

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of September 24, 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, September 24, 2015.

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

*Absent:* Board Vice President Patty Poggemiller; Trustee Mike Willis

*Public Present:* Andrew and Emily McCready, Selser Schaefer Architects, Dubuque, Iowa.

1. President Jenny Weiss called the meeting to order at 4:01 p.m.

*"Moved to adopt the meeting agenda of Thursday, September 24, 2015."*

*Motion:* Connors

*Second:* Trotter

*Vote:* Aye – 5; Nay – 0

2. Approval of Library Board of Trustees' Meeting Minutes of August 27, 2015.

*"Moved to approve the Board Minutes of Thursday, August 27, 2015."*

*Motion:* Connors

*Second:* Trotter

*Vote:* Aye – 5; Nay – 0

3. Board President's Report – Weiss reviewed the Communication with Dubuque City Council for August, 2015.

*"Moved to receive and file the Communication with the Dubuque City Council from Thursday, August 27, 2015."*

*Motion:* Connors

*Second:* Trotter

*Vote:* Aye – 5; 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 2016 (FY16) – Henricks reported that the end of August marks 17% of the fiscal year passing. Expenditures were at 15% and revenue collected is at 10% of projections. Henricks reported that both the Supplies & Services and Utilities & Property Maintenance budget lines appear high and reported that this is due to maintenance agreements being encumbered and/or prepaid for the coming year.
- 2) Library Use Statistics – Henricks reported that the number of checkouts in August was down 1% compared to August of last year. Checkouts of children's books increased 5% in August. A new service has started called "book bundles," which are themed books tied together and the entire bundle checked out. Families have taken to this idea and continue to look for new themes. Volunteers prepare the bundles for checkout so it has not been a staff intensive project. Another area of growth is in downloadable material, which is up 32 percent year-to-date.

The number of card holders shows a 9% increase compared year-to-date, which translates to 73% of the population of Dubuque.

Henricks reported that the number of visitors in the library shows a significant decrease. After further investigation it was discovered that the security gates (that has a built-in counter) was not working for a period of time. The vendor corrected this but we suspect data was lost and are trying to determine that now. The gates will be manually tested in the coming weeks to determine if they are fully functioning.

- 3) Credit History – Update – Henricks reported on the response from City Personnel Manager Randy Peck about requiring a credit history for new employees that was first discussed at the August Board meeting. Peck reported to Henricks that this would be an additional tool used in the hiring process. The Board would like to review this requirement for Library employees prior to the implementation of this policy. Henricks reported that Peck would attend a future Board meeting as more information is available.
- 4) Personnel Update – Henricks reported on the Staff Development Day scheduled for October 1, 2015 that will include a session on



strengthening customer services skills, teambuilding and review of the plan of service. Weiss reported she would be attending to do a brief welcome to employees that day.

- 5) Marketing Update – Henricks provided the Board with the Creative Brief received from the McCullough Creative, the firm hired for the Library’s marketing campaign. The next step is for them to look at what the Library is currently doing, and provide a marketing plan.
- B. Library Comment Cards Received – The Board reviewed the 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 FY16, Library Use Statistics, Credit History Update, Personnel Update, Marketing Update, and the Library Comment Card."*

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

5. Action Items:

- A. City Ordinance Proposed Revision – Henricks reported on the City’s review of the City Ordinance pertaining to the Library and of the Library Board of Trustees. The Board reviewed the proposed changes and suggested modifications or deletions to sections 2-7-1, 2-7-4 (new language to the ordinance), 2-7-7 and 2-7-10 (E). The Board directed Henricks to contact the City Attorney’s office to request the modifications and report back.

*"Moved to table the City Ordinance Proposed Revisions Review."*

*Motion: Trotter*  
*Second: Maddox*  
*Vote: Aye – 5; Nay – 0*

Andrew and Emily McCready, Selser Schaefer Architects entered the meeting at 4:29 p.m.

- B. Selser Schaefer Architects Presentation of Makerspace – Henricks reported that Selser Schaefer Architects has developed the two location options for the Makerspace per the Board’s request. The first location is on the first floor where the large print is located, and the



second location is the Internet services area. Henricks reported that the McCreadys met with Library Activity Supervisors to get additional feedback in the development of these two areas for the Board's review.

Andrew McCready provided a presentation detailing both locations with layout and design plans, detailing the furniture and equipment proposed in the locations, including equipment, storage and available size and seating. On first floor some non-fiction stacks would be moved, and on second floor the Internet computers would be moved to where the new non-fiction short stacks are currently located.

The Board reviewed the various pros and cons of each location. Some considerations discussed were cost, containment of noise, air quality and temperature, the desire for the feeling of openness, size, seating, storage and equipment.

*"Moved to approve the Internet computer location for the proposed Makerspace and requested Selser Schaefer Architects to develop the detailed cost of this project for the Board's review."*

*Motion: Connors  
Second: Trotter  
Vote: Aye – 3; Nay – 2 (Allred and Maddux)*

6. Communications/Public Comment:

- Connors thanked the Board for their participation in helping to gather names for the Library Foundation Capital Campaign.
- Henricks reminded the Board of the Art @ Your Library® opening reception on Friday, October 2 from 5:00 p.m. to 10:00 p.m. The reception coincides with the Fall Into Art Gallery Tour highlighting ten galleries in the downtown area participating in the events.

7. Library Board Adjournment - The Board adjourned at 5:15 p.m.

*"Motion to adjourn."*

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

  
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**Angela Allred, Board Secretary**

10/22/15  
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**Date**