comment Cards."

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

5. Items for Action/Discussion:

A. Strategic Planning Logistics Recommendation – Henricks provided her recommendation for the logistics to create a new strategic plan. Henricks proposed that the information gathered from the recent community survey and the library effectiveness survey be evaluated and reviewed by a Board Planning Committee, which will be appointed at the July meeting. The committee will establish goals to be presented to the Board for approval at a future board meeting. Library staff members can then help to develop ideas for reaching the established goals and a community “input” meeting can be scheduled. A draft of the completed plan will then be presented to the Board for approval at a future Board-meeting.

"Moved to adopt the recommendation and proceed on the Strategic Planning Logistics."

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

B. Non-Resident Fee Review – Henricks presented a tiered-level non-resident fee schedule for upgraded or full library service, where the more a person pays, the more services-he or she will receive. Due to licensing restrictions, the e-books level would not be available beyond Dubuque County. Guns expressed concern that implementing the non-resident fee upgrade could impact the goals of the Library Services Advisory Committee. Connors responded that James Kennedy Public Library in Dyersville is already charging a non-resident fee to open access patrons wanting to use other library services and that modifications could be made based on the outcome of the Library Services Advisory Committee meetings. Guns requested that Henricks and Connors inform the Library Services Advisory Committee in advance that Carnegie-Stout Public Library is implementing a non-resident fee upgrade effective July 1, 2013.

"Moved to approve the Non-Resident Fee Upgrade proposal, as presented, subject to Henricks and Connors informing the Library Services Advisory Committee of the Board's approval of this proposal."

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

6. Communications/Public Comment (Receive and File) – Henricks informed the Board that she spoke to the State Librarian and was informed that a group is being assembled to review the contract terms or the of Open Access Agreement, and it is expected that a provision in the number of items an Open Access patron could check out at once will be added if a library can prove that they provide more circulations than the patron's home library.
7. Library Board Adjournment - The Board adjourned at 5:10 p.m.

"Motion to adjourn."

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

Frederick K. Miller
Frederick K. Miller, Board Secretary