

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of June 19, 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, June 19, 2014.

Present: President Mike Willis; Board Secretary Frederick Miller; Trustee John Anderson-Bricker; Trustee Diann Guns; Director Susan Henricks, and Recorder Denette Kellogg

Excused: Vice President Jenny Weiss, Trustees Dan Boice and Paula Connors

1. President Mike Willis called the meeting to order at 4:08 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, June 19, 2014."

Motion: Anderson-Bricker

Second: Miller

Vote: Aye – 4; Nay – 0

2. Approval of Library Board of Trustees' Minutes of Thursday, May 22, 2014, 2014.

"Moved to approve the Board minutes of Thursday, May 22, 2014, with the change to the last sentence of the last paragraph of 4.A.5) to 'Willis expressed the desire to remove the bars in the future if door access can be accommodated.'"

Motion: Miller

Second: Anderson-Bricker

Vote: Aye – 4; Nay – 0

3. Board President's Report:

- A. Communication with Dubuque City Council for May 2014.

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, May 22, 2014."

Motion: Anderson-Bricker

Second: Miller

Vote: Aye – 4; Nay – 0

- B. Board President Recognition of Trustee Terms Ending – The Board thanked Guns and Miller and presented them with a framed print of Grant Wood's "Appraisal" in recognition of their service.

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 93 percent of the fiscal year has passed with 91 percent of the budget expended and revenue generated at just over 100 percent of projections. The Library is well on target to come in under budget and will present a savings to the City as it continues to seek funds to compensate for a revenue shortfall this current fiscal year.
- 2) Library Use Statistics – Increased use was seen in the number of minutes per session on Internet computers by children, check out of children's books and DVDs, and wireless access in the library. Downloadable materials were up 57% compared year-to-date to last year. Check out of materials appears to have rebounded somewhat from earlier months and is showing a less than one percent decrease by Dubuque card holders month and year-to-date. Open Access checkouts are down 5.8 percent.

Anderson-Bricker questioned why there has been a decrease in the reference inquiries and directional questions for the last few months. Henricks responded that she believes one reason is people frequently turn to the Internet for information. People want information where and when they need it and Henricks feels that more promotion needs to be done on social media, such as chat online or Twitter, to allow for more immediate responses to questions. Anderson-Bricker asked if workshops are done on information literacy and if there is information available telling people how to do an online search. Henricks responded that the Library does have workshops, however, they are more device related.

The Library Services Advisory Committee met on June 6 to discuss the draft summary of the Committee's work. A copy of the final summary will be sent to the Board when it has been approved by the Committee.

- 3) Personnel Update – Henricks reported that the position of Circulation Assistant has attracted 154 applicants; the Information Technology Assistant position 47 applicants; and the position of Clerk 86 applicants. Testing will take place this week and should be completed by next week, at which time interviews can begin.

The process has slowed due to the migration of the new Integrated Library System (ILS) which has been a time-consuming project for the supervisors in IT and Circulation.

Willis questioned when charges would be filed in the Library theft case. Henricks reported that the investigation with the police department continues and provided a status report of the investigation.

- 4) Facility Update – Henricks reported that the migration from Horizon to Koha went better than anticipated and was quite smooth. Staff has identified other areas that require attention, such as online databases and digital collections, which are available but continue to run through Horizon. There have been some issues, such as e-mail notifications, logging in issues and slowness of the system. Henricks spoke to the owner of Bywater Solutions and they have been very helpful in resolving issues as they occur. Anderson-Bricker questioned how the problem of patrons receiving multiple e-mail notifications was resolved, and Henricks responded that the notifications was temporarily turned off until the problem could be corrected.

Henricks reported that the refinished elm veneer panels in the Youth Services area were not acceptable but time had run out and a replacement product could not be made and installed by the start of the summer reading program, when space needed to be reclaimed for public use. The contractor will return after the summer reading program to complete the work in that area while the elm veneer replacement scheduled at the first floor kiosk desk, Recommendations Desk, and Internet kiosk desk will continue as planned. Anderson-Bricker stated that since the renovation is complete, the library is not bound to the architect's design. Guns suggested that the elm veneer be replaced with something harmonious with the existing elm veneer and not spend any more time on the issue. Henricks stated that the contractor has replaced the panels at the Recommendations desk and first floor kiosk and feels they can replicate that in the other affected locations.

Henricks reported that the minutes from the April 30, 2014, meeting with KJWW Engineering Consultants had a note at the end stating that any corrections or additions be provided in writing within ten days of receiving this document, which was received on June 10, 2014. Henricks reported that she was concerned about the wording and the fact that many of the Library's concerns were not included in the meeting minutes, such

as the other air-handling units. Henricks met with City Attorney Barry Lindahl, City Engineer Steve Brown, City employee Tom Reed, who specializes in HVAC, Chad from TMI and Maintenance Supervisor Dave March about the air-handling units and HVAC system. Many concerns not previously addressed were brought up by Reed, such as the insulation being a factor in the function of the air-handling units as there is a drop ceiling in the area and the skylight is exposed with old windows that are not insulated. Reed asked for the load calculations used when the units were sized to better understand the way the space was redesigned. Reed stated the humidifier is working properly; it is the design that is creating the problem, and suggested the library ask the manufacturer of the humidifier, Armstrong, for an on-site visit to look at our system and get their suggestions on how to fix the problem, as they will design a solution for free. Guns questioned how the design fit with the installation that Geisler Brothers Company decided to do and Henricks responded that Geisler Brothers had control over the interior design selecting from specified products; however, the final approval was the responsibility of KJWW. Guns suggested that a third party with no vested interest be consulted to see what the solution to the HVAC problem is and then just do what is suggested. Henricks will email the meeting minutes and her response to the minutes that will be sent to KJWW.

Henricks reported that proposals for a three-year Heating Ventilation and Air Conditioning (HVAC) Maintenance contract were returned and a contract will be signed with Total Maintenance Incorporated (TMI), who we have had a business relationship with for many years. They have always gone above and beyond for the library in terms of customer service and assistance in solving problems.

Willis questioned if there was any follow up from KJWW after their on-site visit. Henricks stated that they had a conference call and they are going to work with York, the manufacturer of the equipment, to have someone visit the library to evaluate whether there is something faulty in the system.

- 5) Strategic Planning – Henricks reported that the date for the strategic planning meeting has been confirmed for Saturday, September 27, 2014, from 8:30 a.m. to 2:30 p.m., as this was the first date that all board members could attend. Sid Scott, who will facilitate the meeting, stated that at the end of the first session, a date for the second, much shorter, meeting will be set

within three to four weeks of the initial meeting. Scott prepared a short survey, providing the points for discussion at the meeting, for the board members to complete and be returned to him by September 15. Guns suggested that if past board members participation is wanted, the Board decide by the August board meeting so that the past members would be able to schedule time to participate.

On Monday, June 9, Ginger Lacy and Linda Avery-Lacy, cousins and great-granddaughters of Benjamin Lacy visited Dubuque. Lacy was a prominent person in Dubuque in the 19th and 20th century, and one of those who helped found Carnegie-Stout. The Lacy women were in the area to donate artifacts to the Center for Dubuque History and to the Women's Archives at the University of Iowa. They asked for a tour of the library and indicated that the Lacy Trust was considering funding projects in Dubuque again. They also expressed interest in potentially funding a project for the library.

Henricks also reported that she attended a meeting with John Gronen, Gronen Properties; Sharon Covey, YM-YWCA; Wendy Knight, NICC; Megan Starr, Economic Development with the City, and David Spurgeon, McGraw-Hill, to brainstorm ideas for repurposing the lower level of St. Mary's Church. Anderson-Bricker expressed concern about what other businesses may be going into the other levels to ensure they are compatible with the Library's possible usage for Maker Space which can be loud. Henricks responded that it is the brainstorming phase and so far, what had been discussed, seemed to be compatible.

B. Library Comment Cards - The Library Board reviewed the three comment cards received, and concurred with the responses.

"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, Strategic Planning and the Library Comment Cards."

*Motion: Guns
Second: Anderson-Bricker
Vote: Aye - 4; Nay - 0*

5. Communications/Public Comment – Guns suggested that the board members visit the Ladd Library in Cedar Rapids to see how they reused existing space left by the Target Store that moved to a new location. Guns felt that this type of project use would be perfect for Carnegie-Stout Public Library. Henricks stated

that she visited and has the square footage, cost of furniture, and cost of square footage from OPN Architects who did the work on that building.

6. Library Board Adjournment - The Board adjourned at 5:30 p.m.

"Motion to adjourn."

Motion: Guns
Second: Miller
Vote: Aye - 4; Nay - 0

Mike Willis
Mike Willis, President