

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of June 23, 2016**

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, June 23, 2016.

Present: President Jenny Weiss; Board Vice President Patty Poggemiller; Secretary Angela Allred; Trustee Paula Connors; Trustee Pat Maddux; Trustee Jon Trotter(arrived at 4:13 p.m.); Trustee Mike Willis; Director Susan Henricks and Recorder Denette Kellogg.

1. Board President Jenny Weiss called the meeting to order at 4:04 p.m.

"Moved to adopt the meeting agenda of Thursday, June 23, 2016."

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

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, May 26, 2016 and Monday, June 6, 2016.

"Moved to approve the Board Minutes of Thursday, May 26, 2016 and Monday, June 6, 2016."

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

3. Board President's Report – Weiss reviewed the Communication with Dubuque City Council for May, 2016.

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, May, 2016."

Motion: Poggemiller
Second: Willis
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 on the following topics to the Library Board with additional comments: The Board discussed the installation delay for

marketing banners. Susan has contacted McCullough Creative for an update.

- 1) Library Financial Report Fiscal Year 2016 (FY16) – The Board reviewed the operational revenue, expenditure reports and the Gift Trusts report. The end of May marked 91% of the fiscal year lapsing. Expenditures were at 89%. Revenue collected is at 93% of projections. Revenue is estimated to come in under projections for FY 2016. This is because we have implemented an early intervention program for the collection of fines and fees with the collection agency, Unique Management. Reminding people early and at lower dollar amounts results in greater success for the return of materials, but does lower the total collected for fines and fees. Henricks reported that she is reviewing the need for a budget amendment for this budget revenue line in 2017. The operating budget is expected to come in under budget and will more than compensate for decreased revenue, which is expected to fall short around \$3,500.

Henricks reported on identification of a problem with the Gift Trusts interest earnings being low for the balances. The City Finance Director reviewed the issues and an updated will be provided.

- 2) Library Use Statistics – Henricks reported that during the first week of the summer reading program 1,456 children and 254 teens registered. Youth Services is involved in several outreach programs, such as the Summer Reading Academy in partnership with the Dubuque Community School District and other organizations.

Trotter entered the meeting at 4:13 p.m.

- 3) Maker Space Project Update – Henricks reported The Maker Space project was approved to move forward after the Board reviewed bids and the Operations Committee met with Mr. Ron Richard of Tri-Con Construction. The Library has prepared the space and is waiting for Tricon Construction to begin construction. Presently, the schedule has the project completing on October 10, 2016 and must be watched closely. The Iowa Library Association Conference Reception is planned for October 12.
- 4) Personnel Update - Henricks reported Sharon Langel, who held the part-time secretary position in Administration, is no longer with the library and recruitment has started for this vacant position that has been reclassified as a part-time confidential account clerk.

Scott Schlichte has been selected as the new Information Technology (IT) Supervisor and is expected to start in the next few weeks. Henricks reported she has completed interviews for new Adult Services Manager and a decision is expected in the next week.

- B. Library Comment Cards Received – The Board reviewed four comment cards received and concurred with the responses. Discussion was held regarding the hold process and the fee for patrons who do not pick up their holds. Willis reported that his experience is that a patron cannot cancel a hold on the Library web site once the hold is available for pick up. Henricks will investigate this issue and report back.

"Moved to receive and file the informational update from the Library Director including the Library Financial Report FY-16, Library Use Statistics, Maker Space Project Update, Personnel Update and Library Comment Cards."

Motion: Connors

Second: Willis

Vote: Aye – 7; Nay – 0

5. Action Items – The Board reviewed the following policies with revisions as suggested by the Planning Committee:

- A. Listening and Viewing Station Policy – The Board reviewed the policy and Willis suggested one grammatical change suggesting that number 3 be separated into two points. The Board concurred with the suggested revisions.

"Moved to adopt with noted revisions to the Listening and Viewing Station Policy."

Motion: Willis

Second: Maddux

Vote: Aye – 7; Nay – 0

- B. Interlibrary Loan Policy – The Board reviewed this new policy.

"Moved to adopt the Interlibrary Loan Policy."

Motion: Connors

Second: Poggemiller

Vote: Aye – 7; Nay – 0

C. Lost and Found Policy – The Board reviewed this new policy.

"Moved to adopt the Lost and Found Policy."

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

D. Patron Behavior Policy – The Board reviewed the policy with suggested revisions. Discussion was held regarding the Library as a gun-free zone with the exception of law enforcement officers. Weiss reported that the Library is allowed to have this restriction in place. Willis supports the freedom for patrons to conceal and carry a weapon that have their permit under the law. Willis reported on recent surveys on gun use, with one survey reporting that Iowa has the one of the highest rates of gun owners, while having one of the lowest rates of deaths by those who have a concealed and carry permit. He does not support this part of the policy as he believes it will not make our patrons safer; in fact, it is possible that it could do the opposite.

"Moved to adopt the revisions to the Patron Behavior Policy."

Motion: Connors
Second: Trotter
Vote: Aye – 6; Nay – 1 (Willis)

6. Communications/Public Comment – The Board thanked outgoing Trustees Connors, who has served on the Board since 2008, and Allred, who has served on the Board since 2015, for their leadership, dedication, and service while serving on the Library Board. Connors and Allred expressed their gratitude to the Board and thanked the Board for its ongoing dedication and investment to the Carnegie-Stout Public Library and its future.

7. Library Board Adjournment – The Board adjourned at 5:02 p.m.

"Motion to adjourn."

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


Jenny Weiss, Board President

7-28-16
Date