

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of February 26, 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, February 26, 2015.

*Present:* President Mike Willis; Vice President Jenny Weiss (entered at 4:10 p.m.); Secretary Dan Boice; Trustee Paula Connors; Trustee Jon Trotter; Trustee Patty Poggemiller; Director Susan Henricks, and Secretary Jennifer Long.

1. President Mike Willis called the meeting to order at 4:01 p.m. and the agenda was adopted.

*"Moved to adopt the meeting agenda of Thursday, February 26, 2015."*

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

2. Approval of Library Board of Trustees' Minutes of Thursday, January 22, 2015, and the Work Session Meeting Minutes of Tuesday, February 17, 2015.

*"Moved to approve the Board Minutes of Thursday, January 22, 2015, and the Work Session Minutes of Tuesday, February 17, 2015."*

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

3. Board President's Report: Communication with Dubuque City Council for January 2015.

*"Moved to receive and file the Communication with the Dubuque City Council from Thursday, January 28, 2015."*

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

Weiss entered the meeting at 4:10 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 January marked 58 percent of the fiscal year lapsing with expenditures at 55 percent and revenue collected at 65 percent of projections.
- 2) Library Use Statistics – Henricks reported checkouts of library materials is down with the exception of digital materials, which is up nearly 22 percent. New library cards to Dubuque residents are up 9 percent over the previous year and visits have rebounded. This reflects what many libraries are experiencing – that checkouts of materials have decreased but statistics of people using the library have not suffered.
- 3) Personnel Update – Henricks reported that Andrew Fuerste-Henry has been appointed as Interim Adult Services Manager. The search for a new manager will be extended and new advertising will take place within a few months. Mirdza Berzins is retiring as of February 28, and the position of a professional librarian in the Adult Services Department has been filled by Sarah Smith, who was working as a para-professional librarian. Due to the fact that the department will be short-staffed starting March 1, Henricks reported that she will return to working the Reference Desk three mornings a week along with her regularly scheduled weekend rotation.
- 4) Radio Frequency Identification (RFID) Update – Henricks reported that Biblioteca has provided no solution to library staff having to fan out or reposition materials on the antenna pads at checkouts. The self-check machines, from Tech Logic, can checkout materials without requiring special positioning so library staff have begun using this equipment at the Circulation Desk to experiment and compare the products. The early experiments indicate that performance is better and if this continues, Henricks feels a request for a full refund should be made and the library move to the Tech Logic product. Henricks and staff has been testing the gates to ensure materials not checked out are caught and have experienced issues. After discussion, the Board empowered Henricks to proceed with the best solution to the issues and to update the Board with the results of the new product tests.
- 5) Strategic Plan Updates – Henricks reported that she has talked to Tim Horsfield, Manager of the Parking Department, who was able to speak with the City Manager about the possibility of the Library purchasing or leasing the lot on Bluff and 11<sup>th</sup> Streets in order to offer free parking to patrons. The City Manager called for a meeting to further discuss this issue with the Manager of Parking Services, the Economic Development Director and the Budget

Director. Henricks stated she had not heard the results of this meeting. Willis questioned if the Passport to Parking program is still a possibility and Henricks responded that she is waiting to hear back from Parking Services.

- 6) Heating Ventilation and Air-Conditioning (HVAC) Update – Henricks reported that MEP Engineers have begun evaluating the HVAC system and met with City Engineer Steve Brown to get his perspective on the project. The next step is to perform a detailed survey to take pipe length measurements and have Maintenance Supervisor Dave March disassemble the auto flow valves, while they are here, so they can see the internal condition. A final report should be received between February 28 and March 16, 2015.
- 7) Grants – Henricks reported that she received an email from Ginger Lacy stating the Lacy Trust will fund a gift of \$50,000 to be used to offer the complete archives of the Telegraph Herald, in a digital format, for all Dubuque residents. Henricks also reported that she submitted two grants to the Dubuque Racing Association; one for an early literacy called “1,000 Books Before Kindergarten” and the other for the purchase of supplies and marketing in support of 3D printers. Four 3D printers were awarded from a separate grant. Henricks stated a policy on the loan of the 3-D printers is being developed.

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, Personnel Update, RFID Update, Strategic Plan Updates, HVAC Update, Grants Update, and the Library Comment Cards.”*

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

## 5. Action Items:

- A. Funding Staffing Levels – The City Manager has requested, through a letter to Board President Willis, that the Library Board of Trustees consider expending the interest from the trust accounts to fund staffing levels and achieve an additional 5 hours per week, which will meet the minimum requirements for accreditation. The Board discussed the balances of the trust funds compared to the spreadsheet included with the letter. Several funds have been spent down and much of the General Gift Fund is reserved for committed projects, leaving only the Mutschler Trust fund with any significant balance. The Board determined to not use the

Mutschler Trust interest for salaries and instead move forward with plan to open the satellite library funded by the Mutschler Trust with enough non-duplicated hours to count toward the Library's accreditation next year.

- B. Victim Impact Statement – Henricks provided the Board with a letter from Christine Corken, First Assistant County Attorney to Crenna Brumwell, Attorney for the City of Dubuque, in reference to the theft case involving Barbara Nyheim. Willis stated that the sentencing is April 6, 2015, and at that time the Library can make a victim impact statement. Nyheim is seeking a deferred judgment, which Weiss explained would require her to meet certain conditions for a period of time and pay some restitution. Weiss further stated that if Nyheim does this, the charges would be erased from her record at the end of the deferment time. Weiss stated she is not in favor of a deferred judgment in this case, as it does not reflect the severity of the crime. Henricks stated that the deductible for the insurance claim is the only amount Nyheim would be required by the County Attorney to pay as restitution. The Board discussed the impact Nyheim's actions have had on the Library, the people that were terminated due to the audits of employee accounts, and the way it has changed the atmosphere of the Library. The Board decided that Willis would draft a victim impact statement and present it to Henricks for review. Willis, Henricks, and any available Board Members will be attending the sentencing to present the victim impact statement.
- C. Code of Ethics Policy – Henricks informed the Board that the city has developed a Code of Ethics Policy which is an umbrella for many City policies from purchasing to use of social media. Most of the policies are already in effect through the Library's Employee Handbook, with the only difference having to do with the freedom of speech section of the City's policy. The Board discussed the policies and decided to compare the two policies more in depth before agreeing to have Library staff sign the City's Code of Ethics Policy. Interest was expressed in attending an upcoming meeting with the City Manager to ask questions pertaining to the Code of Ethics policy.

*"Moved to table the Code of Ethics Policy until the Board can receive additional information as to the City's motivation and explanation for why they want the Library to sign this Policy and determine if the Library has a policy that covers this issue."*

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

- D. Architectural Firms – West Side Satellite – Henricks provided the Board with a revision of the compiled data from the February 17 Work Session

that included Trotter's remarks that were not included in the first summary. The Board discussed the three architecture firms that interviewed at the work session and how the different firms brought different strengths to the project. Willis stated this is a very important project and the success will determine if a library levy will be possible in the future.

*"Moved to engage Selser Schaefer Architect."*

*Motion: Connors*  
*Second: Trotter*  
*Vote: Aye - 6; Nay - 0*

E. Lacy Gift Acceptance for Telegraph Herald Complete Archives Project – Henricks informed the Board that as previously discussed in the Director's Report, an email from Ginger Lacy was received informing the Library that the Lacy trust is providing a gift of \$50,000 to be used to offer the complete archives of the Telegraph Herald, in digital format, to all Dubuque residents. Henricks and Information Technology Supervisor, Jason Burds, met with the Telegraph Herald to discuss the terms of a memorandum of understanding or contract. Once this is created, reviewed and approved, movement can be made toward implementation of the project, which will be very popular with the community as it can be used from their homes at no charge through the Library web site.

*"Moved to accept the gift from the Lacy Trust for the Telegraph Herald complete archives project."*

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

F. Closed Session -

*"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: Willis*

Willis called for a roll vote.

*Boice - Aye*  
*Weiss - Aye*  
*Connors - Aye*  
*Willis - Aye*  
*Trotter - Aye*

*Poggemiller – Aye*

*Motion passed with all "Aye" votes.*

The Library Board moved into closed session at 5:18 p.m.

The Library Board moved into open session at 5:47 p.m.

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

*Motion: Connors*

*Second: Weiss*

*Vote: Aye – 6; Nay – 0*

The Board directed Henricks to set up a lunch hour work session for available Trustees to view the properties proposed for the west side satellite location now that an architect has been selected.

7. Library Board Adjournment - The Board adjourned at 5:51 p.m.

*"Motion to adjourn."*

*Motion: Weiss*

*Second: Willis*

*Vote: Aye – 6; Nay – 0*



**Dan Boice, Board Secretary**

4/1/2015

**Date**