

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of May 28, 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, May 28, 2015.

*Present:* President Mike Willis; Vice President Jenny Weiss; Board Secretary Dan Boice; Trustee Angela Allred; Trustee Paula Connors; Trustee Patty Poggemiller (entered at 4:04 p.m.); Trustee Jon Trotter; Director Susan Henricks, and Recorder Denette Kellogg.

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, May 28, 2015, with the addition of the Heade Painting as Action Item C."*

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

2. Approval of Library Board of Trustees' Minutes of Thursday, April 23, 2015.

*"Moved to approve the Board Minutes of Thursday, April 23, 2015, with the correct spelling of Angela Allred's first name."*

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

Poggemiller entered the meeting at 4:04 p.m.

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 Thursday, April 23, 2015."*

*Motion: Poggemiller  
Second: Connors  
Vote: Aye – 7; 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 April marked 83 percent of the fiscal year lapsing. Expenditures were at 77 percent and revenue collected was at 88.5 percent of projections.
- 2) Library Use Statistics – Henricks reported that April saw a decrease in library use reflected in all areas except downloadable material checked out. The Board discussed the fact that the gate counts for the Library are up, however check outs of materials are down. Henricks reported that the gate count includes people coming to the Library for special events, such as movies, or to sit and read a book or use a computer, which does not generate a check-out of materials. Henricks also let the Board know that she has asked the managers to offer multiple programs once one is filled and waiting lists are started, such as the home brewing program.
- 3) Facility Update – Henricks reported that work continues on the Heating Ventilation and Air Conditioning (HVAC) system to install new piping and a filter, followed by a water treatment plan.

Weiss recused herself from the HVAC discussion due to a conflict of interest at 4:06 p.m.

Henricks reported that a meeting was held with Steve Brown from City Engineering and City Attorney Barry Lindahl to discuss the humidification system causing the open-drip motors to fail. MEP Engineers issued a report stating what is required to correct the problems with the HVAC. Estimates for repairs varied widely based on methods used, so Henricks will call MEP for clarification. The estimates will be attached to a letter, drafted by Brown and Lindahl, signed by Henricks, and sent to KJWW Engineering, or OPN Architects who contracted with KJWW, and Geisler Brothers, the contractor, requesting that each pay 50 percent of the cost of repair immediately. The Board questioned if the budget would be impacted; Henricks responded that a Capital Improvement Package (CIP) for the HVAC was approved a few years ago with some funds remaining.

Weiss reentered the meeting at 4:15 p.m.

Henricks has spoken to Andrew McCready from Selser-Schaefer Architects to review the Library to identify options for the creation of a permanent Media Lab or "Maker Space". The grant that originally funded the portable digital media lab for outreach to teens was planned for two years and the desire is to have the technology available to the general public and maximize opportunities for use. The Board questioned the effect this will have on staffing. Henricks stated that it will require specialized support and some staff training may have to be done to help in this area if the proposal becomes reality.

- 4) Radio Frequency Identification (RFID) Update – Henricks reported that the change to Tech Logic equipment has begun and is working very well. Henricks has written a letter to Bibliotheca stating that the Library will no longer be utilizing their system and has received no response. The new Tech Logic gates are to be installed next week, and Bibliotheca's gates will be packaged up and stored until directions are received for the return of the equipment.
  - 5) Art Update – Henricks reported that the contract with Debra Force Fine Arts and James Maroney to store the Heade painting for one more year has not been signed. The contract they sent was for a three-year period of time and stipulated that it would be actively marketed for sale for between \$70,000 and \$90,000, which was not what was agreed upon.
  - 6) Past Due Items – Henricks provided the Board background on patron Deidra R. Horton who had received notice from the County Courthouse to appear regarding materials considered stolen.
- B. Library Comment Cards Received – The Board reviewed the five 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, Radio Frequency Identification Update, Art Update, Past Due Items Update, and Library Comment Cards."*

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

## 5. Action Items:

- A. Marketing Recommendation – Henricks expressed her overall concern for Library use decreasing and the need to address this without delay. Willis asked if a marketing person were hired using trust fund money, how would the position be funded after the first year? Henricks stated that funding this position could be accomplished by reorganization of staff, utilization of gift trust money, and partial funding by a grant from the Library Foundation. Connors questioned if someone on staff with marketing experience could assist with a marketing project. Weiss stated the marketing is necessary in the future to gain the support needed to pass a Library Levy.

Boice suggested that the materials budget could be cut and those funds put into the marketing position and a future levy could "refund" the materials budget; however, Henricks noted that the digital collection use has increased dramatically and still does not have a funding source. Willis requested that Henricks provide the Board with an updated Organizational Chart.

The Board directed Henricks to ask the City Budget Director about moving a portion of the materials budget to salaries to fund a position and what the process would be to return those funds from salaries to materials in the future.

- B. Library Handbook Signature Page Review and Approval – The Board reviewed the Code of Ethical Standards for Employees and noted that there is an open parenthesis in item seven that should be removed.

*"Moved to approve the Code of Ethical Standards for Employees be added to the Library Handbook Signature page with the discussed grammatical correction noted."*

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

- C. Heade Painting – Henricks reported that the Heade painting has been in storage with James Maroney and Debra Force, in hopes that the art market would rebound. Maroney and Force stated that the painting's value has decreased and is now \$70,000.00 to \$90,000.00. However, Henricks has spoken with Stuart Feld with Hirschl and Adler Galleries in New York, one of the largest dealers in Heade artwork. Feld looked at the painting and he feels he can sell the painting for \$200,000 and would charge a 20 percent commission. The contract with Maroney

and Force has not been renewed due to discrepancies found in the renewal contract. The decision now is whether to send the painting back to Maroney and Force for storage or sale for \$100,000, or cut ties with Maroney and Force and go with Feld and Hirschl and Adler Galleries. The Board discussed the agreement with the City Manager regarding the sale of the painting and reimbursement to the renovation.

*"Moved to move the Heade painting to Hirschl and Adler Galleries in New York, if they think they can sell the painting for \$200,000, contingent upon the City Manager's agreement to sell the painting at the reduced price."*

*Motion: Connors  
Second: Weiss  
Vote: Aye – 7; Nay – 0*

6. Communications/Public Comment – Connors reported that when the Library's Grant Wood painting "Appraisal", was on temporary loan to the Cincinnati Museum of Art, over 12,000 people viewed the work.
7. Library Board Adjournment - The Board adjourned at 5:14 p.m.

*"Motion to adjourn."*

*Motion: Poggemiller  
Second: Trotter  
Vote: Aye – 7; Nay – 0<sub>[SHI]</sub>*

  
**Dan Boice, Board Secretary**

July 1, 2015

**Date**