

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of September 25, 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, September 25, 2014.

Present: President Mike Willis; Vice President Jenny Weiss; Secretary Dan Boice; Trustee John Anderson-Bricker; Trustee Paula Connors; Trustee Patricia Poggemiller (entered at 4:01 p.m.); 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, September 25, 2014."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, August 28, 2014.

"Moved to approve the Board minutes of Thursday, August 28, 2014."

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

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

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, August 28, 2014."

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

Poggemiller entered the meeting at 4:01 p.m.

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 2015 (FY15) – Henricks reported that 17 percent of the fiscal year has lapsed and budget expenditures are at 14 percent with revenue collected at 19 percent of projections.
- 2) Library Use Statistics – Henricks reported that overall library use decreased in August. Check outs by Dubuque residents dropped 2 percent year-to-date and Open Access check outs dropped 16 percent year-to-date. Together the library has realized an overall decrease of 4.2 percent compared to the same time last year. Digital materials continue to increase and check outs are up 19.5 percent year-to-date compared to FY14. Willis questioned the wireless usage decrease and Henricks responded that there was a power outage which brought down the Library's wireless system, so a new wireless system was purchased. The old system counted every time a person walked in with a smartphone, laptop, or other device. The new system recognizes unique users and now it can be seen where the most common usage areas are within the library.
- 3) Facility Update – The elm veneer replacement has been fully completed. The carpet in the children's program room had an odor, which was treated with enzymes and a special cleaner by Steamatic. It was thought that the treatment had not been effective because the odor remained for two days after the treatment; however, during the days the library was closed for Labor Day, the odor dissipated and the area is now back to normal.

Work will begin on the sanitary line on the first floor on October 9, 2014. The current line, which is 35 years old and quite full of mineral build-up and debris, will be eliminated. Plumbing lines from the first floor restrooms closest to the Circulation Desk will be rerouted to the new line that was introduced during the renovation. Additionally, clean-outs will be added for efficient access and maintenance in the future.

- 4) Project Update – Henricks reported that Bibliotecha was awarded the Radio Frequency Identification (RFID) project and Backstage Productions has been contracted for the retro-conversion work. Work to convert materials to RFID is planned to begin in early October and should be completed within two months. New cash registers with a credit card solution have been ordered; however, the VeriFone credit card readers are on back order and will delay implementation for 10 weeks. Due to the delay in the credit card readers, the company is going to implement the online ability to

pay fine and fees immediately. Henricks stated there was an article in today's *Telegraph Herald* about the library's new Integrated Library System (ILS), the upcoming RFID system, and the Board's strategic planning session.

- 5) Personnel Update – Henricks provided the Board a review of the Staff Development Day, Thursday, September 18, 2014, and staff's feedback. Henricks reported that a request to fill a part-time Library Assistant position has been submitted to the City.

- 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, Facility Update, Project Update, Personnel Update, and the Library Comment Cards."

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

5. Closed Session – Possible Acquisition of Real Estate.

"Moved to go into closed session in accordance with Iowa Code, Chapter 21.5(1) (j): To discuss the purchase of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property."

Motion: Poggemiller
Second: Weiss

Willis called for a roll vote.

Boice – Aye
Weiss – Aye
Anderson-Bricker – Aye
Connors – Aye
Willis – Aye
Trotter – Aye
Poggemiller – Aye

Motion passed with all "Aye" votes.

The Library Board moved into closed session at 4:18 p.m.

The Library Board moved into open session at 4:48 p.m.

"Moved to go into open session of the Library Board."

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

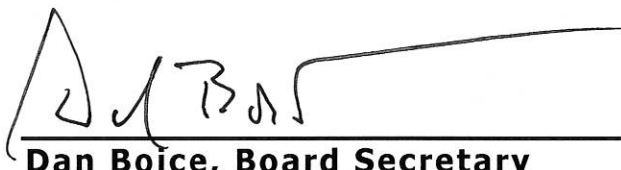
"Moved to table the discussion on purchase of real estate until after the Strategic Planning Meeting on September 27, 2014."

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

6. Communication/Public Comment - Henricks informed the board that the Library's antique grandfather clock on second floor has been repaired and is now working again. Willis reminded the Board of the Strategic Planning Session on Saturday September 27, 2014, at 9:00 a.m.
7. Library Board Adjournment - The Board adjourned at 4:54 p.m.

"Motion to adjourn."

Motion: Weiss
Second: Anderson-Bricker
Vote: Aye – 7; Nay – 0

A handwritten signature in black ink, appearing to read 'Dan Boice', is written over a horizontal line.

Dan Boice, Board Secretary