

# ORIGINAL

## **Carnegie-Stout Public Library Board of Trustees Meeting Minutes of June 27, 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, June 27, 2013.

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

1. President Paula Connors called the meeting to order at 4:03 p.m. and the agenda was adopted.

*"Moved to adopt the meeting agenda of Thursday, June 27, 2013."*

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

2. Approval of Library Board of Trustees' Minutes of Thursday, May 23, 2013.

*"Moved to approve the Board minutes of Thursday, May 23, 2013."*

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

3. Board President's Report:

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

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

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

B. Oath of Office for Michael Willis and new Board Member Daniel Boice: President Paula Connors administered the Oath of Office to Michael Willis, whose term will expire July 2017, and new Board Member Daniel Boice, who will complete the last two years of the term expiring July 2015, previously held by former Board Member David Hammer.

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. Henricks also provided an update on the recent grants submitted to the Wahlert Foundation for the Books for Babies program, to Theisen's for Passport to Your Library, a program for first graders, to the McDonough Foundation for Ultra Violet Filtering treatment for the library windows, and to the Best Buy Children's Foundation for a technology program. Henricks reported that the Library Staff Development Day is scheduled for October 3, 2013, with plans for staff to visit the new Cedar Rapids Library and work on the strategic plan.

- 1) Library Financial Report – Henricks reported that 92 percent of the fiscal year has lapsed with expenditures at 89 percent and revenue at 119 percent of projections. The Library is expected to come in under budget for the 11<sup>th</sup> consecutive year.
- 2) Library Use Statistics – Henricks reported that the number of visits and items checked out in May were down; however, downloadable material check outs were up 37.7 percent.
- 3) Facility Update – Henricks reported that a Capital Improvement Project (CIP) was approved in Fiscal Year (FY) 13 to repair the railings and lamp posts. Funding to replace the exterior historic stairs on the west side of the main steps at the historic entrance received funding in FY 14. To minimize disruption, the work was scheduled in back-to-back fiscal years and should be completed by mid-July. The City's Building Services Department inspected the work and inquired about the lack of hand rails on the stairs from under the east side of the historic stairs. These stairs have never had hand rails. City Staff requested that hand rails be installed due to the possibility of the steps being used during an emergency exit from the building. Henricks is working on getting a quote for hand rails.

- 4) Marketing Update – Henricks reported that Marketing Intern Natalie Braun has written the first draft of the marketing plan for the Geek the Library campaign. Once Braun has met with representatives from the staff to brainstorm additional ideas, she will finalize the marketing plan. The campaign is expected to be launched in mid-July.
- 5) Library Services Advisory Committee Update – Henricks reported that at the meeting on June 20 the executive committee of the Library Services Advisory Committee (LSAC) met with Molly Menster, who will facilitate the focus group meetings. The full committee will meet on July 12, 2013, to review the questions for the focus group, discuss how to recruit for the groups, and other items.
- 6) Meeting Room Discussion – Henricks reported that as the demand for meeting room space has increased, a conflict occurs when space is needed for library-hosted programs. The Board agreed that library-hosted programs should have priority over non-library activities for the rooms. Connors requested that Henricks bring her recommendations on how to limit non-library meetings to a future board meeting for review.

B. Library Comment Cards - The Library Board reviewed the six comment cards received. Connors asked for an update on the poison ivy in front of the library. Henricks stated the City Gardner did confirm it was poison ivy. The area has since been treated and the maintenance staff will continue to monitor it.

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

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

5. Items for Action/Discussion:

A. Library Fines and Fees Policy Review – The Board reviewed the changes to the Library Fines and Fees Policy. Anderson-Bricker asked for clarification about the Non-Resident Library cards and persons

residing outside the city limits of Dubuque who are not eligible to purchase a library card. Henricks explained that if a person is not an open access patron and their community does not purchase or provide library services, individuals cannot buy services from a library in Dubuque County.

*"Moved to approve the Fines and Fees Policy with the change to separate the first sentence in Section 1, Suspension of Services into two sentences; and to remove the word "books" from the second bullet point of Section 2, Overdue Materials."*

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

B. Library Circulation Policy Review – The Board reviewed the changes to the Library Circulation Policy. Willis requested some clarification on Section I, Library Cards, letter H, Renewals, and Section II, Fines and Fees; letter A, Overdue materials. The Board concurred.

*"Moved to adopt the Circulation Policy as reviewed."*

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

6. Library Board Adjournment - The Board adjourned at 5:15 p.m.

*"Motion to adjourn."*

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

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*Frederick K. Miller*  
**Frederick K. Miller, Board Secretary**