

Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of July 23, 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, July 23, 2015.

Present: President Mike Willis; Board Vice President Jenny Weiss; Trustee Angela Allred; Trustee Paula Connors; Trustee Jon Trotter; Trustee Pat Maddux; Director Susan Henricks, and Recorder Denette Kellogg.

Excused: Trustee Patty Poggemiller

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 Thursday, July 23, 2015."

Motion: Connors

Second: Weiss

Vote: Aye – 5; Nay – 0

Willis then swore in new Board Trustee Pat Maddux for a four-year term expiring July 2019.

2. Approval of Library Board of Trustees' Minutes of Wednesday, July 1, 2015, and Thursday, July 16, 2015.

"Moved to approve the Board Minutes of Wednesday, July 1, 2015, Thursday, July 16, 2015."

Motion: Weiss

Second: Trotter

Vote: Aye – 5; Nay – 0; Abstain – 1 Maddux (was not yet on the Library Board)

3. Board President's Report:

A. Election of Officers:

Jenny Weiss was nominated as President and Angela Allred, Secretary. Connors nominated Patty Poggemiller as Vice President, but Poggemiller was not in attendance to discuss or accept/decline the nomination. Therefore, Connors was appointed Interim Vice President until the next board meeting, at which time Poggemiller's name will be resubmitted for consideration. If Poggemiller declines the nomination, Connors's appointment will become permanent.

"Moved to nominate Jenny Weiss for Library Board President, Paula Connors for Library Board Vice President, and Angela Allred for Library Board Secretary."

*Motion: Trotter
Second: Connors
Vote: Aye - 6; Nay - 0*

Mike Willis then turned the meeting over to President Jenny Weiss to chair.

B. Library Board Committee Appointments – Discussion was held about membership on the various Board Committees and Weiss made the following Committee assignments:

1. Relations Committee – Mike Willis/Patty Poggemiller
2. Operations Committee – Pat Maddux/Paula Connors
3. Planning Committee – Jon Trotter/Angela Allred
4. 28E Agency – Jenny Weiss
5. Art Subcommittee – Paula Connors
6. Library Foundation – Jon Trotter/Paula Connors

C. Communication with Dubuque City Council for July 2015.

"Moved to receive and file the Communication with the Dubuque City Council from Wednesday, July 1, 2015."

*Motion: Willis
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 on the following topics to the Library Board with additional comments:

- 1) Library Financial Report Fiscal Year 2015 (FY15) – Henricks reported that June 30 marked the end of the fiscal year. The library came in under budget by 0.5% after savings from salaries and conference/travel lines. Revenue for FY15 ended at 102.5% of projection.

- 2) Library Use Statistics – Henricks reported that business in June ended very strong. Visits were up 28% compared to June 2014; however, the increase was not enough to offset a slower year. Open Access use decreased 14% and Dubuque residents' use decreased 4%. Digital material continues to grow, reflecting a 24% increase in e-books and e-audio and an increase of 104% in Freegal music.

Henricks updated the Board on her meeting with Selser-Schaefer Architects in regards to the Maker Space placement. The Board discussed the spaces identified for further development, and agreed to further pursue two locations. The first location is on first floor in front of the windows where the reading area and large print is now located. The other location is on second floor where the Internet computers are currently. The architects will present plans and proposed costs to the Board at the September 24, 2015, board meeting.

- B. Library Comment Cards Received – The Board reviewed four 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, and the Library Comment Cards."

*Motion: Willis
Second: Trotter
Vote: Aye – 6; Nay – 0*

5. Action Items:

- A. Multicultural Family Center (MFC) Update – Henricks updated the Board about the proposal for the Library to host Internet access and oversee the computers at the MFC. Connors asked if the existing computers could be replaced. Henricks responded that some of the computers are scheduled to be replaced.

Trotter exited the meeting at 5:01 p.m.

The Board expressed interest in having a board subcommittee meet with a subcommittee of the MFC and city staff to discuss details of the Memorandum of Understanding (MOU), with a set term of six months with the option to renew after that. The Board agreed to table the discussion until the subcommittees could meet.

"Moved to table."

Motion: Connors

B. Equipment Loan – Henricks presented the Board with an Equipment Loan Policy, which would allow patrons to borrow equipment such as e-Readers, projectors, Go-Pro cameras, projectors, and 3-D printers in order to provide an umbrella, which allows for growth and not requiring an update every time equipment is added. The Board suggested including equipment instructions and cost of replacement.

Willis exited the meeting at 5:30 p.m.

The Board agreed to table the discussion until the August board meeting.

"Moved to table."

Motion: Connors

6. Communications/Public Comment – Connors reminded the Board of the meeting with the Library Foundation members on Thursday, July 30, 2015, at 5:00 p.m. Henricks provided the Board with marketing information for the August 18, 2015, work session.

7. Library Board Adjournment - The Board adjourned at 5:34 p.m.

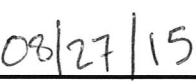
"Motion to adjourn."

Motion: Connors

Second: Allred

Vote: Aye – 4; Nay – 0


Angela Allred, Board Secretary


Date