

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of December 19, 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, December 19, 2013.

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

*Excused:* Trustee John Anderson-Bricker

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, December 19, 2013."*

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

2. Approval of Library Board of Trustees' Minutes of Thursday, November 21, 2013.

*"Moved to approve the Board minutes of Thursday, November 21, 2013."*

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

3. Board President's Report:

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

*"Moved to receive and file the Communication with the Dubuque City Council from Thursday, November 21, 2013."*

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

4. Motion to Receive and File Informational Items:

- 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 42 percent of the fiscal year has lapsed with expenditures at 44 percent and revenue collected at 47 percent of projections.
- 2) Library Use Statistics – Henricks reported that Library check outs were down four percent compared year-to-date to last year and the number of visits was maintained. Circulations to Dubuque residents were up four percent compared year-to-date to last year and Open Access (OA) transactions were down 1.6 percent compared to the previous year. A review of OA transactions to date this fiscal year compared to fiscal year 2012, prior to the restrictions, reveals an increase of eight percent which may indicate that OA borrowers have adjusted to the restrictions. Henricks attributes the current decrease in circulation to fewer materials cataloged as “adult” being checked out.
- 3) Personnel Update – Henricks reported that recommendations have been made to City Personnel to fill the two library assistant vacancies in Circulation. Don Friedman, who has been with the Library for almost four years, will be moving to the full-time position in the Maintenance department.
- 4) Facility Update – Henricks reported the software and license for the Heating Ventilation and Air-Conditioning (HVAC) system was received from Engineered Controls Inc. and installed on December 18, 2013. The Library now has full and complete access to the software that is the backbone of the HVAC system and can make changes to optimally manage heat, humidity, and cooling throughout the building.

KJWW Engineering Consultants has not responded to the outstanding issue surrounding Air Handling Unit (AHU) number five. A new estimate from Total Maintenance Inc. for the closed motors for the AHUs was received and is less than verbally quoted, at a cost of \$10,013.

- 5) Library Services Advisory Committee (LSAC) Update – Henricks reported that the LSAC met on December 3, 2013, to discuss the results of research on establishing a consortia or a library district and to identify the next steps in forming a recommendation. With four different integrated library systems and only Carnegie-Stout Public Library (C-SPL) in the market to replace software, the idea of forming a consortia was not advocated by any member. The discussion of a library district was dismissed due to the radical change required in how funding is currently

appropriated. One solution could be that library services for those in the county be expanded through the County Library Board contracting with a library or libraries for full service. The County Library Board President did not feel this option would work. Henricks reported that the County Library has an interim director.

The Board discussed the OA issue and requested Henricks provide another analysis of the cost incurred by C-SPL for providing the OA program, since the restrictions have been put in place and changes have been implemented by the State Library. Boice noted that OA is an issue in libraries all over Iowa right now. The Board decided to revisit the OA issue in the spring and determine if continuing to participate in OA is in the best interest of C-SPL's patrons.

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

*Motion: Connors  
Second: Boice  
Vote: Aye - 6; Nay - 0*

5. Action Items – Recommendations for Plan of Service: The Board discussed the proposed one year plan of service focusing on "Stimulate the Imagination" and "Create and Grow Young Readers." The Board discussed at length the objective of identifying funding to increase access to digital media by providing iPad devices as a replacement for e-Readers and for use within the Library, however agreed to place the objective on hold pending further discussion and evaluation.

*"Moved to accept the proposed one year plan of service focusing on 'Stimulate the Imagination' and 'Create and Grow Young Readers', with the objective pertaining to iPad devices placed on hold pending further evaluation, and to modify the Library's mission statement to : . improve the quality of life by providing resources for individual enjoyment, enlightenment, and knowledge and that enhance the literacy of youth."*

*Motion: Connors  
Second: Guns*

*Vote: Aye - 6; Nay - 0*

6. Communications/Public Comment – Henricks mentioned the popularity of the “Geek the Library” campaign and how people are still calling to participate in the campaign.
7. Library Board Adjournment - The Board adjourned at 5:04 p.m.

*"Motion to adjourn."*

*Motion: Guns*  
*Second: Weiss*  
*Vote: Aye - 6; Nay - 0*

  
**Frederick K. Miller, Board Secretary**

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