

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of October 24, 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, October 24, 2013.

*Present:* President Mike Willis; Vice President Jenny Weiss (entered at 4:06 p.m.); Board Secretary Frederick Miller; Trustee John Anderson-Bricker; Trustee Daniel Boice; Trustee Paula Connors; Library Director Susan Henricks; Recorder Denette Kellogg, and Secretary Jennifer Long

*Excused:* Trustee Diann Guns

1. President Mike Willis called the meeting to order at 4:01 p.m. and the agenda was adopted.

*"Moved to adopt the meeting agenda of Thursday, October 24, 2013."*

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

2. Approval of Library Board of Trustees' Minutes of Thursday, September 26, 2013.

*"Moved to approve the Board minutes of Thursday, September 26, 2013 with the change to page 2, Section 4. A. 1) third paragraph to report the date of October 24, 2013, instead of October 28, 2013."*

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

3. Board President's Report:

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

*"Moved to receive and file the Communication with the Dubuque City Council from Thursday, September 26, 2013."*

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

Weiss entered the meeting at 4:06 p.m.

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 the first quarter of FY14 has lapsed with expenditures at 24 percent and revenue at 27 percent of projections.
- 2) Library Use Statistics – Henricks reported that Library check outs were down 4 percent; however, items checked out to Dubuque residents increased 4.8 percent year-to-date. There has been a decrease in the items being circulated to Open Access patrons due to the restrictions on borrowing. Five of the online databases showed very strong increase in use for the first quarter. Once the "Geek the Library" campaign ends, Henricks stated she would look into marketing online resources to increase use of all databases.
- 3) Personnel – Henricks reported that the City Manager approved a recommended staffing reorganization. Deb Stephenson is now the Technical Services Supervisor, Bill Carroll is the Circulation Supervisor, Brian Jones is a full-time IT Assistant and the library is advertising for a half-time library assistant in Circulation and a library clerk for Technical Services. Henricks also announced that after 41 years of service, Maintenance Supervisor John Young has decided to retire. Henricks stated she would like to promote Dave March to the supervisory position since he has been with the Library for five years, is intimately familiar with the heating ventilation and air conditioning (HVAC) issues and other remaining renovation issues, and has technology skills to bring to this position. Henricks noted that Katelyn Wolff, a library assistant in the Circulation Department, has submitted her resignation, so a second library assistant will be needed in that department.

The Board requested that John Young's 40 years of service be recognized by a recognition plaque and a photograph of Carnegie-Stout Public Library at night.

- 4) Library Services Advisory Committee (LASC) Update – Henricks reported that the focus groups have concluded and about 60 people attended. The presence of participants at the library location were the lowest, and facilitator Molly Menster pointed out that most often people will not attend a focus group unless they have concerns, criticisms, or issues with the organization hosting the sessions. After reviewing the notes from each focus group Henricks identified three themes:
- a. Focus group attendees are not as satisfied with the county library system as they are with the city libraries and mentioned facilities, programs, and collection as their reasons.
  - b. A strong message was delivered for equal services throughout the entire county.
  - c. Although it is evident that the participants tried to brainstorm ways in which equality can be achieved, the ideas are not strong enough to support what it will require in resources to make it happen.

Willis asked what the next steps are now that this data has been received from the focus groups. Henricks responded that a meeting will be called to discuss the information among the members of the LASC and determine how to proceed.

- 5) Strategic Plan Update – Henricks reported that the Planning Committee met and discussed three specific service responses: Stimulate the Imagination (providing popular materials and supporting popular topics), Create Young Readers (early literacy emphasis), and Satisfy Curiosity (lifelong learning). Three underserved populations identified by the committee are Hispanics, west side residents, and the younger adult population that often quit using the library once they begin driving until they have their own children.

Library staff members brainstormed ideas for delivering these three service responses during Staff Development Day with a focus on outreach to these populations and these results were sent to the Planning Committee. After reviewing these, the Planning Committee will make a recommendation to the Board.

- 6) Grants – Henricks reported that the local John Deere Works awarded a grant for a "Story Book Walk", which will take place in the spring of 2014. The Library received permission from popular



children's author Mo Willems to reproduce two of his picture books and texts on individual large posters that will be mounted into the ground with wooden landscape stakes. Parents can stop to read the books as they stroll through the Arboretum and a downtown park.

Henricks also informed the Board that Best Buy awarded the library a grant to be applied to the Maker Space Project.

- B. Library Comment Cards - The Library Board reviewed the comment card received and concurred with the response.

*"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Personnel, Library Services Advisory Commission Update, Strategic Plan Update, and the Library Comment Card."*

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

5. Action Items:

- A. Request for Loan of Library Owned Artwork, "Appraisal" by Grant Wood – Henricks presented the board with a request from the Cincinnati Art Museum to use the Grant Wood "Appraisal" for an exhibition to run from August 30 to November 16, 2014. Connors asked if a recommendation had been received from the Dubuque Museum of Art on this loan and Henricks responded that they recommended the loan. Willis requested that the library receive photos of the installation and any printed material that the Cincinnati Art Museum hands out for the show.

*"Moved to accept the Cincinnati Art Museum's request for the loan of the library owned artwork "Appraisal" by Grant Wood."*

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

- B. FY15 Budget – Henricks provided the board with a list of capital improvement projects to be presented at the FY15 Budget Hearing. Willis questioned the need for the website refresher, and Henricks responded that the City is currently refreshing their site and it has been several years since the library's website was designed. The

board discussed the various items on the list and asked Henricks to evaluate the circulation of video games further before including it in the improvement packages.

*"Moved to approve the FY15 budget with the point about circulating video games to be further evaluated by the director and after evaluation she will determine whether to include it."*

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

6. 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