

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

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

1. President Mike Willis called the meeting to order at 4:03 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Wednesday, July 1, 2015, with the addition of Action Item Review of Personnel Handbook."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, May 28, 2015.

"Moved to approve the Board Minutes of Thursday, May 28, 2015."

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

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

3. Board President's Report:

- A. Swearing in of Jenny Weiss for Board Trustee Appointment.

Trustee Jenny Weiss was sworn in for a second term of four years expiring July 2019 by Willis.

On behalf of the Library Board and staff, Willis thanked Boice for his service and presented him with a framed photograph of the library.

B. Communication with Dubuque City Council for May 2015.

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, May 28, 2015."

Motion: Boice
Second: Weiss
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 May marked 92 percent of the fiscal year lapsing. Overall budget expenditures were at 85 percent and revenue collected was at 95 percent of projections.
- 2) Library Use Statistics – Henricks reported that business in May was slow and the only growth area was in digital materials, which increased 23 percent. Registration for new library cards showed an increase of 9 percent over the same time last year. On June 8, over 1,000 children registered for the summer reading program; nearly 900 of the sign-ups were done in person.
- 3) Updates from May 2015 Board Meeting – Henricks updated on the following items from the May 2015 Board Meeting:
 - Water remediation to the underground book drop chute and the installation of a new materials box has been completed.
 - Replacement of the flooring at the entrance to the Youth Services has been completed.
 - Radio Frequency Identification (RFID) project has been completed. Bibliotheca has not picked up their gates to date, but have responded by email that they will get them. The Board did not want responsibility for these gates in the event of damage and requested Henricks notify Bibliotheca of a pick-up-by date or storage fees will be charged to Bibliotheca.
 - A new agreement has been signed with Hirschl & Adler Gallery in New York for the Heade painting.

- The Heating Ventilation and Air Conditioning (HVAC) is being monitored during the hot and humid weather. The piping to air handling unit (AHU) 5 has been changed to 2½ inch and it is now performing well; however, since this change, AHU 4 is challenged to keep up and not giving the correct discharge air temperatures.
- 4) Multicultural Family Center and City Request – Henricks reported that City Information Services staff have recommended that the Multicultural Family Center (MFC) public computers fall under the administration of the library. It has been proposed that the computer licenses for the MFC computers be turned over to the library who will then administer the services to the MFC patrons. The MFC has thin client computers, which run off of a mainframe, located at the City Annex. People cannot get full internet access and the system is slow. The MFC is getting new equipment; however it will be the same type of system. Henricks reported that she has a meeting with Leisure Services (whose department the MFC falls under), City Information Services (who provides the computers and support to MFC), and the staff at the MFC.

The Board discussed how this endeavor would stretch the Library's already stretched resources. The Board's consensus was that this is not a good idea unless funding was provided to hire the additional staff required. City staff have asked to attend the July 23, 2015, board meeting to discuss the matter and answer any questions from the Board.

- 5) Library Foundation Update – Henricks stated that the Library Foundation is interested in meeting with the Library Board of Trustees in a social setting to become better acquainted. Connors will contact Library Foundation President Diann Guns to find a time that works for both boards.

- B. Library Comment Cards Received – The Board reviewed the comment card received.

"Moved to receive and file the informational update from the Library Director including the Library Financial Report FY15, Library Use Statistics, Updates from the May 2015 Board Meeting, Multicultural Family Center Report, Library Foundation Update, and Library Comment Card."

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

5. Action Items:

- A. Marketing Recommendation – Henricks updated the Board about the possibility of reallocating funds from the materials budget to salaries in order to hire a marketing person, which would require an Improvement Package request in the following year to restore the materials budget. Henricks expressed her strong support for hiring a marketing person to promote library use, but not through funds from the materials budget. Weiss felt that utilizing the trust funds to hire a marketing person could be negatively viewed by the public after the City recently requested that the Library use trust fund monies to fully staff the library and the Board declined. Connors stated she would be more comfortable utilizing trust fund money if the position was a contracted position, which could be cancelled if necessary. Boice questioned the purpose of the Mutchler Trust and Henricks responded that expansion of library services is the purpose the Board gave this fund. The Board agreed that marketing is necessary, and agreed to hire a marketing consultant instead of an individual Library staff member.

"Moved to approve the use of the Mutchler Trust Fund for contracting a marketing consultant and for Henricks to draft a proposal and scope of services needed for the next board meeting."

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

Poggemiller exited the meeting at 4:35 p.m.

- B. Library Director's Evaluation – The Board reviewed the Library Director's Evaluation.

"Moved to go into closed session in accordance with Iowa Code, Chapter 21.5(i) to evaluate the professional competency of an individual and that individual requests a closed session."

Motion: Boice
Second: Allred

Willis called for a roll call vote.

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

Motion passed with all "Aye" votes.

The Library Board moved into closed session at 5:00 p.m.

The Library Board moved into open session at 5:10 p.m.

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

*Motion: Weiss
Second: Connors*

Willis called for a roll call vote.

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

Motion passed with all "Aye" votes.

- C. Maker Space Proposal – The Board reviewed the six locations under consideration for Maker Space. Henricks reported that the activity supervisors met and is recommending Location 1, on first floor near the north windows. The reason for this recommendation is that it is highly visible, has potential for expansion, the stacks that would need to be relocated could easily be moved to the second floor, and the area has a built-in service desk large enough for two staff members, one of which would be assigned to Maker Space. Willis did not think it was a good location because the sitting area there is very popular, and his opinion is that Location 5, the coffee bar area, is the best choice since it is currently underutilized. Weiss reiterated that second floor is a quiet area and Maker Space would cause disturbances. The Board discussed locations 4, the current Youth Services work room, and 6, the current Adult and Technical Services work room as good options.

Boice exited the meeting at 5:28 p.m.

"Moved to direct Henricks to present location 6 and location 1 to the architects for possible placement of the Maker Space Lab space and get conceptual drawing and cost estimates for review at the next board meeting."

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

- D. Review of Personnel Manual – Henricks presented the Board with a revision to the Personnel Manual the addresses nepotism. After discussion the Board decided that no action was necessary at this time.

7. Library Board Adjournment - The Board adjourned at 5:39 p.m.

"Motion to adjourn."

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

Mike Willis *7/23/15*
Mike Willis, President **Date**