

**Carnegie-Stout Public Library**  
**Board of Trustees**  
**Meeting Minutes of April 23, 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, April 23, 2015.

*Present:* President Mike Willis; Board Secretary Dan Boice; Trustee Angella Allred; Trustee Paula Connors; Trustee Patty Poggemiller (entered at 4:36 p.m.); Trustee Jon Trotter; Director Susan Henricks, and Recorder Denette Kellogg.

*Excused:* Board Vice President Jenny Weiss

*Public Present:* Thomas Barton, Telegraph Herald Reporter, Dubuque, Iowa

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, April 23, 2015, with the addition of swearing in new Trustee Angella Allred."*

*Motion:* Connors  
*Second:* Boice  
*Vote:* Aye - 4; Nay - 0

Willis then swore in Trustee Angella Allred who will complete the last year of the term expiring July 2016, previously held by John Anderson-Bricker.

2. Approval of Library Board of Trustees' Minutes of Wednesday, April 1, 2015.

*"Moved to approve the Board Minutes of Wednesday, April 1, 2015, with clarification of the last sentence of the motion on Page 6, Action Item G. Library Hours, to read "the City's promise that it will recommend fully funding at 64 hours in FY17"."*

*Motion:* Trotter  
*Second:* Connors  
*Vote:* Aye - 4; Nay - 0; Abstain - Allred (was not yet on the Library Board)

3. Board President's Report:

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

*"Moved to receive and file the Communication with the Dubuque City Council from Wednesday, April 1, 2015."*

*Motion:* Connors  
*Second:* Trotter  
*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 the close of March ends the third quarter of the Fiscal Year and 75% of the year lapsed. Expenditures were at 68% and revenue collected was at 82% of projections.
- 2) Library Use Statistics – Henricks reported that the only increase seen in library use is in database usage and digital media. Freegal has gained popularity and its use has increased 141% compared to the same time last year. eBooks and eAudio check outs have increased nearly 23% compared to the same time last year. Henricks informed the Board that the circulation software, Koha, has the ability to add photographs to patron accounts. Patron advantage of having a picture of the patron with their account is increased security and the ability to check out materials if a card or ID has been forgotten. The advantage to the library is in providing more evidence to the police in the event of theft. After discussion, the Board agreed to have pictures of patrons added to Koha, but stressed that this is optional and not a requirement of getting a library card.
- 3) Personnel Update – Henricks reported that funding to restore the library hours to 61 results in the ability to hire 5 part-time people. With the exception of Library Clerks, the hours for new employees is set at 17 weekly. When library hours are increased to 64, the hours of the new hires will increase to 20 weekly. Interviews have been completed for the Library Aide at the Recommendations Desk and a candidate has been offered the part-time position. Two library clerks who were cross-trained as Library Assistants have been promoted to Library Assistant, leaving three vacancies for clerks. Advertising for these positions had just been completed and recommendations for hire will be made next week. Connors questioned when the restoration of hours would begin. Henricks stated that this could begin as soon as May 4, 2015 if existing staff assists to cover clerk duties. Connors stated that promoting within the library does not solve the staff shortage problem by May 4 and expressed concern for current staff being able to cover all the duties. Connors questioned if the Librarian I position had been filled. Henricks responded that this position has been filled and an offer for the part-time readers' advisory position has also been extended.

- 4) Hours Update – Henricks reported that Library hours may be restored as soon as May 4. New signs reflecting the 61 hours have been ordered. The Board agreed to restore the hours to 61 per week effective May 4, if enough on-call staff is available to fill in until new employees are in place. The new hours will be Monday through Wednesday, 9:00 a.m. to 8:00 p.m., Thursday, Noon to 8:00 p.m., Friday and Saturday, 9:00 a.m. to 5:00 p.m., and Sunday, 1:00 p.m. to 5:00 p.m.
- B. Library Comment Cards Received – The Board reviewed the three 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, Personnel Update, Hours update, and Library Comment Cards."*

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

## 5. Action Items:

- A. Marketing Plan Proposal – Henricks provided the Board with examples of how Carnegie-Stout Public Library's (C-SPL) materials budget compares to other peer libraries in Iowa. Henricks also asked the directors of these libraries if they had a Marketing and Public Relations specialist on staff, and a few did. The Board concurred on the need for greater resources dedicated to marketing and discussed the possibility of a current staff member adding marketing to their current position, as opposed to an outside person coming in and sitting with staff to determine what areas of marketing should be given focus. After discussion, the Board requested that Henricks review the organizational chart to determine if it could be restructured to create funding for a marketing person, discuss with the other peer libraries how they are measuring their marketing success, and report back next month.

Poggemiller entered the meeting at 4:36 p.m.

- B. Library Satellite – The Board discussed the feedback they have received from community members about the library satellite. There was a consensus that it may be better to pursue a library levy before opening a satellite. The Board agreed that educating the public on library levies and gaining the support of community leaders will be necessary to have a library levy passed. The Board reiterated that library service to the west side of the community remains a part of the

library's strategic plan and requested that the Relations Committee identify the next steps in this process.

*"Moved to authorize Henricks to contact the architect and the property owners of properties the Board looked at to tell them the Board will not be moving forward with the library satellite at this time."*

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

C. Heade Painting – Willis reported that the agreement with James Maroney and Debra Force to sell the Heade painting will soon expire and asked if the Board would like to extend the contract for another three years. Currently, the painting is insured and in storage with Maroney and Force, in hopes that the art market will rebound. If the painting sold, these funds would replenish the gift trusts that were expended for the renovation under the agreement with the City. The Board discussed options that included extending the contract for another three years and leaving the painting in storage, returning it to the library for display, and placing the painting with another gallery or broker.

*"Moved to authorize Henricks to contact James Maroney and Debra Force to request extending the consignment agreement for one year."*

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

D. Personnel Handbook – The Board discussed the Personnel Handbook revisions that have been made to include the City's new Code of Ethics Policy. The Board requested that Henricks speak with City Manager Mike Van Milligen to verify that the employee signature sheet that the Board reviewed is sufficient, or if he wishes it to be a separate document.

*"Moved to adopt the changes in the Personnel Handbook if they are approved by the City Manager."*

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

6. Communications/Public Comment – Adult Services Manager, Andrew Fuerste-Henry, entered the meeting as a representative of the Iowa Library Association (ILA) to tell the Board about the ILA Trustee Subdivision and the opportunity for the Board Members to become more active in this subcommittee. Fuerste-Henry

also informed the Board that the ILA will be meeting in Dubuque in October 2016.

7. Library Board Adjournment - The Board adjourned at 5:47 p.m.

*"Motion to adjourn."*

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



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**Dan Boice, Board Secretary**

5/28/2015

**Date**