

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of May 22, 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, May 22, 2014.

*Present:* President Mike Willis; Board Secretary Frederick Miller; Trustee John Anderson-Bricker; Trustee Dan Boice; Trustee Paula Connors; Trustee Diann Guns; Library Director Susan Henricks, and Recorder Denette Kellogg  
*Excused:* Vice President Jenny Weiss  
*Staff Present:* Scott King, Marketing Intern  
*Public Present:* Patty Poggemiller, 3423 Arrowwood Lane, Dubuque, Iowa 52001

1. President Mike Willis called the meeting to order at 4:04 p.m. and the agenda was adopted.

*"Moved to adopt the meeting agenda of Thursday, May 22, 2014."*

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

2. Approval of Library Board of Trustees' Minutes of Thursday, April 24, 2014.

*"Moved to approve the Board Minutes of Thursday, April 24, 2014, with the change to delete 'and the' from the last sentence of 4.A.3), change the word 'connections' in 4.A.4) second to last the last line to 'installation' and in 5.C. change the word 'who' to 'whom'."*

*Motion:* Guns  
*Second:* Connors  
*Vote:* Aye – 5; Nay – 0; Abstained – 1 Boice

Boice reported that he abstained since he was not at the April 24, 2014 meeting.

3. Board President's Report - Communication with the Dubuque City Council for April 2014. The Board noted a change in the report that the Board agreed to hire a facilitator for the strategic planning work sessions but this was not an action item.

*"Moved to receive and file the Communication with the Dubuque City Council from Thursday, April 24, 2014."*

*Motion:*       *Guns*  
*Second:*      *Anderson-Bricker*  
*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 2014 (FY14) – Henricks reported that April marked 83 percent of the fiscal year lapsing with 81 percent of the budget expended and revenue collected at 97 percent of projections.
  - 2) Library Use Statistics – Henricks reported that April was a slow month with visits down 2 percent compared to April of 2013. Although digital checkouts increased 26 percent, most other materials have decreased in circulation, an example being the print collection for adults which is down 9 percent year-to-date when compared to FY13.
  - 3) Personnel Update – Henricks reported that the library is short seven employees due to four terminations and three resignations and approval was given to hire four employees. Henricks hopes to begin interviews to fill some of the vacancies in early June. Henricks informed the Board that new procedures are in place that deal with cash handling as well as individual management of personal library accounts. The former methods of handling cash transactions had been in place since the library automated. Henricks researched how other libraries of similar size managed their systems and shared the results with the Board. Boice questioned how staff morale has been. Henricks reported that she had met individually with each staff member to offer encouragement as all work together.
  - 4) Marketing Report – Henricks introduced Scott King, who was hired as a marketing intern for the summer. King is a student at Iowa State University working on degrees in both marketing and advertising and began his internship at the library on May 19, 2014.

- 5) Facility Update – Henricks reported that she met with Kelly Jackson of Fred Jackson Tuckpointing to address some incomplete work with the lights and railings, as well as some of the work performed by his subcontractor, and was assured he will work on these problems. Henricks also reported that KJWW Engineering visited the library to establish baseline readings on the air handling units in anticipation of a return visit when the weather is hotter and more humid. A return visit may not be necessary as KJWW quickly determined the unit was not performing to specifications on that day when the temperature and humidity levels were moderate. KJWW said they would be in touch with the manufacturer and let Henricks know the outcome.

Henricks stated that elm veneer is being replaced in several public service desks; the largest area affected is the Youth Services Desk. The replacement panels were ordered with a veneer, stained, and dried; however, installation had to be halted and taken down since the finish was very poor and the stain was not done correctly. If the veneer can be stripped and re-stained, the area should be finished by June 9, 2014, which is the start of the Summer Reading Program.

Henricks stated she has been in discussion with Dave March, Maintenance Supervisor, about removing the bars in front of the exterior side doors at the historic entrance. Henricks stated that the doors had not been open previously because additional security gates would need to be installed on the inside of the library and the material return boxes in the vestibule would need to be relocated as well as the two tables inside that are placed in front of the doors. Removing the exterior bars would restore the façade of the library to its original appearance; however, people may try to open the doors and become frustrated to find them locked. After discussion the board decided that, at this time, there is no need to change the doors.

- 6) Strategic Planning – Henricks reported that Sid Scott has agreed to facilitate the strategic planning meeting for \$750.00 for a day, and he believes it will take two days. The first date Scott is available to facilitate is July 26, 2014. The Board requested that Henricks confirm the July 26 date.
- 7) June 2014 Meeting – Henricks reported that she will be attending the American Library Association Conference on June 26, which is the next regular board meeting. Henricks proposed meeting on



either Thursday, June 19 or Tuesday, June 24, holding the meeting without her, or combining the June and July meetings, which she would not recommend. The Board moved the June meeting to Thursday, June 19, 2014.

- 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 FY14, Library Use Statistics, Personnel Update, Marketing Update, Facility Update, Strategic Planning, June 2014 Meeting, and the Library Comment Cards."*

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

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5. Action Items:

- A. Addendum to Personnel Manual – Willis asked what an “activity library card” was. Henricks responded that if an employee needs an item for professional use related to the library, it is checked out to the activity (department within the library) and the borrowing period is extended to three months. Guns questioned if there are procedures in place so that employees know if they can use an activity library card or waive interlibrary loan fees. Henricks responded that in order to do either of those, the employee would have to get approval from their supervisor.

*"Moved to approve the Addendum to the Personnel Manual with the change of 'Activity' to 'Department'."*

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

- B. Open Access Agreement Review – Henricks presented the board with the Open Access Statistics from FY00 to FY13. Willis noted that based on the statistics, Open Access for FY13 cost the library \$300,000. This cost was arrived at by dividing the total circulations into the total budget. If the library chooses not to participate in the Open Access program, the library will lose approximately \$50,000 in state funding. Connors questioned if most of the cost incurred from Open Access is staff time and Henricks replied that is true. Guns questioned if the hours that are currently required for staff to complete Open Access transactions would be reallocated to another area; Henricks responded

that the hours could be used for outreach and promotion of library services. Anderson-Bricker questioned if the library would lose accreditation by not participating in Open Access and Henricks responded that yes accreditation would be lost. Guns noted that this is a good topic to be addressed at the upcoming strategic planning meeting. The Board concurred to move forward with signing the FY14 Open Access Agreement.

6. Communications/Public Comment: Miller asked about the *While You Wait* program, specifically how the books are delivered and who can participate. Henricks responded that a volunteer delivers the books and any business with a waiting area for clients/customers can participate.
7. Library Board Adjournment - The Board adjourned at 5:21 p.m.

*"Motion to adjourn."*

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

  
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**Frederick K. Miller, Board Secretary**