

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of August 28, 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, August 28, 2014.

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

1. President Mike Willis called the meeting to order at 4:00 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, August 28, 2014."

*Motion: Boice
Second: Trotter
Vote: Aye – 7; Nay – 0*

Willis then swore in Trustee Patricia Poggemiller for a four-year term expiring in July 2018.

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

"Moved to approve the Board minutes of Thursday, July 24, 2014."

*Motion: Weiss
Second: Connors
Vote: Aye – 6; Nay – 0; Abstain – 1
Abstain – Poggemiller (was not at the meeting)*

3. Board President's Report:

A. Review of Tentative Board Meeting Dates through August 2015. The Board reviewed the dates and decided to change the October 23 meeting to October 20, 2015, at 4:00 p.m. and set December 18, 2014, for the meeting and Staff, Volunteer, and Board Holiday Event. They concurred with all other proposed dates.

B. Communication with Dubuque City Council for July 2014.

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

Motion: Weiss
Second: Boice
Vote: Aye – 7; Nay – 0

4. Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update: Henricks informed the Board that the Dubuque County Library has a new Director, Michael Wright. Henricks provided a written summary on the following topics to the Library Board with additional comments:

- 1) Library Financial Report Fiscal Year 2015 (FY15) – Henricks reported the first month of FY15 has lapsed and budget expenditures are at 7 percent with revenue collected at 12 percent of projections.
- 2) Library Use Statistics – Henricks reported that Open Access transactions in July were down about 16 percent, which was the greatest influence on the overall drop of 4 percent in checkouts. With the new operating system, Koha, the number of materials categories was able to be reduced and has resulted in Children's and Adult DVDs no longer being separate. The checkouts of Children's DVDs are added to the Adult checkouts and will be reported under "Adult Circulation." Connors questioned if the self-check use being down is possibly due to the new integrated library system and Henricks responded that could be one reason or the fact that patrons seem to find them more difficult to use.
- 3) Art Subcommittee Update – The Art @ your library show was established to be self-supporting. The Library earns a 20 percent commission on art sales and the money goes into the Art @ your library fund to purchase refreshments and advertising. Last year one third of the exhibits did not have items for sale (example, library-owned art in the "Out of the Vault" exhibit). That and fewer sales depleted the Art @ your library fund and it began to show a deficit.

It was decided to incorporate a silent auction fundraiser into the next art show during "Fall into Arts," which takes place on October 3, 2014. The silent auction will feature chair art. The children's-sized wooden chairs were in storage since the library's renovation and local artist were invited to decorate the chairs, which will be on exhibit until the Holiday Art Sale when they will be auctioned.

Henricks reported she wrote a grant to the Schoen Family Charitable Trust for funds for Art @ your library and the library was awarded \$1,000.

- 4) Summer Reading Program Update – Henricks provided the board with a report summarizing the Summer Reading Program. The Adult Summer Reading Program attendance was up; however, the completion rate fell a bit. The Children's Summer Reading Program saw a completion rate of 57 percent this year. Henricks informed the Board that there were 17 programs for children at the library this summer and the attendance was 2,780 people.
- 5) Facility Update – Henricks provided the background on the Children's Program Room having a musty smell that coincides with the dehumidifying problems with the Heating Ventilation and Air Conditioning (HVAC) system. Steamatic was in and treated the carpets with enzymes and if that does not correct the problem, the carpet will be pulled to investigate further. Henricks provided an update on the Capital Improvement Projects (CIP) that may be completed prior to the end of the calendar year which includes the replacement of some hardwood floors, sanitary line repairs, and the book drop remediation. Henricks also reported that the elm veneer project is almost completed and the results have been pleasing.

Weiss recused herself at 4:23 p.m. and left the meeting during the discussion about HVAC system.

Weiss reentered the meeting at 4:33 p.m.

- 6) Personnel Update – Henricks reported that approval has been granted to replace all vacant positions at the library, except two part-time positions still under the hiring freeze – one in Circulation and one in Adult Services. Recommendations for hire have been submitted to City Personnel for the vacancies.

The internal audit for employees' personal library accounts has been completed. Willis questioned if the police have provided an update, and Henricks responded that an arrest is imminent. Willis suggested he and Henricks meet to develop a prepared statement.

- B. Library Comment Cards - The Library Board reviewed the two 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, Art Subcommittee Update, Summer Reading Program Update, Facility Update, Personnel Update, and the Library Comment Cards."

Motion: Connors
Second: Weiss
Vote: Aye – 7; Nay – 0

5. Action Items:

- A. Fines and Fees Policy Revisions – The Board reviewed the Fines and Fees Policy. Willis questioned item number 2 which reads "maximum fine is the cost of an item or \$7.50, whichever is less"; Henricks clarified that the \$7.50 is the maximum amount of a fine for an item. It was agreed to make the following changes that:
- Item number 2 be revised to "There is a collection fee of \$5.00 on all fines less than \$25.00 and \$10.00 if \$25.00 and over for accounts that are 45 days old. The cardholder will be responsible for all legal and service fees for legal notification."
 - Item number 4, subcategory C be revised to "It is at the discretion of the Circulation Supervisor whether an item is damaged and to assess damages."
 - Item number 7.C.3. be revised to "Platinum level, \$175.00 – provides for the same services as a Dubuque resident."
 - Item number 7.C.1-3. be revised to add "annually" to each level.
 - Item number 6 be revised to read "There is a \$2.00 charge for replacing lost cards."

"Moved to approve the Fines and Fees Policy with the revisions discussed."

Motion: Connors
Second: Weiss
Vote: Aye – 7; Nay – 0

- B. Board Trustee Policy – The Board reviewed the Board Trustee Policy. It was agreed to make the following changes that:
- The third paragraph under the heading Library Director be revised to "All Library Board of Trustee meetings" and delete standing or ad hoc.
 - Delete the fourth paragraph under the heading Library Director.
 - The paragraph under the heading Board Orientation be revised to "the most current Iowa Library Services public library standards."

"Moved to approve the Board Trustee Policy with the revisions discussed".

Motion: Boice
Second: Weiss
Vote: Aye – 7; Nay – 0

- C. Radio Frequency Identification (RFID) – Henricks provided a written overview of RFID for the new board members. Henricks' recommendation presented to the Board was to contract with a company to complete the RFID conversion and fund the shortfall of \$31,000 using the interest only that has been accumulated from the Mutschler Trust and the Maher Trust. Henricks reported that since that amount was proposed, the details of the cash registers has been finalized and the request for proposals have been returned and are lower than anticipated. Connors questioned if using the Mutschler Trust would fit the goal of that trust, which was for expansion of services. Henricks stated that the funds could come totally from the Maher Trust if the board would prefer. Willis questioned if the cost of the registers would be around \$11,000 and Henricks responded that the cost is \$11,500 for two cash registers and an additional credit card machine on the second floor self-check machine. Willis then asked if the new registers would meet the goal of tying the cash registers to the Integrated Library System (ILS); Henricks responded that is correct.

"Moved to approve the recommendation to contract with a company to complete the RFID conversion using funds from the Maher Trust."

Motion: Boice
Second: Connors
Vote: Aye – 7; Nay – 0

- D. Riverwalk Art – Bench – The Board reviewed the opportunity to acquire a limestone bench that was exhibited in the last Art on the River. Anderson-Bricker questioned if the Art Subcommittee viewed the bench and Henricks responded that they had not, due to the short notice of the offer for sale.

"Moved not to purchase the Riverwalk art bench."

Motion: Poggemiller
Second: Weiss
Vote: Aye – 7; Nay – 0

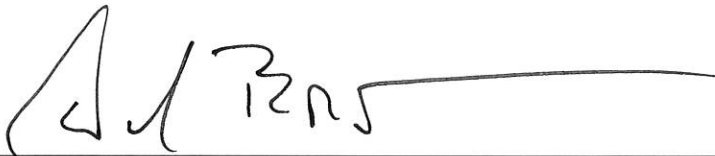
6. Library Board Adjournment - The Board adjourned at 5:21 p.m.

"Motion to adjourn."

Motion: Weiss

Second: Boice

Vote: Aye – 7; Nay – 0

A handwritten signature in black ink, appearing to read 'Dan Boice', with a long horizontal line extending to the right.

Dan Boice, Board Secretary