

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

Present: President Mike Willis; Trustee John Anderson-Bricker; Trustee Paula Connors; Trustee Jon Trotter; Trustee Patty Poggemiller; Director Susan Henricks, and Recorder Denette Kellogg

Excused: Secretary Dan Boice and Vice President Jenny Weiss

1. President Mike Willis called the meeting to order at 4:06 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Wednesday, November 19, 2014."

Motion: Anderson-Bricker

Second: Connors

Vote: Aye – 5; Nay – 0

2. Approval of Library Board of Trustees' Minutes of Monday, October 20, 2014.

"Moved to approve the Board minutes of Monday, October 20, 2014."

Motion: Connors

Second: Trotter

Vote: Aye – 5; Nay – 0

3. Board President's Report: Communication with Dubuque City Council for October 2014.

"Moved to receive and file the Communication with the Dubuque City Council from Monday, October 20, 2014."

Motion: Poggemiller

Second: Connors

Vote: Aye – 5; 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 2015 (FY15) – Henricks reported that November represented passage of 33.3 percent of the fiscal year and expenditures were at 34 percent of projections. Property insurance, which is input for the library into the operating budget every year and is a line item the library has no control over, was \$10,475 over budget last fiscal year. This fiscal year, this line is \$4,000 over budget. In past years the library has covered this line when it has gone over budget; however, these funds come at the expense of materials and programs and cannot be sustained.

Henricks informed the Board that Modern Piping reported they would be in to replace the 1.5 inch piping to the air handling units with 2.5 inch piping as specified. Henricks will update City Engineering and the City Attorney.

- 2) Library Use Statistics – Henricks reported that check-out of print material decreased in October compared to the same time last fiscal year. The greatest decrease was realized in Open Access (OA) borrowers who checked out 18 percent fewer items compared to last year. Downloads of digital materials increased 21.5 percent. The decrease in circulation was primarily in the Adult book collection.
- 3) RFID (Radio Frequency Identification) Update – Henricks reported that most of the RFID tagging of the collection was completed November 14 and the system should be live by Thanksgiving. A flaw was realized in the check-out process and staff is working with the vendor to resolve the issues. The problem will not negatively impact patrons' experience as it does not affect the self-check machines. Henricks informed the Board that the system would only check out one item at a time, which is not what was promised. Willis stated the issues need to be resolved quickly, or the library should go with another vendor. Anderson-Bricker questioned how much time is left before the library can switch to another system and if the RFID tags will work with another vendor. Henricks stated that she would have to look at the contract with Bibliotheca but that the equipment will work with any system as the tags are universal. Henricks also stated that the new gates are installed and working well; however they had to drill holes to accommodate the new gates, and if this rough-in is not compatible with replacement gates the marble flooring will be marred.
- 4) Portable Digital Media Lab Update – Henricks reported that changes are taking place with the portable digital media lab, with

the focus more on projects and outcomes. Youth in the Library's programs will identify a project and build on it each month with the goal of having an end project completed in April 2015. The Loras College Honors Class that is leading this initiative will participate in a symposium in April of 2015 and provide the venue to highlight the completed projects. The Loras College Marketing Club students are interested in promoting the portable digital media lab. Efforts to build the lab continue and a grant was submitted to fund four 3-D printers for this project.

- 5) Upcoming Events – Henricks reminded the Board of the Art @ Your Library® Holiday Show Opening Reception on Friday, December 5 and the Christmas Tree Lighting Ceremony and music program on Sunday, December 7. The holiday reception for library staff and volunteers is on the same day as the next Board meeting, Thursday, December 18 from 2:00 to 4:00 p.m. with the Board meeting to follow.
- B. Library Comment Cards - The Library Board reviewed the comment cards received.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, RFID Update, Portable Digital Media Lab Update, Upcoming Events, and the Library Comment Cards."

*Motion: Connors
Second: Trotter
Vote: Aye – 5; Nay – 0*

5. Action Items:

- A. Art Subcommittee Recommendation to Receive the Sculpture "Family Read" – The Board reviewed the Acceptance of Art Contract with artist Gail Chavenelle. Chavenelle is donating the sculpture to the Library with the acceptance of the contract.

"Moved to accept the recommendation from the Art Subcommittee to approve the Acceptance of the Art Contract for the "Family Read" Sculpture."

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

- B. Library Hours – Discussion took place in regard to Library hours and recommended options for reduction of hours as presented by the

Henricks report due to the hiring freeze the City is now under. One 20 hour employee was approved by the City Manager but this leaves the Library still so short in staffing that operations cannot be sustained. Anderson-Bricker questioned how long the hiring freeze will be in place and Henricks responded that this is unknown. The Board reviewed the options provided by Henricks of reduction of hours due to staffing shortages. They agreed that closing one day per week is better than impacting each day with a reduction of hours and that Friday appeared to be the best day.

"Moved to empower the Library Director to close the Library on Fridays if the current vacancies are not approved to fill."

*Motion: Connors
Second: Poggemiller
Vote: Aye – 5; Nay – 0*

Trotter exited the meeting at 4:50 p.m.

- C. Strategic Plan – Draft – The Board reviewed the draft of the strategic plan and asked that the Planning Committee meet to review the plan in its final form for the Board's review.

Poggemiller exited the meeting at 4:58 p.m.

Anderson-Bricker exited the meeting at 5:00 p.m.

- 7. Library Board Adjournment - The Board adjourned at 5:14 p.m.



Dan Boice, Board Secretary