

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of May 23, 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, May 23, 2013.

Present: President Paula Connors; Board Secretary Frederick Miller; Trustee John Anderson-Bricker; Trustee Jenny Weiss; Trustee Diann Guns (entered at 4:12 p.m.); Library Director Susan Henricks; Recorder Denette Kellogg, and Secretary Jennifer Long

Excused: Vice President Mike Willis

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, May 23, 2013."

Motion: Weiss
Second: Miller
Vote: Aye - 4; Nay - 0

2. Approval of Library Board of Trustees' Minutes of Thursday, April 25, 2013.

"Moved to approve the Board minutes of Thursday, April 25, 2013."

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

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

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, April 25, 2013."

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

Guns entered the meeting at 4:12 p.m.

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 83 percent of the fiscal year has lapsed with expenditures at 78 percent and revenue at 103 percent of projections.
- 2) Library Use Statistics – Henricks reported that April circulations were down two percent from April 2012. The decrease was realized in the print collections of both Adult and Children's materials, while there has been an increase in demand for downloadable material. Henricks has asked the managers to examine circulation of the types of print materials that are popular and allocation of funding for books versus downloadable materials will be done for Fiscal Year (FY) 2014.

Anderson-Bricker expressed concern that by reallocating funds from printed materials to downloadable, the library will be left lacking since books and printed materials are not technologically driven and will not become obsolete as quickly as downloadable materials. Henricks responded that as the demand decreases for items such as DVDs, e-readers, and laptops, those funds could be reallocated to items such as iPads and Blu-rays which are becoming more popular. Henricks stated that the librarians specializing in collection development will make recommendations for both print and non-print materials.

Circulation to Dubuque residents is down three percent year-to-date but open access transactions remain at a record high, demonstrating a 7.3 percent increase.

Henricks informed the Board that an in-house study, to document library use in the facility not resulting in a check-out, will be conducted at the end of May and again later in the year. Two popular in-house activities that will be included in this survey are newspapers and magazines read.

- 3) Marketing Update – Henricks reported that Natalie Braun, the Marketing Intern working on the Geek the Library campaign, has a targeted date of June 17 to have a completed draft of a marketing campaign for this program. The Board also reviewed a summary of library-related articles from the *Telegraph Herald* for the last three months.

- 4) Library Services Advisory Committee Update – The Library Services Advisory Committee (LSAC) met on Monday, May 13, 2013, and an executive committee was named. The Chair is Jeff Goldsmith, Dubuque County; Vice-Chair, Angela English, Dyersville; Secretary, Melissa Kane, Cascade, and Henricks as an at-large member. Abbie Gaffey of the Iowa State Extension Services facilitated the meeting and helped to identify the next steps in the process. On June 20, 2013, the executive committee will meet with Molly Menster, who is interested in facilitating the seven public focus groups. By June 21, Gaffey and Henricks will have created questions for the full committee to review and select. The questions may be added to or modified depending on the format used such as an online survey or hard copy surveys for visitors in the libraries. The target to conclude the mission of the LSAC is November 15, 2013.

Henricks presented the Board with the Open Access Terms of Agreement FY14 that she received. A provision has been placed in the agreement that states:

"If a lending library loans more eligible items to another Open Access library's customers than 75 percent of that Open Access library's total circulation in FY13, then the lending library may institute a loan limit for the Open Access library's borrowers in FY14. The library must notify Iowa Library Services, in writing, of its intent and rationale for the decision."

Guns clarified that, for example, Carnegie-Stout Public Library (C-SPL) loans out more than 75 percent of the total number of County transactions, C-SPL could limit the number of items these open access patron can borrow. The Board stated that it is hopeful that the LSAC will reach a resolution that does not require C-SPL to take this step.

- 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, Marketing Update, Library Services Advisory Committee Update, and Library Comment Card."

Motion: Weiss

Second: Guns
Vote: Aye - 5; Nay - 0

5. Communications/Public Comment (Receive and File) – Guns questioned if the Library Foundation donors could get a discount on their non-resident fee or if the Foundation could purchase the non-resident fee card for them. Henricks stated that the Foundation may consider the non-resident fee for certain donors and the question should be asked. Connors stated that if the donor received a non-resident fee library card for their donation then only the portion not for the non-resident fee, would be tax deductible. Henricks informed the Board that she would approach this with the Library Foundation at a future meeting.

Henricks informed the Board that Trustee David Hammer has resigned and Trustee Mike Willis' term will expire, so there are currently two open seats on the Library Board. To date nominations have been received from current Board Vice President Mike Willis, John Pregler, a local historian, and Dan Boice, a librarian at Divine Word College who is also on the State Library Commission.

6. Library Board Adjournment - The Board adjourned at 4:42 p.m.

"Motion to adjourn."

Motion: Weiss
Second: Guns
Vote: Aye - 5; Nay - 0

Frederick K. Miller
Frederick K. Miller, Board Secretary