

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of December 18, 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, December 18, 2014.

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

Excused: Trustee Patty Poggemiller and Trustee John Anderson-Bricker

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 December 18, 2014, and move the Action Items 5.A. Library Hours and 5.B. Strategic Plan to immediately following the adoption of the agenda."

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

2. Approval of Library Board of Trustees' Minutes of Wednesday, November 19, 2014.

"Moved to approve the Board minutes of Wednesday, November 19, 2014."

*Motion: Connors
Second: Boice
Vote: Aye – 3; Nay – 0;
Abstain: Boice (was not at the meeting)*

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

"Moved to table the Board President's Report until the January 2015 Board Meeting."

*Motion: Connors
Second: Boice
Vote: Aye – 4; 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 42 percent of the fiscal year with 41 percent of the budget expended and 44 percent of the revenue collected.
- 2) Library Use Statistics – Henricks reported that visits and checkouts were down 8 percent in November compared to November 2013. Use by Dubuquers was down 5.5 percent and check outs to Open Access borrowers were down 20 percent. Compared to FY 2008, which was pre-renovation, the total checkouts remains 16 percent higher and the total visits are up 6.4 percent.
- 3) Personnel Update – Henricks reported that Urmilaben Vacchini, who worked 20 hours per week, has resigned her position as a library assistant in the Circulation department. Approval was previously granted to ~~hire~~ a 20 hour a week position in Circulation and when this position is filled, the staff shortage in Circulation will be 59 hours a week and 20 hours a week in Adult Services, for a total staff shortage of 79 hours.

Henricks also reported that Adult Services Manager, Michelle Hellmer, has announced her retirement on January 31, 2015. This position was approved for replacement and advertising has begun. Henricks reported she was also informed that Librarian Mirdza Berzins plans to retire February 28, 2015. Once the resignation has been submitted in writing, Henricks will forward a request to hire a replacement to City Personnel and the City Manager.

- 4) Radio Frequency Identification (RFID) Update – Henricks reported that Bibliotecha, the company contracted with for the RFID products, software, and service, sent a representative for an on-site visit to review the outstanding issues and discuss the library's concerns. The visit was productive and an action plan outlining the steps the company will take to resolve the problems related to their equipment and software should be received shortly. Henricks stated that the two biggest issues, affecting staff, are the antenna pads staff uses to check out materials and the security gates not catching DVDs. The self-check machines are working well for patrons.

Henricks informed the Board that MEP Engineers has been hired to evaluate the design and equipment of the entire Heating Ventilation and Air Conditioning (HVAC) system in an effort to identify a solution to the issues associated with the system since its original installation. MEP will make a recommendation to correct the issues.

- B. Library Comment Cards - The Library Board reviewed the five comment cards received. Connors questioned the response for the two comment cards from James Snyder; Henricks responded that a letter was sent to him since he wanted a direct response and the cards were not posted. Henricks stated that Mr. Snyder's suggestion of constructing wooden boxes to raise the DVD shelving to make the lower shelves easier to reach has been turned over to Maintenance Supervisor Dave March for review.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Personnel Update, RFID Update, and the Library Comment Cards."

*Motion: Connors
Second: Trotter
Vote: Aye – 4; Nay – 0*

5. Action Items:

- A. Library Hours – Henricks explained that the City's hiring freeze has been in effect for 10 months and she is not confident that the freeze will be lifted by the end of this fiscal year. Closing Fridays is a short term option, but will not work during the summer hours as Fridays are the busiest days and contracts for performers have already been signed. Henricks submitted a new proposal to the Board changing the library's hours to Monday through Thursday 10:00 a.m. to 8:00 p.m. and Friday through Sunday 12:00 p.m. to 5:00 p.m. Henricks stated she felt the best time to implement the change is January 2015; the goal will be the full restoration of hours prior to the time that application for reaccreditation is due.

Willis reviewed correspondence from Trustee Anderson-Bricker, who was unable to attend the meeting. Anderson-Bricker supported the change in hours but not a west-side location.

"Moved to reduce the Library's hours of operation as presented by the Library Director and Management Staff."

*Motion: Weiss
Second: Boice*

Vote: Aye – 5; Nay – 0

- B. Strategic Plan – The Board reviewed the Vision Statement as presented in the December 11, 2014, draft. The Board expressed concern that west side service could make the Open Access issue worse. Henricks stated that the west side space would have limited inventory and Open Access patrons are limited to checking out what is available on the shelves. Weiss expressed her feeling that having west side service will benefit the library since part of the population of Dubuque is not being served. Based on how successful a west side facility is, the Board would consider a continuation of service based on income from a library levy.

Weiss exited the meeting at 4:34 p.m.

Boice expressed concern over the costs of some of the goals and the fact that it may put too much pressure on Henricks as the director. Henricks stated that some of the expense could be reduced by increasing the number of corporate and nonprofit partnerships that can provide monetary or in-kind support.

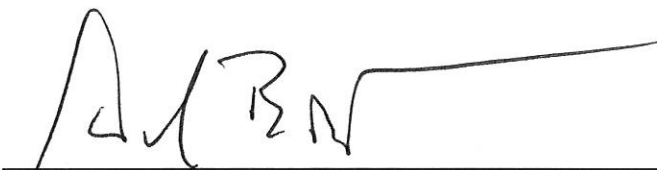
"Moved to approve the Strategic Plan as revised by the Planning Committee."

Motion: Trotter
Second: Connors
Vote: Aye – 4; Nay – 0

7. Library Board Adjournment - The Board adjourned at 5:12 p.m.

"Motion to adjourn."

Motion: Trotter
Second: Connors
Vote: Aye – 4; Nay – 0



Dan Boice, Board Secretary

1/22/2015