

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of February 27, 2014**

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, February 27, 2014.

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

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

"Moved to adopt the meeting agenda of Thursday, February 27, 2014."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, January 23, 2014, and Thursday, February 6, 2014.

"Moved to approve the Board minutes of Thursday, January 23, 2014."

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

"Moved to approve the Board minutes of Thursday, February 6, 2014."

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

Guns entered the meeting at 4:05 p.m.

3. Board President's Report:

- Communication with Dubuque City Council for January 2014.

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, January 23, 2014."

*Motion: Weiss
Second: Connors
Vote: Aye - 7; 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 2014 (FY14) – Henricks reported that approximately 58 percent of the fiscal year has lapsed and 58 percent of the budget has been expended. Revenue collected is high at nearly 75 percent of projections. The City has realized a decrease in overall revenue this fiscal year, which has caused adjustments to the City wide budget. Travel and continuing education lines are frozen unless registration has been paid for, or in the case of continuing education, credits are required for certification. A hiring freeze has also been implemented, which will create a challenge due to a recent vacancy in Circulation. Although only a 20 hour a week position, the hours are all in public service with a particular skill set.

Guns questioned the City's process for investment of the Library's gift funds and asked if the Board could decide how the funds are invested. Henricks stated that she would find out the answer to this question.

- 2) Library Use Statistics – Henricks reported that circulations to Dubuque residents increased 1.6 percent year-to-date. During this same time, Open Access check-outs decreased nearly three percent.

Compared to the seventh month of the fiscal year pre-renovation (FY08), checkouts reflect an overall increase of 22.8 percent.

Comparing Open Access checkouts during this same time, our current use reflects a 54.3 percent increase.

- 3) Marketing Update: News in the Telegraph Herald Newspaper – Henricks provided a listing of the articles that have appeared in the Telegraph Herald Newspaper for the last quarter of calendar year 2013.

Boice questioned if other public libraries have paid marketing staff. Henricks stated that yes many do; however, the library does not. Henricks stated that the library does advertise in 365ink, on KDTW, and several social media sites. Two databases a week are scheduled for feature through Twitter and Facebook. Henricks noted that the “Learn a Test” database was marketed by making book marks and placing them in the SAT, ACT, GED, and Civil Service Exam books promoting this online resource and the database use went up.

- 4) Library Services Advisory Committee (LSAC) Update – Henricks reported that the directors of the public libraries in Dubuque County met on February 19, 2014. There was general agreement that sharing existing resources is unlikely due to the cost of buy-in and the libraries are facing tighter budgets. Purchasing new resources for sharing was discussed – specifically a new product called Atomic Training. This online product offers training on popular hardware and software, which can assist in libraries’ abilities to train patrons as well as offering them the option of pursuing such training on their own. All the directors agreed to use the trial period offered by the vendor to become familiar with the product and decide whether it warrants further discussion. All agreed that the fundamental issue is lack of adequate funding to the County Library system, which only the County Board of Supervisors has the power to change. All agreed that this could be the time to go back to the County Board of Supervisors to report the outcome of the LSAC meetings. The next LSAC meeting is scheduled for March 4, 2014.
- 5) Facility Update – Henricks reported that the Library is now Petal Project Certified. This local certification is challenging to achieve and will also require annual updates. Henricks would like to plan a “green ribbon cutting” ceremony during Earth Week and Earth Day is April 22, 2014. Henricks will meet with the City’s Sustainability Coordinator to plan the event.

Henricks also reported that Randy Klauer of Klauer Construction has been working with the Library regarding repair work that remains post-renovation. Klauer is preparing an estimate for reworking the elm veneer.

Henricks also reported that she is continuing to work with City Engineering to resolve the Heating Ventilation and Air Conditioning (HVAC) problems; she has contacted OPN Architects to request an update and has not heard back yet. Steve Brown from City Engineering is trying to work directly with the manufacturer of the air handling units for advice.

Henricks updated the Board on the scenarios proposed to the City Manager regarding the epoxy coating for the chiller. First, if we must pay for the cost of replacement motors, and are able to get a reduced price from the estimate we received, we can use the savings toward the epoxy coating of the chiller. Second, if we do not have to pay for the cost of replacement of the motors, we can use this Capital Improvement Package (CIP) funding for the epoxy coating of the chiller before the balance reverts to the City.

- 6) March Meeting Date – Henricks reported that an unusual set of circumstances will prevent her from attending the March Board meeting and presented the options of skipping the March meeting and plan for the regular April 24 meeting, postpone the March meeting until the week of April 7, and meet twice in April, or to combine the March and April meeting and meet the week of April 14. The Board discussed the options and decided to not hold a March meeting and plan for the regular April 24 meeting.
- 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, Facility Update, Marketing Update, Library Services Advisory Commission (LSAC) Update, March Meeting Date, and the Library Comment Card."

*Motion: Boice
Second: Anderson-Bricker
Vote: Aye – 7; Nay – 0*

5. Action Items – Meeting Room Policy Revisions: Henricks presented the Board with a revised Meeting Room Policy for review. Henricks noted the addition that

requests biodegradable plates and cups be used when food and beverages are served.

"Moved to approve the Meeting Room Policy as presented."

*Motion: Guns
Second: Anderson-Bricker
Vote: Aye - 7; Nay - 0*

6. Communications/Public Comment – Henricks reminded the Board of the upcoming Volunteer Appreciation Dinner on April 8, 2014.
7. Library Board Adjournment - The Board adjourned at 4:58 p.m.

"Motion to adjourn."

*Motion: Weiss
Second: Guns
Vote: Aye - 7; Nay - 0*

Frederick K. Miller
Frederick K. Miller, Board Secretary