

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of April 24, 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, April 24, 2014.

Present: President Mike Willis; Vice President Jenny Weiss; Board Secretary Frederick Miller; Trustee John Anderson-Bricker (entered at 4:10 p.m.); Trustee Paula Connors; Trustee Diann Guns (entered at 4:05 p.m.); Library Director Susan Henricks; Recorder Denette Kellogg, and Secretary Jennifer Long

Excused: Trustee Dan Boice

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, April 24, 2014."

Motion: Weiss
Second: Connors
Vote: Aye – 4; Nay – 0

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

2. Approval of Library Board of Trustees' Minutes of Thursday, February 27, 2014.

"Moved to approve the Board Minutes of Thursday, February 27, 2014."

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

3. Board President's Report - Communication with the Dubuque City Council for February 2014.

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, February 27, 2014."

Motion: Weiss
Second: Miller
Vote: Aye – 5; 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:

Anderson-Bricker entered the meeting at 4:10 p.m.

- 1) Library Financial Report Fiscal Year 2014 (FY14) – Henricks reported that March ended the third quarter of FY14 and expenditures were at 73 percent and revenue collected at 89.4 percent of estimates.
- 2) Library Use Statistics – Henricks reported that when comparing the circulations of March 2014 to March 2013, the numbers were about the same, although a comparison year-to-date reflects an overall four percent decrease. Library visits were up seven percent in March and down overall year-to-date one percent. Checkouts to Dubuque cardholders have maintained, with a slight increase compared to last year as well as year-to-date numbers. Volunteer hours are up 21 percent and exploration continues on how volunteers can assist library employees. Miller noted that print material circulation is continuing to decline and Henricks stated she is meeting with the Adult Services Staff to challenge them to look at the materials budget allocation to determine if there should be some reallocation to digital materials.
- 3) Personnel Update – Henricks reported that Angie Johnson, a Library Assistant in the Circulation Department for eight years, has submitted her resignation as her family is moving to Texas. Henricks also reported that the current hiring freeze does not impact internship positions and there are funds remaining which will be used for a marketing intern to focus on the promotion of remote access such as databases, digital materials, and the lending library. Henricks advertised with four colleges/universities and the on the AccessDubuque website and has interviewed a candidate that may be offered the position.
- 4) Facility Update: Henricks reported that the rails and lampposts in front of the historic building were reinstalled and some parts of the work done by the subcontractor has been found to be unacceptable. Henricks will contact Kelly Jackson of Fred Jackson Tuckpointing to resolve the issues.

Guns asked for an update from the meeting on April 22, 2014, with OPN Architects, Inc. and KJWW Engineering Consultants.

Connors responded that the solution for the boilers is to install another condensation tank, which will be done by Total Maintenance, Inc., who is currently the Library's Heating Ventilation and Air Conditioning (HVAC) vendor, when funding permits. Connors reported that the Air Handler Unit (AHU) number five, which lacks full cooling capacity, was discussed. KJWW does not agree that the issue is related to capacity, rather that the controls are not set up per specifications. KJWW would like to gather their own data. Willis informed the board that there was agreement between KJWW and OPN that the AHU motors were most likely installed incorrectly. Willis reported that KJWW stated that the installer, Geisler Brothers Company, was responsible for the interior components of the AHU using approved manufacturer products that individually meet specifications. The contractor must also ensure that the installation of separate products will perform to overall specifications. Willis stated the humidifier and motor are fifteen inches apart, which KJWW stated is a red flag, and the motors are dealing with conditions that they were not designed to handle, causing the failure. KJWW is confident that, if the specifications are examined, it will be discovered that the AHU components were incorrectly installed. KJWW further cautioned that although closed motors will increase the life span of the equipment, they too will fail prematurely due to these internal connections. Henricks will need to follow up with City Engineering regarding this issue.

- B. Library Comment Cards - The Library Board reviewed the five comment cards received, concurred with the responses, and thanked Denette for her hard work on the Volunteer Appreciation Event.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report FY14, Library Use Statistics, Personnel Update, Facility Update and the Library Comment Cards."

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

5. Action Items:

- A. Request to Close on June 7, 2014 – The Board concurred with the recommendation and requested that Henricks let the media know the

reason for the closure that day is to update to the new Integrated Library System.

"Moved to approve the request to close the library on Saturday, June 7, 2014, to migrate to the new Integrated Library System."

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

- B. Strategic Planning – The Board discussed the need to have a special session to discuss strategic planning and suggested that a facilitator for the special session be considered. Willis requested that a summary of the Open Access statistics be provided for consideration in the planning. Henricks asked that the Board provide her with dates they would be available to meet so she could coordinate those with the facilitator. The Board requested that Henricks contact a facilitator, determine the cost of the facilitation, and present some dates for the Board to meet before Guns' and Miller's terms expire on June 30, 2014.
- C. Library Hours – Henricks notified the Board of the resignation of Josh Kelly and the loss of another employee in addition to Angie Johnson's resignation, all of who were in public service. Henricks is concerned that if staffing levels are reduced further, the library will not be able to operate effectively. She requested a review of hours if staffing levels fall further and we are unable to hire employees due to the hiring freeze. Henricks will keep the Board updated on this situation and if there is a need to take action on a reduction of hours in the future.

7. Library Board Adjournment - The Board adjourned at 5:07 p.m.

"Motion to adjourn."

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



Frederick K. Miller, Board Secretary