

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of February 26, 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, February 26, 2009.

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

Excused: Trustee Elizabeth Leeper

Public Present: Fred Miller, 2462 Central Avenue, Dubuque, Iowa

1. President Diann Guns called the meeting to order 4:03 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, February 26, 2009."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, January 22, 2009.

"Moved to approve the Board minutes of Thursday, January 22, 2009."

*Motion: Willis
Second: Connors
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, January 22, 2009 Board meeting.

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

Motion: Kolz

Second: Connors
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 January 2009 represented fifty-eight percent of the fiscal year lapsing. Expenditures through the seventh month were at eight-two percent and revenue generated year to date was at sixty percent. Henricks reported that revenues projected for FY-09 are higher than expected at this time as original predictions anticipated a decrease due to Library construction, which began later than originally scheduled.
- 2) Library Use Statistics – Henricks reported that circulation of materials are up nine percent over last fiscal year and the circulation of laptop computers in the Library is up 146% over the same time last year. Reference questions are up seventeen percent over last fiscal year and database use has rebounded after a decrease in use. The issuance of new library cards is up nine percent over last fiscal year.

Of note, Henricks reported that the Library circulates about three dozen video cassette (VCR) tapes every day to patrons.

Henricks reported on submitting an application for reaccreditation to the State Library for C-SPL, which, if awarded, will be valid for three years. Henricks reviewed the submission paperwork for accreditation with the Library Board. To be accredited the Library must meet the 40 required measures and 16 out of 35 remaining measures. Henricks reported that currently C-SPL meets all but three measures, one of which is not applicable to our Library.

Henricks reported on the Library's new web site project that will provide for a more updated and inviting look for its visitors. The project is funded by the Library Foundation and will be launched sometime in late March.

Henricks provided the Board with an updated Guide to Library Services brochure and Library bookmark.

- 3) Library Construction Update – Henricks reported that phase two of construction on first floor began one month early. Wall partitions have been built to cordon off the area on first floor and a window portal has been installed so patrons can view the construction progress. Phase one is approximately six weeks behind schedule due to lack of delivery of heating, ventilation and air conditioning (HVAC) equipment to contractors.

Henricks reported that she is scheduled for a two-week vacation March 3 through March 13 and will return to work on Saturday, March 14, 2009 and for the Board to contact the Administrative Assistant with any questions during this time as she will be checking in on a regular basis. Henricks invited Board members to attend the Construction Update meetings that occur every other Thursday in the Library Board room with the next meeting scheduled for Thursday, March 12, 2009 at 9:00 a.m. Both Kolz and Willis expressed interest in attending the meeting.

Henricks reported on the separate capital improvement project (CIP) funding for some minimal landscaping to the exterior of the building. She provided a proposed landscape design plan from OPN Architects and asked for feedback on the plan. New library signage is also needed, but this is an alternate bid within the Library renovation project. The desire would be for new simple, but classic, signs.

- 4) Heade Painting Update – Henricks reported that the Library's Heade painting has been recalled from the dealer as requested by the Library Board. The Board had agreed at its last meeting to recall the painting and keep the painting in storage until the market rebounds. Henricks reported that the painting will be fully insured during transportation and storage. The Board agreed that, should an accredited national museum request to exhibit the artwork during this brief time, they would welcome review of these requests.
- 5) Library Budget Fiscal Year (FY) 2010 - Henricks reported that the public hearing for the City's overall budget for FY2010 is scheduled with the City Council on Monday, March

9, 2009. The Board discussed the critical need for additional staff in the renovated facility. Ten Improvement Package (IP) requests providing for additional staff in the renovated facility were included in the Library's budget request with none of the requests being recommended by the City Manager. The Board agreed that as the close of the renovation project nears it will review and address options for the renovated facility.

Henricks reported on the Internet access the library has been provided by Mediacom at no charge. Due to Mediacom recently implementing to a new security system, the Library will not have the same level of Internet access. The Library is working on securing service as alternatives are investigated including the possibility of joining the City's service. Henricks reported on the unique needs of the Library in respect to Internet access. This will bring an unexpected budget impact as the dollars for Internet service have not been budgeted in FY-09 or requested in FY-10 as the service had been free. Henricks reported she had been in contact with the City Budget Director and no relief will be provided for this expense, which means the Library's current budgets will have to support this added expense.

- 6) Planning Committee Update - Henricks reported on the meeting she and the Board's Planning Committee members, Hammer and Leeper, attended with two members of the Dubuque County Library on February 3, 2009 to continue discussions of a contract for service by C-SPL for the County Library. This meeting was the second meeting of a Committee formed from both the C-SPL and the County Library Boards to discuss future service for County and west-end residents through a contract for service from the County Library. Participants agreed the next step is to discuss its long-range plan of service with the Asbury Library Committee scheduled for March 18, 2009, and if in concurrence, on to the City Council of Asbury.
- 7) Dubuque Racing Association (DRA) Grant Requests - Henricks reported on submission of two grant requests to the DRA. The Friends approved the request to submit a matching grant to purchase furniture for the Teen area in the renovated facility totaling \$18,750, with \$3,750 to be the Friend's match. Henricks reported that the Library

Foundation approved the request to submit a matching grant for \$26,250 (\$6,250 to be the Foundation's match) to purchase furniture for the reading area located in the rotunda and on the glass floor. Both requests would fulfill areas of need in the renovation project where cuts had been previously been made due to lack of funding.

- B. Library Comment Cards - 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 on the Library Financial Report, Library Use Statistics, Library Construction Update, Heade Painting Update, Library Budget Fiscal Year 2010, Planning Committee Update, Dubuque Racing Association grant requests, and Library Comment Cards."

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

5. Review and Adoption of Library Internet Policy - Henricks reported that all Library policies are on a schedule for review every three years. The Library is required by law to have an Internet Policy in place. Hammer asked about reference in the policy as to what is constitutionally protected materials. Henricks reported that the only two things forbidden and legally not allowed to be viewed are child pornography and showing pornography to a minor. These standards are set by the community and only the County Attorney can determine what community standards are. The Board recommended that the last bullet point under Section II, item eight be removed as this information is already covered in Section II, item one. Willis asked if the Library provides beginner computer classes to patrons and Henricks reported that the Library does provide these computer classes, along with classes learning how to use the Library databases.

"Moved to adopt the policy with the addition of removing the last bullet point under Section II, item eight, 'Users will not misrepresent themselves as other users and will not attempt to access unauthorized computer systems,' as this information is already covered in Section II, item one."

*Motion: Kolz
Second: Hammer*

Vote: Aye – 6; Nay – 0

6. Long Range Planning - Real Estate.

"Moved to go into closed session in accordance with Iowa Code, Chapter 21.5j: To discuss the purchase of particular real estate where disclosure could be reasonably expected to increase the price the government body would have to pay for that property."

Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

The Library Board moved into closed session at 4:47 p.m.

The Library Board moved into open session at 4:54 p.m.

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

Motion: Kolz

Second: Connors

Vote: Aye – 6; Nay – 0

"Moved to refer the information about the real estate received and discussed to City Staff for further consideration."

Motion: Hammer

Second: Kolz

Vote: Aye – 6; Nay – 0

7. Communications/Public Comment – Fred Miller addressed the Board in regard to the Heade painting to inquire if the painting is insured against theft and fire. Guns reported that the painting is insured for its fully appraised value.

8. Library Board Adjournment - The Board adjourned at 4:56 p.m.

"Motion to adjourn."

Motion: Kolz

Second: Connors

Vote: Aye – 6; Nay – 0

Kristen Smith

Kristen Smith, Board Secretary