

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

*Present:* President Mike Willis; Vice President Jenny Weiss; Trustee Dan Boice; Trustee John Anderson-Bricker; Trustee Paula Connors; Trustee Jon Trotter; Director Susan Henricks, and Recorder Denette Kellogg

*Excused:* Trustee Patty Poggemiller

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, July 24, 2014."*

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

Willis then swore in Trustee Jon Trotter for a four-year term expiring in July 2018.

2. Approval of Library Board of Trustees' Minutes of Thursday, June 19, 2014.

*"Moved to approve the Board minutes of Thursday, June 19, 2014."*

*Motion:* Boice  
*Second:* Anderson-Bricker  
*Roll call vote:* Aye – Anderson-Bricker  
Aye – Boice  
Aye - Connors  
Aye – Weiss  
Abstain – Trotter (was not on the Library Board)

*The motion passed with four "Aye" votes and no "Nay" votes.*

3. Annual Meeting – Election of Officers:

*"Moved to nominate Mike Willis for Library Board President."*

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

*"Moved to nominate Jenny Weiss for Library Board Vice President."*

*Motion: Connors  
Second: Boice  
Vote: Aye - 6; Nay - 0*

*"Moved to nominate Dan Boice for Library Board Secretary."*

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

4. Board President's Report:

A. Library Board Committee Appointments – Willis provided some background information on Library Board Committees and Board members provided feedback on Committee assignments. Willis made the following Committee assignments:

- 1) Relations Committee – Dan Boice/Patricia Poggemiller
- 2) Operations Committee – John Anderson-Bricker/Paula Connors
- 3) Planning Committee – Jenny Weiss/Jon Trotter
- 4) 28E Agency – Dan Boice
- 5) Art Subcommittee – John Anderson-Bricker/Jenny Weiss
- 6) Library Foundation – Paula Connors/Jon Trotter

Willis will contact the Library Foundation President to offer his expertise in assisting with the donation database the Library Foundation recently purchased.

B. Communication with Dubuque City Council for June 2014.

*"Moved to receive and file the Communication with the Dubuque City Council from Thursday, June 19, 2014."*

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

Anderson-Bricker asked for a follow-up on the audit and the new cash registers. Henricks responded that she has been gathering information on new cash registers, Payment Card Industry (PCI) compliance to allow credit cards, and finding companies that will work well with the Integrated Library System (ILS) KOHA.

5. Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update: Henricks provided an update on the ongoing Heating Ventilation and Air Conditioning (HVAC) issues with the facility. The Board agreed to have a different

equipment vendor come in to look at the system and get estimates for required repairs. The Board suggested that the City's Legal department be included on all communications with KJWW Engineering Consultants. 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 June 30 marked the end of the Fiscal Year (FY) 2014 and early estimates indicate that, between budget savings and increased revenue, the Library was approximately \$83,000 under budget. Revenue collected came in at 109 percent of projections. The City Budget Director will evaluate the final budgets among all city departments and the determination will be made as to how long hiring, travel, some equipment replacement, and Capital Improvement Project (CIP) budget lines will remain frozen. Weiss questioned if any of the budget savings is from staff, and Henricks responded that staffing is part of the savings.
- 2) Library Use Statistics – Henricks reported that the number of checkouts was down five percent in FY14 compared to FY13. The five percent was largely due to fewer Open Access transactions, which were down 8.2 percent. There was a decrease among Dubuque residents of 1.2 percent, associated with adult print material. The number of visitors decreased 11 percent compared to FY13. Database use experienced some large swings; for example, Learn-a-Test was down 396 percent but Mango Languages was up 480 percent in use. Outreach and advertising for all digital materials, databases, and the vending machine library will begin within two weeks and Henricks is looking forward to evaluating these numbers again for positive changes. Digital materials realized an increase of 23 percent (audio) and 25 percent (e-Books). Weiss questioned the database variations and whether they were due to replacing outdated software with new software. Henricks responded that it is not software related and use may vary depending on what people are looking for at a specific time. Boice stated he had been speaking highly of Mango Languages and Henricks responded they have some very new and exciting modules for libraries with library specific phrases such as "How do I get a library card?", in Spanish. Henricks will encourage staff to explore these modules as it would be a good continuing education opportunity.
- 3) Personnel Update – Henricks reported that an offer of employment was made to Michael Kerth, who accepted the position of full-time assistant in the Information Technology (IT)

department. Evan Meyer was promoted from his job as clerk to that of part-time Library Assistant in the Circulation Department and approval was given to hire one more part-time assistant. Henricks has requested approval from the City Manager to hire additional staff because, even with these three positions filled, the library remains four employees short and the potential remains for this number to grow. Henricks reported she is continuing with audits of library accounts and she is working at public service desks to fill vacancies to cover the immediate demands of day-to-day library operations. Willis asked if charges had been filed in the library theft case and Henricks responded that charges have not been filed to date but anticipates this in the near future.

- 4) Marketing Update – Henricks presented the board with the examples of the marketing materials for the library's digital collection. Henricks stated an insert was in the City Utility bill mailing this month and people have brought the insert in to find out more about downloadable materials. Henricks is hoping to see an increase in the digital collections from this campaign. Willis noticed when he was using Freegal last week that there is no way to contact technical support; Henricks will look into this.

- 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, Library Use Statistics, Personnel Update, Marketing Update and the Library Comment Cards."*

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

## 6. Action Items:

- A. Trustee Policy Review of Revisions – The Board reviewed the Trustee Policy and decided to refer it to the Planning Committee for review.

*"Moved to refer the Trustee Policy to the Planning Committee for review."*

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

- B. Circulation Policy Review of Revisions – Henricks stated that the new ILS has some differences from the previous ILS and changes to the policy had to be made to address these changes.

*"Moved to approve the Circulation Policy as presented"*

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

C. Fines/Fees Policy Review of Revisions – The Fines and Fees Policy was incomplete in the board packets and new copies will be sent to the board for review at the August meeting.

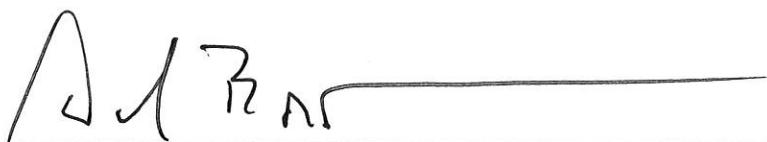
*"Moved to table the Fines and Fees Policy until the August 28, 2014, board meeting."*

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

7. Communications/Public Comment - Connors invited the board to the Voices from the Warehouse District free event featuring Michael Perry on September 27, 2014. Boice told the board that the interim state librarian has appointed a steering committee to set a schedule for complete re-examination of the Open Access Program. There will be task force including librarians from libraries of all sizes throughout the state and the program should be revamped within two years.
8. Library Board Adjournment - The Board adjourned at 5:16 p.m.

*"Motion to adjourn."*

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



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**Dan Boice, Board Secretary**