

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of January 22, 2015**

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 January 22, 2015.

Present: President Mike Willis; Vice President Jenny Weiss (entered meeting at 4:15 p.m.); Secretary Dan Boice; Trustee John Anderson-Bricker; Trustee Paula Connors; Trustee Jon Trotter; Trustee Patty Poggemiller; Director Susan Henricks, and Recorder Denette Kellogg

Public Present: Ben Jacobson, Telegraph Herald Reporter, Dubuque, Iowa

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 January 22, 2015, and to a Library Board closed session under Agenda Item 5.B. West Side Service."

Motion: Trotter
Second: Boice
Vote: Aye – 6; Nay – 0

2. Approval of Library Board of Trustees' Minutes of Thursday, December 18, 2014.

"Moved to approve the Board minutes of Thursday, December 18, 2014."

Motion: Connors
Second: Boice
Vote: Aye – 6; Nay – 0;

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

"Moved to receive and file the Communication with the Dubuque City Council from Wednesday, November 19, and Thursday, December 18, 2014."

Motion: Poggemiller
Second: Connors
Vote: Aye – 6; Nay – 0

Weiss entered the meeting at 4:15 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 December marked 50 percent of the fiscal year lapsed with expenditures 48 percent and revenue collected at 48 percent of projections.
- 2) Library Use Statistics – Henricks reported check outs of library material was down in December; however, the number of library visits increased and was 10 percent higher than December of last year. Streaming video has been added to the library collection and the titles number over 600. The fees are similar to the pay-on-demand model so the library is beginning the service by restricting check outs/streaming to four per month per library card holder. Henricks reported that use will be followed to determine its success before reallocating materials budget funds for continued funding.
- 3) Personnel Update – Henricks reported that initial interviews for the position of Adult Services Manager were completed on January 14, 2015, and it has been decided to continue the search to fill this manager position. Henricks informed the Board that Andrew Fuerste-Henry has accepted the position of Interim Adult Services Manager. Approval was given to hire a full-time Librarian to replace Mirdza Berzins, who is retiring, and advertising has begun. Randy Peck, City Personnel Manager, has requested that the Board review benefits for part-time employees. With the exception of bus drivers, no other part-time city employees receive benefits and he would like the Library to reconsider its policy in order to save money. Henricks asked libraries of similar size in Iowa whether benefits are offered to part-time employees and found that seven out of nine of the libraries questioned provided benefits to employees working at least 20 hours per week. The Board agreed to continue offering benefits to part-time employees working at least 20 hours per week.
- 4) Radio Frequency Identification (RFID) Update – Henricks reported that a representative from Biblioteka visited the Library on December 11 and promised action to resolve problems associated with the RFID implementation. The company did not follow through. Henricks also informed the Board that there has been a

problem with the RFID tags on the mixed media not adhering properly. The Board decided to postpone any further discussion or action until their next meeting pending Bibliotecha's work during this timeframe to resolve outstanding issues.

- 5) Strategic Plan Updates – Henricks reported that she has talked to Tim Horsfield, City Parking Department Manager, about how to eliminate barriers to parking around the library, specifically the meters. Horsfield described the current "Passport to Parking" the ability to pay for a meter through the use of a Smartphone. There is a retail module available for businesses or organizations interested in paying the parking fees of customers, and Horsfield will follow up with the vendor to learn more about the product and will provide Henricks with the information he receives. Horsfield also proposed that the Library "buy" the parking lot on Bluff Street across from the Library from the City and remove the meters. He will follow up with the City Manager on this idea and will report back to Henricks. Anderson-Bricker questioned validating patron's parking and Henricks responded that Horsfield was also investigating this idea.

- B. Library Comment Cards - The Library Board reviewed the three comment cards received. Discussion was held about the comment card requesting a crosswalk from the Bluff Street parking lot to the library. Henricks stated she would get an explanation from City Engineering and will report her findings back to the Board.

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

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

5. Action Items:

- A. Public Relations Policy – Henricks provided the Board with a Public Relations Policy for review. Willis suggested the phrase "print and non-print media" be removed from the Purpose paragraph. Boice suggested that there should be a Marketing Policy and a separate Public Relations Policy. The Board discussed the need for two separate policies. The Board also discussed media sources wishing to photograph inside the library and that it should be stated that, as a courtesy, they should notify the library director or the employee in charge. Willis feels the Social Media Policy should be referenced in the

Public Relations Policy. Henricks will forward the Social Media Policy to the Board. The Board agreed to table the new policy, and refer it to the Planning Committee for further review with the suggestions provided.

"Moved to table the Public Relations Policy and refer to the Planning Committee."

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

- B. West Side Service – Next Steps – The Board identified the next steps in establishing west side service that includes a small space, (approximately 3,000 square feet) with ample parking. The project will be fully funded with a trust fund earmarked for the expansion of library services for three years. If this project is successful and citizens want to continue, the Library will pursue a community-based funding model for continued support.

Henricks updated the Board on possible locations available for a branch or satellite library. Henricks updated the Board on the list of architects for the west side library service project. The Board decided to meet with four of the architects on the list and suggested allowing them 30 minutes for a presentation with additional time afterwards for questions and answers. The Board requested that Henricks ask Steve Brown from City Engineering Department to attend the meeting and assist in interviewing the architects.

Willis reported the need for the Board's review of some possible locations currently available for a branch library.

"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: Weiss
Second: Connors

Willis requested a roll call vote:

Boice – Aye
Weiss – Aye
Anderson-Bricker – Aye
Connors – Aye

Willis – Aye
Trotter – Aye
Poggemiller – Aye

Vote: Aye – 7; Nay – 0

The Library Board moved into closed session at 4:58 p.m.

Poggemiller exited the meeting at 5:24 p.m.

The Library Board moved into open session at 5:26 p.m.

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

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

The Board referred the west side service options and locations to the Operations Committee for further review.

6. Communications/Public Comment – The Board received and filed communication from Anderson-Bricker.

"Moved receive and file the communication from Anderson-Bricker, dated December 18, 2014."

Motion: Boice
Second: Connors
Vote: Aye – 6; Nay – 0

7. Library Board Adjournment - The Board adjourned at 5:31 p.m.

"Motion to adjourn."

Motion: Boice
Second: Connors
Vote: Aye – 6; Nay – 0

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

Dan Boice, Board Secretary