

ORIGINAL

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of January 28, 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, January 28, 2016.

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, Administrative Assistant Denette Kellogg and Recorder Lacey Tsacudakis.

1. Board President Jenny Weiss called the meeting to order at 4:05 p.m.

"Moved to adopt the meeting agenda of Thursday, January 28, 2016."

*Motion: Poggemiller
Second: Trotter
Vote: Aye - 7; Nay - 0*

2. Approval of Library Board of Trustees' Meeting Minutes of December 17, 2015.

"Moved to approve the Board Minutes of Thursday, December 17, 2015 with a word change on page 3, item 5.A., second sentence changing the second use of the word 'the' to 'then'."

*Motion: Connors
Second: Maddux
Vote: Aye - 7; Nay - 0*

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

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, December 17, 2015."

*Motion: Connors
Second: Willis
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) – The Board reviewed the operational revenue and expenditure reports and the Gift Trusts report. Henricks reported that December marks the end of the second quarter of Fiscal Year 2016 with 50% of the year lapsing, and 48% of the budget expended. Revenue collections are at 46% of projections.

Henricks reported that the earlier proposed budget cuts that were previously reviewed by the board have largely been restored in the City Manager's Budget Recommendation to the City Council. Four out of 12 improvement packages have also been recommended for approval by the City Manager. The Library's budget hearing before the City Council is scheduled for February 10, 2016 at 6:30 p.m.

Henricks reported on the process for collecting fines and fees from patrons that includes two reminders, followed by an invoice for material and working with a collection agency. As a last resort criminal prosecution is pursued. Henricks and Weiss recently met with the County Attorney and Captain Klein of the Dubuque Police Department to define the conditions under which the County Attorney will prosecute. An agreement was made that the condition for a monetary amount of \$200.00 or greater will be met before a police investigation is initiated if proof of check out is not available. The group agreed to review this agreement in the coming months if the number of cases is too many. Allred asked about the process of notifications to patrons when items are overdue. Henricks reported that patrons are provided one pre-notification by email, and two reminders by mail, phone, text, and e-mail to encourage patrons to return materials.

- 2) Library Use Statistics – Henricks reported that Circulation decreased with 2% of this occurring among registered patrons in Dubuque and 7% among Open Access card holders. Adult print materials realized the greatest decrease in circulation.

Henricks provided an update on the new security gates reporting that, since their installation, the counters on the gates have not been consistently accurate. The manufacturer was aware of the problem and indicated that the defect would be taken care of with

a firmware update scheduled for December. That did not work. Manual independent counts at both entrances suggest the gates are off 18 to 22 %. We will change our gate counts by adding 20% on to past reports once we are certain that the product is recording accurately. Library volunteers will continue with manual gate counts until this issue is resolved.

- 3) Library Ordinance Update – Henricks provided an update and background on the City Ordinance as well as discussions relating to the Library Board of Trustee's authority to control funds appropriated for library operations. The Board agreed that after the budget hearings take place, a meeting can be called with the City Manager and Budget Director to discuss this in greater detail.
- 4) Marketing Update – Henricks reported that the marketing campaign is moving forward with McCullough Creative. A tentative schedule for launching the "Check it out at Carnegie Stout" campaign is planned for the last week of February or first week of March. The campaign ideas will be phased in with the focus on venues with the highest visibility to include billboards, enhanced social media, a new vehicle wrap, and Chamber of Commerce eBlasts.

The Board discussed a concern in regard to the Dubuque Museum of Art not recognizing the Library as a partner at an event recently when it was named an affiliate museum of the Smithsonian Institute. The Institute remarked during the event that the Grant Wood paintings (owned by the Library and currently on loan to the Museum) and the recently sold Curtis collection (previously owned by the Library and sold to investors for the Museum) were responsible for the museum's prominence.

- 5) Grant Update – Henricks reported on the 11 grant requests she has done to help fund the Maker Space project. Also, a grant request made to Premier Bank in the amount of \$1,500 for the Art @ Your Library® program was approved, making them a 2016 Presenting Sponsor for the program.
- 6) Planning Committee Update – Henricks reported that the Library Board's Planning Committee met on January 7, 2016 to begin review of various library policies before recommending changes to the Library Board. Library policies are reviewed every three years. The Committee also reviewed and revised the Plan of Service for the Board's final review.

B. Library Comment Cards Received – The Board reviewed the comment card received and concurred with the response.

"Moved to receive and file the informational update from the Library Director including the Library Financial Report FY-16, Library Use Statistics, Library Ordinance Update, Marketing Update, Grant Update, Planning Committee Update and the Library Comment Card."

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

5. Action Items:

A. Plan of Service – Henricks presented the final draft of the Plan of Service recommended by the Planning Committee for the Board's review. The Plan of Service supports the strategic plan and is a working plan for staff members that outlines goals and objectives for the coming year.

"Moved to approve the Library Plan of Service."

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

B. Review of Library Policies – Henricks presented the five policies as reviewed and recommended by the Planning Committee as follows:

1) Internet Policy – The Board agreed with the suggested revisions to the policy as made.

"Moved to adopt the revisions to the Internet Policy."

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

2) Citizen Input at Board Meetings Policy – The Board agreed with the suggested revisions to the policy as made.

"Moved to adopt the revisions to the Citizen Input at Board Meetings Policy."

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

3) Meeting Room Policy – The Board reviewed the suggested changes and Connors recommended that under the section on Responsibilities of Reserving Agencies, page two, number 10, the sentence referring to the need for beverage containers to have lids be deleted. The Board concurred with this recommendation.

"Moved to adopt the Meeting Room Policy that includes the attached Meeting Room Agreement as revised."

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

4) Food and Beverage Policy – The Board reviewed the revisions to the policy and suggested that in the second paragraph, line one, the word "may" be deleted.

"Moved to adopt the Food and Beverage Policy as revised."

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

5) Examination of Public Records Policy – The Board reviewed the policy as submitted.

"Moved to review the Examination of Meeting Room Policy as submitted."

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

6) Library Purchasing Policy – The Board reported that it would consider this policy at a future meeting.

"Moved to table the consideration and review of a Library Purchasing Policy."

Motion: *Connors*

Second: Willis
Vote: Aye - 7; Nay - 0

C. Budget Presentation – Henricks presented the Library's annual report and the FY-17 budget presentation to the Library Board with the theme of *Telling the Library's Story*. The Board approved the presentation and theme, with a few suggested revisions.

"Moved to approve FY-17 Budget Presentation for the City Council as reviewed and presented."

Motion: Willis
Second: Connors
Vote: Aye - 7; Nay - 0

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

"Motion to adjourn."

Motion: Willis
Second: Poggemiller
Vote: Aye - 7; Nay - 0


Angela Allred, Board Secretary


Date