

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of November 21, 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, November 21, 2013.

*Present:* President Mike Willis; Board Secretary Frederick Miller; Trustee John Anderson-Bricker (entered at 4:05 p.m.); Trustee Daniel Boice; Trustee Paula Connors; Trustee Diann Guns; Library Director Susan Henricks; Recorder Denette Kellogg, and Secretary Jennifer Long

*Excused:* Vice President Jenny Weiss

1. President Mike Willis called the meeting to order at 4:02 p.m. and the agenda was adopted.

*"Moved to adopt the meeting agenda of Thursday, November 21, 2013."*

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

2. Approval of Library Board of Trustees' Minutes of Thursday, October 24, 2013.

*"Moved to approve the Board minutes of Thursday, October 24, 2013."*

*Motion: Connors  
Second: Boice  
Vote: Aye - 5; Nay – 0*

3. Board President's Report - Communication with Dubuque City Council for October 2013.

*"Moved to receive and file the Communication with the Dubuque City Council from Thursday, October 24, 2013."*

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

Anderson-Bricker entered the meeting at 4:05 p.m.

4. Motion to Receive and File Informational Items:

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A. Library Director's Report Summary and Update: Henricks provided a written summary on the following topics to the Library Board with additional comments:

- 1) Library Financial Report Fiscal Year (FY14) – Henricks reported that 33 percent of the fiscal year has lapsed with expenditures at 33 percent and revenue at 41 percent of projections due to a check received from the State of Iowa for the Open Access program. The Library's Capital Improvement Project and Operating Budget Hearings were held the week of November 11 and went smoothly. The City Manager will make his budget recommendations to the Mayor and City Council between mid-January and mid-February.
- 2) Library Use Statistics – Henricks reported that Library check outs were down 5 percent for the month of October compared to October of last year and 3 percent year-to-date. Visits are down 6 percent compared to October of last year and 2 percent year-to-date. Henricks also reported that the circulation of laptops has decreased and staff is determining if the decrease is due to programs which require the laptops or a reduction in demand.
- 3) Personnel Update – Henricks reported that interviews are taking place for the two vacancies in Circulation for library assistants. The candidate pool was very good and recommendations for hire are expected within the week. Dave March has been promoted to Maintenance Supervisor and is now reviewing around 200 applications for his previous position; no other vacancy in recent years has generated this level of interest.
- 4) Facility Update – Henricks reported that during the Library's budget hearings she requested funding for several renovation-related items: motors for the air handling units (\$27,500), correcting the sanitary lines from the first floor (\$10,500+), and adding epoxy coating to the chiller (\$4,132). The motors and plumbing repairs/replacement are placeholders in the event that OPN Architects and KJWW Engineering Consults do not stand behind their design from the renovation project.

Henricks informed the board that she had sent a registered letter to the president of Engineered Controls Inc. requesting the software that would allow staff to adjust the Heating Ventilation and Air Conditioning (HVAC) system, and in response he called and stated it would be sent. When the information was received,



it was discovered that it is not the required software. Henricks reported that a recent storm totally erased the HVAC software, requiring the repairman from Total Maintenance Inc. to contact Engineered Controls Inc., who informed him that if the software to manipulate the system is required, it would cost \$4,000.00. Henricks continues to work on this issue.

Guns questioned if the shade in the Aigler Auditorium was now functioning properly. Henricks responded that it does work, however, it requires the maintenance staff to go out on a narrow walkway with a vacuum cleaner to insure no debris is on the shade before it can be closed. Henricks requested a Capital Improvement Project (CIP) to install a better walkway to help staff reach that area safely and enclose the area around the shade to prevent debris from collecting on the shade. The CIP was approved based on an estimate by Randy Klauer. Henricks contacted Klauer to complete the work, and after looking at it further, Klauer suggested the shade be abandoned and an interior shade be installed. Henricks stated another option is to hire a contractor to install a walkway for easier access.

- 5) Library Services Advisory Committee (LASC) Update – Henricks reported that LASC met on November 5, 2013, and discussed the survey results. The County Library brought up the idea of a Library District and at the close of the meeting it was determined that the directors of the library would gather detailed information on these models to contribute to the next discussion. Henricks reported she spoke with the State Librarian since a library district has never been formed in Iowa. After researching this further, Henricks is not comfortable with the idea of a district in the purest sense of the definition reflected in the Iowa Code. Henricks explained that what essentially happens is any library involved would leave its city or county and the library would request funding as a contract for service from the city and county. Additionally, a library district does not have the ability to pursue a library levy. Such an idea is not in the best interests of Carnegie-Stout.

Henricks reported that the Iowa Code does offer the option of the County Library contracting for some or all of its library services to rural residents. The Board discussed the news that the City of Asbury is building a Municipal Facility that will also house a library supported by the County Library and the resignation of County Library Director Dawn Haslett. The Board agreed that whatever option is presented from the LASC, it must be in the best

interests of Carnegie-Stout Public Library and the Dubuque residents. The LASC meets again on December 2, 2013.

- 6) Marketing Update: Library News in Telegraph Herald – Henricks provided the Board with a summary of articles from the Telegraph Herald pertaining to the library from July to September 2013.

- 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, Personnel Update, Library Services Advisory Commission Update, Marketing Update, and the Library Comment Card."*

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

## 5. Action Items:

- A. Capital Improvement Project (CIP) Integrated Library System Postponement – Henricks informed the Board that a Capital Improvement Project was approved for part of the cost to replace the Library's operating system in FY 2014, which is known as an Integrated Library Systems (ILS). A committee was formed and the members reviewed nearly every product on the market in great detail, met with vendors at the American Library Association meeting, had on-site visits, and attended webinars. The committee determined that no one company offered everything that is wanted in a system, but the top three have promised the desired features are "coming soon." Henricks received assurance from the City that a postponement of the purchase would not jeopardize the CIP, and she now feels comfortable recommending postponing a decision on which ILS to purchase until calendar year 2014 to avoid two transitions. The Board discussed the current options of Sirsi-Dynix, Polaris, and Koha, and the costs associated with them. Henricks stated that the postponement may not be necessary, depending on when the promised features become available; however, it must be done before July when the current maintenance contract expires.

*"Moved to allow the director to either postpone or move forward with the Capital Improvement Project for Library Operating System as long as the money is available and before funding is lost for the project."*



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

- B. Planning Committee – Recommendations for Plan of Service – Henricks provided the Board with the meeting minutes from the Planning Committee's November 13, 2013, meeting which included their recommendation to adopt "Stimulate the Imagination" and "Create Young Readers" as the Library's services responses. The goals and objectives to support these will make up the Library's plan of service. Goals and objectives will be developed for the first year of the plan and expanded upon after discussions are held regarding the direction of the strategic plan, which includes outreach to underserved populations in the community.

*"Moved to approve the Planning Committee's recommendations."*

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

6. Communications/Public Comment – Henricks reminded the Board of the Friends of the Library book sale Friday and Saturday, November 22 and 23, the Christmas Tree Lighting Ceremony on Sunday, December 1, and the Art @ Your Library® Holiday Show Opening Reception on Friday, December 6, 2013. Henricks also reminded the Board that at 2:00 p.m. December 19, before the board meeting, the annual holiday reception for staff and volunteers will be held.
7. Library Board Adjournment - The Board adjourned at 5:20 p.m.

*"Motion to adjourn."*

*Motion: Weiss*  
*Second: Anderson-Bricker*  
*Vote: Aye – 6; Nay – 0*

  
**Frederick K. Miller, Board Secretary**