

ORIGINAL

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of January 22, 2009**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Library Board Room at 4:00 p.m. on Thursday, January 22, 2009.

Present: President Diann Guns; Vice President Beverly Kolz, Secretary Kristen Smith; Trustee Paula Connors; Trustee Elizabeth Leeper; Trustee Mike Willis; Library Director Susan Henricks (via teleconference); and Recorder Denette Kellogg
Excused: Trustee David Hammer

1. President Diann Guns called the meeting to order 4:00 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, January 22, 2009."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, December 18, 2009.

"Moved to approve the Board minutes of Thursday, December 18, 2008."

Motion: Connors
Second: Kolz
Vote: Aye - 6; Nay - 0

3. Board President's Report - Communication with the Dubuque City Council. Guns reported on the summary report of the Board to the City Council from the Thursday, December 18, 2008 Board meeting.

"Moved to receive and file the Communication with the Dubuque City Council."

Motion: Kolz
Second: Leeper
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 of the following items to the Library Board with the following additional comments:

- 1) Library Financial Report – Henricks reported that the month of December 2008 represented fifty percent of the fiscal year lapsing. Expenditures through the sixth month were at forty-eight percent and revenue generated year to date was at sixty percent.
- 2) Library Use Statistics – Henricks reported that Library Circulation is up eight percent and library visits are up three percent over the same time last year. Directional questions asked by patrons increased nineteen percent largely due to patrons inquiring the location of materials. Hours contributed to the Library by volunteers increased thirty-nine percent and this is largely due to volunteers who donated time December 17, 2008, the day of moving over 40,000 items into storage.

Connors inquired about the problems with getting accurate statistics reported for database use. Henricks reported that she is working with the Technical Services Manager to provide a realistic picture on database use and an updated report will be available soon.

Kolz asked about the tracking of items returned at both the materials drops located at Roosevelt Middle School and the Kennedy Mall, including the reserves provided at the Kennedy Mall. Henricks reported that returns to the Roosevelt Middle School are very good at approximately 200 items per day. Use at the Kennedy mall is very low, but this is still a new service and promotion of this service will take place when construction begins on the first floor of the Library. Henricks said she will continue to evaluate use as it should begin to rise as construction moves forward.

Guns asked about the process of checking out items to patrons at the Mall and is it working smoothly? Henricks reported that the process is working, but is very labor intensive as the checking in and out of the materials is done

at the Library. Henricks reported that as first floor construction proceeds, use is expected to drop during this time. This will result in Staff having ample time to address an increase in use at the Mall.

Willis asked for clarification of DVD materials and video materials. Henricks explained that video materials are videos used in video cassette recorders and that this use is on the decline, although still used by patrons, and that DVD use is rising.

- 3) Library Renovation Report – Henricks reported that construction is moving forward with phase two beginning early due to the move of some materials off-site. Phase one is currently behind schedule due to lack of materials from vendors to contractors. The ceiling in the new board room will be slightly lower due to duct work.

Henricks reported on her concern regarding the intention to move key personnel from the project at both OPN Architects and Durrant Group. Henricks reported that she met with both companies and requested that these personnel remain on the project in their current capacities and both firms agreed.

Henricks reported that construction of a temporary wall on first floor is taking place that will include two portals in the wall so that visitors can look in and see work in progress. Another idea is to have artists or children paint murals on these temporary walls. These activities involve the community and will help people feel more closely linked to the project.

Henricks provided an explanation of individuals handing out flyers outside the Library today in regard to Tricon Construction.

- 4) Personnel Update – Henricks reported that Andrew Fuerste-Henry has filled the vacant position of Librarian I in the Adult Service Activity and began work on January 12, 2009.
- 5) Articles in the Dubuque Telegraph Herald Newspaper - Henricks reported that this report provides a listing of dates and topics where the Library was mentioned in the

Telegraph Herald. The report is provided by Librarian Betty Baule twice a year.

- B. Planning Committee Summary and Update - Henricks reported on the meeting with the Dubuque County Library held January 6, 2009 that she and Hammer attended. The meeting is the first of a Committee formed from both the C-SPL and the County Library Board to discuss future service for County and west-end residents through a contract for service from the County Library. The first meeting consisted of orientation of the Boards to what their responsibilities are and discussion of what benefits for both libraries would result should C-SPL take over service. Discussion of outsourcing services for the County library to C-SPL, location change for the County library and \$95,000 revenue for C-SPL, and a west-end service presence for County residents and Dubuque residents were also discussed.

The County library would benefit as services to patrons would increase significantly, including database use by patrons for the same cost. As C-SPL would be taking over the managing of the Library, the current staff of the County library would need to reapply as City of Dubuque employees. Henricks reported that Hammer was in support of the collaboration as long as it is a win-win for all Library patrons and was supportive of moving on to the next step; Leeper concurred. The County Library Board members also agreed.

Henricks reported that the next meeting is scheduled at 4:00 p.m. on Tuesday, February 3, 2009 in the Library Board room.

Henricks reported that the Planning Committee would also be scheduling a meeting next week to review the FY-10 budget.

- C. Library Comment Cards - Connors asked about the comment card from a patron about bullying in the computer area.

Henricks reported on meeting with Police Captain Russ Stecklein, Head of Community Oriented Policing, to discuss a proactive approach in respect to ongoing behavior problems from neighborhood kids who have been fighting, and throwing books. The Library has a zero tolerance policy to deal with these problems. Should problems continue to escalate, the Board agreed to meet with Captain Stecklein to review an action plan.

The Library Board reviewed the four comment cards received and concurred with the responses provided.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Library Renovation Report, Personnel Update, Articles in the Telegraph Herald Update, Planning Committee Summary and Library Comment Cards."

Motion: Connors

Second: Willis

Vote: Aye – 6; Nay – 0

5. Items for Action:

- A. Revisions to Library Materials Selection Policy – Henricks reported on the revisions to the policy that provides for a simplified and consolidated policy for the acquisitions of Youth and Adult materials. Henricks reported that she is currently applying for reaccreditation with the State Library and this requires documentation of this policy and others. Henricks reported that the old policy contained many guidelines and these have been taken out to become a separate document for Staff to use. Willis asked if the general selection criteria for fiction and non-fiction are the same. Henricks agreed that a clarification needs to be made by separating these and would make the change.

Kolz asked if other Libraries are removing more of the detailed information out of policies versus guidelines. Henricks reported she does believe this is the case with policies in general and will investigate this type of movement for this policy and report back to the Board.

"Moved to adopt the Materials Selection Policy with the change of separating in Section VI: General Selection Criteria and Considerations the Non-fiction and Fiction criteria"

Motion: Connors

Second: Willis

Vote: Aye – 6; Nay – 0

- B. Agreement for Heade Painting – The Board reviewed the letter dated January 20, 2009 to the Board that was copied to the City Manager. The Board confirmed receipt of the letter and discussed the information in regard to Henricks investigation of the current art market and the recommendation to recall the Library's Heade painting until the market rebounds. Willis reviewed the information

recommended by Vose Gallery of holding the painting 18-24 months before putting it back on the market. Henricks recommended taking the painting off the market for approximately 12 months as the City has requested that the sale take place by June 30, 2010 so that the gift trusts can be replenished and funds left over would go towards the renovation costs. The Board noted its duty to sell the painting for the most money possible and the need to follow Vose Gallery's recommendation and reintroduce the painting for sale again after a period of time has passed. Discussion took place regarding insurance that would be required including the cost of shipping the piece and coverage once the artwork arrives.

"Moved to bring the Heade painting off the market for a period of time, until the market gets better to reintroduce the artwork for sale."

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

The Board asked Henricks to contact the Dubuque Museum of Art Director to ask if the painting could be stored in the vault at the museum for a short period of time.

6. Communications/Public Comment – Connors noted a concern and a perception from a patron that the new books are picked over and that there are some in storage. Henricks reported that the Library currently has approximately 500 new books with 350 of these checked out. Henricks reported on the suggestion from Connors to put a cart of popular older books for patrons to look at, but staff determined this would not work. Henricks has charged staff to have more consistency with keeping the same number of books added weekly. Leeper suggested that maybe extending the time new books remain labeled "new" books be extended. Henricks reported she would investigate this as well to insure that new books stay in this area for six months.

Henricks reported that she is leaving for American Library Association conference in Denver next week.

7. Library Board Adjournment - The Board adjourned at 5:05 p.m.

"Motion to adjourn."

Motion: Kolz

Second: Connors
Vote: Aye -6; Nay - 0

Kristen L Smith

Kristen Smith, Board Secretary