

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of November 19, 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, November 19, 2015.

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

1. President Jenny Weiss called the meeting to order at 4:06 p.m.

"Moved to adopt the meeting agenda of Thursday, November 19, 2015."

*Motion: Connors
Second: Willis
Vote: Aye – 7; Nay – 0*

2. Approval of Library Board of Trustees' Meeting Minutes of October 22, 2015.

"Moved to approve the Board Minutes of Thursday, October 22, 2015."

*Motion: Allred
Second: Poggemiller
Vote: Aye – 7; Nay – 0*

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

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, October 22, 2015."

*Motion: Connors
Second: Poggemiller
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 2016 (FY16) – Henricks reported that October marked the passage of 33% of the fiscal year. Expenditures were at 32% and revenue collected is at 19% of projections. A large check was received from the State of Iowa to cover partial reimbursement for Open Access and Interlibrary Loan transactions; however, this check will not appear in the revenue received until next month.

Henricks reported on the Gift Trust Accounts noting that the interest rate has not been accruing due to a loss experienced through investments. This has turned around and interest for September was posted on the trust accounts. Interest for October is not available until mid-November and will appear on December financial reports.

Henricks reported that the library expenditures were internally audited by line item for past fiscal years. About 48 expenditures ranging from \$70 to \$52,0374.60 were pulled with a request to identify the authority to purchase these items. Henricks informed the City Manager and budget directors that the authority is derived from Iowa Code 392.5 and the current City Ordinance 2.7.5; 8. The Board received a memo to the City manager in response to the expenses and the Board reported its agreement with the response.

- 2) Library Use Statistics – Henricks reported that last month Circulation is steady compared to October of last year, with no increase or decrease; however, checkouts compared year-to-date have decreased 2% and can be attributed to a 6% decrease in Open Access transactions and a 1.8% decrease by Dubuque card holders.

Henricks reported that digital material checkout has increased 29% year-to-date. Other areas of increase are seen in the use of self-check machines, which is up 44% compared to the same time last year. Also, notification of account activity by text message has increased 165% comparing October of 2015 to October of 2014. Poggemiller noted the decrease in laptop and desktop computer use. Henricks reported that more patrons are bringing in their own devices to use in the Library, which are not reflected in the statistics.

Henricks provided an update on the inaccuracy of the new security gate counters. Tech Logic, the company that the Library

purchased the security gates from, has been working with the manufacturer of the gates, Nedap, to resolve the inaccuracy in the door counts. Nedap has told Tech Logic that a software update they introduced caused something else to "break" in the gates and they plan to deploy the fix in the next update. There have been two manual audits of the gates, which resulted in an estimate that the gates could be off by about 20%. Additional manual audits are planned and will be compared to the statistics when the gate counters are fixed, then the existing statistics will be changed to reflect the actual gate counts.

- 3) Pest Control Update – Henricks reported a second treatment was completed to the reading area, which is now clear of bed bugs and we were fortunate that it was confined to a small space. Henricks plans for a proactive plan with a monthly inspection by Orkin until we are in a position to do most of it in-house and reduce the number of inspections. The monthly inspections will be done by a trained dog.

The annual cost for inspections is \$5,400 and does not include treatment if necessary. Henricks reported on training for Library staff through a Public Library Association webinar on bed bugs in public libraries to raise their awareness and to spot bed bugs immediately. Purchase of equipment is planned that can help in identification and prevention, and that can be used to treat books and furniture if needed.

The cost of Orkin inspections has been added as top priority for an Improvement Package and was submitted to the Budget Director as the library lacks the budget inspection and treatment.

- 4) City Ordinance Changes – The Board thanked Henricks for the detailed background information requested by the Board on other city ordinances in Iowa.

- B. Library Comment Cards Received – The Board reviewed the comments 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, Pest Control Update, City Ordinance Changes, and the Library Comment Cards."

Motion: Willis
Second: Trotter

Vote: Aye – 7; Nay – 0

5. Action Items:

- A. Maker Space Project Cost Estimate Review – Henricks provided an updated cost estimate from Selser Schaefer for the proposed maker space of \$147,875 with the cabling for the Internet computers at \$13,000, bringing the total estimate project cost to \$160,875. Henricks reported that the cost estimate includes the cost of \$6,500 to reconfigure space on first floor into a small study room.

The Board asked if grant funds could be sought for the total project cost. Henricks reported that the Friends of the Library have pledged \$3,500 to the project and she plans to ask the Library Foundation for a pledge of \$40,000 - \$50,000 toward this project. She would pursue a grant from the Carver Trust in the amount of \$30,000. Additional grants will be pursued to fund as much of the balance of the project as possible.

The Board discussed the project. Willis expressed that he does not support the Library as a place for a Maker Space for two reasons; other organizations offer these services and secondly, that the Library is not operating from a position of strength regarding staffing. He would also like to see us develop our electronic resources for staff. Maddux reported the importance of the staff person for the Maker Space needs to have a variety of skills from multi-media to having a teaching background and promotion of the equipment and use. Henricks reported that the Maker Space is intended for introductory use.

"Moved to the Maker Space project cost estimate as submitted in the amount of \$160,875 and to move forward with the next steps including grant applications to secure funding for the project."

Motion: Connors

Second: Allred

Vote: Aye – 6 (Allred, Connors, Maddux, Poggemiller, Trotter, Weiss); Nay – 1 (Willis)

- B. John Surovek Art Gallery Inquiry – Henricks presented a \$6,000,000 offer from the John Surovek Art Gallery representing a client who would like to purchase the Library owned *Appraisal* by Grant Wood. Trotter expressed that this artwork, along with others, belongs to the

citizens of Dubuque under the care of the Library Board. The Board discussed the appraised value of the artwork.

"Moved to decline any offers for the Library owned artwork, "Appraisal" by artist Grant Wood."

Motion: Connors
Second: Trotter
Vote: Aye – 7; Nay - 0

- C. Proposed Revisions to the City Ordinance – Henricks reported on the ongoing review of the City Ordinance. The Board reviewed the most recent version from the City Attorney via e-mail dated November 16, 2015 along with the Iowa Code § 378.17. Willis noted some "double wording" to be deleted. The Board reviewed the proposed purchasing policy and procedures that will tie in with the ordinance and asked Henricks to request clarification from the City Attorney before the Board's review and approval.

"Moved to approve Chapter 7 of the City Ordinance as received with grammatical changes as requested."

Motion: Connors
Second: Trotter
Vote: Aye – 7; Nay - 0

- D. McCullough Creative Marketing Plan – The Board reviewed the marketing plan presented by Jan Sigwarth and Greg Dietzenbach from by McCullough Creative. The campaign focuses on the theme of "something for everyone" and promoting all library services. This type of campaign can be very flexible to cover all demographics and niche populations. It is also a campaign that library employees can participate in, especially in the creative aspect. The Board expressed its approval of the campaign plan.

"Moved to approve the proposed marketing campaign as presented by McCullough Creative."

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

6. Communications/Public Comment:

- The Library's Budget Presentation to the City Manager has been rescheduled for December 10, 2015 at 10:30 a.m. Board members are asked to let Susan know if they plan to attend.
- The Art @ Your Library® Holiday Show opening is scheduled for Friday, December 4, 2015 and highlights works from 22 local artists.
- The Annual Christmas Tree Lighting Program is scheduled for Saturday, December 5, 2015 with holiday music by the Dubuque Chorale Cadenza Choir.
- The Library Board's Holiday Gathering is scheduled for Thursday, December 17, 2015 from 2:00 p.m. to 4:00 p.m. The gathering includes a come and go reception for volunteers, staff, Library Board, Library Foundation, and Friends of the Library.

7. Library Board Adjournment - The Board adjourned at 5:38 p.m.

"Motion to adjourn."

Motion: Trotter

Second: Maddux

Vote: Aye - 7; Nay - 0



Angela Allred, Board Secretary

12/17/15

Date