

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of April 1, 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 Wednesday, April 1, 2015.

*Present:* President Mike Willis; Board Vice President Jenny Weiss; Board Secretary Dan Boice; Trustee Paula Connors; Trustee Patty Poggemiller; Trustee Jon Trotter; 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 Wednesday, April 1, 2015."*

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

2. Approval of Library Board of Trustees' Minutes of Thursday, February 26, 2015, and Wednesday, March 4, 2015.

*"Moved to approve the Board Minutes of Thursday, February 26, 2015, with the insertion of a period on page 5, first paragraph "different strengths to the project. Willis", and Wednesday, March 4, 2015."*

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

3. Board President's Report:

- A. Communication with Dubuque City Council for February 2015.

*"Moved to receive and file the Communication with the Dubuque City Council from Thursday, February 26, 2015."*

*Motion:* Connors  
*Second:* Poggemiller  
*Vote:* Aye – 6; 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 67 percent of the fiscal year has lapsed with expenditures at 62 percent and revenue collected at 73 percent of projections.
- 2) Library Use Statistics – Henricks reported that a defect was found in the security gates located on the second floor that has to do with the counting mechanism. The "General Library Activities" summary for January is included with the current statistics and reflects the revised totals for library visits. February visits increased six percent compared to February 2014. Year-to-date visits are about one percent lower than FY14. Check outs to Dubuque residents decreased six percent and open access transactions have decreased by 18 percent.
- 3) Heating, Ventilation and Air Conditioning (HVAC) – Next Steps – Henricks reported that a meeting was held with MEP Engineers Ryan Larson and Dieter Muhlack to review the final report regarding causes and recommendations associated with the deficient HVAC system. The engineers have suggested a conservative approach to the low water flows to the air handling units (AHU). Since one AHU is performing as specified, they suspect the problem does not stem from the pumps in the basement. Theoretically, although very closely sized, the pumps should be able to perform to keep the entire system at optimal performance. Muhlack and Larson suggested that rust may have solidified in the system, which will reduce flow and performance. They recommended treating the system aggressively with chemicals to eradicate any rust and at a point in the future test the water flow again. They believe that when the system is clean and the pipe size to AHU 5 is increased to the specified size of 2.5 inches along with the introduction of a special filter in the pipe, the system will operate as designed. If so changing the pipe size to the other AUHs may not be necessary. Weiss questioned why the rust issue had not been brought to attention sooner and asked if utilizing chemicals might affect the warranty. Henricks stated chemicals are already used throughout the system and will not affect the warranty of the equipment.

Henricks also reported that in the future a Capital Improvement Project (CIP) to replace the old steel pipe with Poly Vinyl Chloride (PVC) piping should be considered. The engineers stated that the current steel pipes were of very poor quality and that they have never seen pipes in such poor condition for the age. The engineers also recommended changing the pumps at some point in the future to introduce variable frequency. Henricks will follow-

up with Steve Brown from City Engineering, and City Attorney Barry Lindahl regarding the findings and next steps.

- 4) Personnel Update – Henricks reported that Andrew Fuerste-Henry has been officially appointed to the position of Adult Services Manager. A requisition to fill his Librarian I position has been sent to City Personnel. Interviews for the position of Library Aide (Recommendations Desk), which has been vacant due to the promotion of Sarah Smith to Librarian I when Mirdza Berzins retired, began March 30. A Clerk position is also open in the Circulation Department and advertising is taking place now.
- B. Library Comment Cards Received – The Board reviewed four comment cards received and concurred with the responses.

*"Moved to receive and file the informational update from the Library Director including the Library Financial Report FY15, Library Use Statistics, Heating, Ventilation, and Air Conditioning (HVAC) Update, Personnel Update, and the Library Comment Cards."*

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

## 5. Action Items:

- A. New 3D Printer Policy – Henricks provided the Board with a copy of the proposed 3D Printer Policy, Procedures for 3D Printing, and 3D Printer Responsibility Form. Henricks noted that the charge currently listed on the Procedures for 3D Printing may need to be adjusted. Weiss questioned how "obscene material" would be defined and Henricks responded that the language used in the Internet Policy can be added to this policy. The Board discussed how out of state and open access patrons will be charged for utilizing the equipment and agreed that those patrons would be required to pay in advance. The Board requested that the statement about agreeing to return the 3D printer on the 3D Printer Policy be reworded to, "I agree to return the 3D printer to the Library within three days, unless other arrangements have been made in writing." Weiss asked for clarification of the assessed late fee about charges when a printer is more than 10 days overdue. After discussion it was agreed to change the wording of the 3D Printer Policy to "I understand that I will be assessed a late fee in the amount of \$25.00 per day and if the printer is not returned after 30 days, it will be considered stolen." The Board also requested Henricks add the wording per the Code of Iowa on theft of materials. Willis suggested that the sentence in the 3D Printer Policy that states, "If the object does not print correctly due to design errors, it is the

responsibility of the user to pay for the object," be removed, as it is previously mentioned, and the Board concurred.

*"Moved to adopt the 3D Printer Policy, and approve the Procedures for the 3D Printing and 3D Printer Responsibility Form with the changes as discussed."*

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

- B. Memorandum of Understanding – C-SPL and Telegraph Herald (TH) Media – Henricks presented the Board with a draft of the Memorandum of Understanding for the use and presentation of TH Media's digital files containing images of the Telegraph Herald published pages for approximately a 100-year period, and stated that the final point of the agreement should be changed from 180 days to 90 days. Willis asked what format the digital images would be in. Henricks responded it will appear as a Portable Document Format (PDF). The Board also suggested the delay of adding new content read 30 days up to 90 days.

*"Moved to approve Memorandum of Understanding between TH Media and the Carnegie-Stout Public Library with the changes discussed."*

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

- C. Code of Ethics – Willis stated that he, Poggemiller, Weiss, and Henricks met with City Manager Mike Van Milligen and other city staff to clarify the intent of this policy and agreed to add the Code of Ethical Conduct for Employees to the Library's Employee Handbook. Weiss suggested that instead of having the policy read Library/City employees it should just be Library employees. Weiss stated that this appears to be changing the Library's Employee Handbook and feels the updated Employee Handbook should be sent to the Planning Committee for review.

*"Moved to table the Code of Ethics Policy, have Henricks Update the Employee Handbook to include specific policies, and then present it to the Planning Committee for review."*

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

- D. Radio Frequency Identification (RFID) – Next Steps – Henricks stated she is prepared to move forward with terminating the agreement with Bibliotecha and change to the Tech Logic product. The Board discussed the problems with the Bibliotecha and reviewed documentation that outlines the many problems with the product, which has not worked as specified.

*"Moved to sever the relationship with Bibliotecha and transition to the Tech Logic product."*

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

- E. Library Trust Accounts – Henricks recommended that the small balance trust accounts, namely the Hoffmann Trust, McLean Trust, Molitore Trust, and Building Renovation be closed, while keeping larger trust funds, or those with restricted principals, separate.

*"Moved to direct Henricks to implement the closure of the gift trust accounts, the Hoffmann Trust, McLean Trust, Molitore Trust and Building Renovation Trust."*

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

- F. New Public Relations Policy and Marketing Plan – The Board discussed and concurred with the new policies. The Board agreed to review the Marketing Plan at a later date.

*"Moved to approve the Public Relations Policy as presented."*

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

- G. Library Hours – The Board discussed the negative public response to the new reduced hours. Connors asked if the proposed hour changes will affect any programming. Henricks responded that programming will not be impacted. Willis informed the Board that the City Manager Mike Van Milligen has proposed the Library provide \$47,000.00 from the interest in its gift accounts and the City provide another \$30,000.00 to increase the hours to the minimum accreditation level; and then in FY17 he will recommend a restoration of funding for Library staff to the City Council. Connors noted that the Gift Fund money is separate just like the City considers CIP funds separate from operation funds. The Board felt that the public would be less inclined to donate to the Library if they felt that their funds were going to be

used for operations. Henricks suggested that the hours be restored once staff can be hired and asked for the Board to consider Monday through Wednesday 9 – 8; Thursday noon – 8; Friday and Saturday 9 – 5, and Sunday 1-5 (except in the summer).

*"Carnegie-Stout Public Library will agree to utilize \$47,000.00 from interest earned in Trust accounts to partially fund the staffing shortage as long as the City contributes the additional \$34,000.00 for FY16 and the City's promise that it will recommend fully funding the hours in FY17."*

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

*"Moved to direct Henricks, upon agreement from the City to fund the staffing shortage, to restore the Library to 61 hours by changing Library hours to Monday through Wednesday 9 – 8; Thursday noon – 8; Friday and Saturday 9 – 5, and Sunday 1-5 (except in the summer)."*

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

#### H. 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: Boice*

Willis called for a roll vote.

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

*Motion passed with all "Aye" votes.*

The Library Board moved into closed session at 5:35 p.m.

The Library Board moved into open session at 5:53 p.m.

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

*Motion: Boice*  
*Second: Connors*

*Connors – Aye*  
*Boice – Aye*  
*Weiss – Aye*  
*Willis – Aye*  
*Trotter – Aye*  
*Poggemiller – Aye*

*Motion passed with all "Aye" votes.*

The Board discussed the feedback received from the public and budget impact on the proposed expansion. The public is not differentiating between the funding received from the city and the fact that the funds being used for west side expansion were a gift and have nothing to do with the city budget. The Board also discussed the need to educate the public about special library levies.

*"Moved to table further discussion of west side service."*

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

6. Communications/Public Comment – Henricks reminded the Board of the Volunteer Appreciation Dinner on Wednesday, April 15, 2015 from 6:00 to 8:30 p.m.
7. Library Board Adjournment - The Board adjourned at 6:40 p.m.

*"Motion to adjourn."*

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



**Dan Boice, Board Secretary**

4/23/15

**Date**