

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of February 25, 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, February 25, 2016.

Present: President Jenny Weiss; Board Vice President Patty Poggemiller; Secretary Angela Allred; Trustee Paula Connors; Trustee Pat Maddux (entered the meeting at 4:05 p.m.); Trustee Jon Trotter; Trustee Mike Willis; Director Susan Henricks, and Recorder Denette Kellogg.

1. Board President Jenny Weiss called the meeting to order at 4:03 p.m.

"Moved to adopt the meeting agenda of Thursday, February 25, 2016."

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

2. Approval of Library Board of Trustees' Meeting Minutes of January 28, 2016.

"Moved to approve the Board Minutes of Thursday, January 28, 2016 with a word change on page 2, item 4.A.1), third sentence, last paragraph, changing the word 'meet' to 'met', and in the fourth sentence insert the words 'is initiated' before the word 'investigation'."

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

Maddux entered the meeting at 4:05 p.m.

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

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

Motion: Poggemiller
Second: Trotter
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:

Henricks submitted the application for Accreditation to the State Library as of today, with C-SPL meeting 77 of the 79 standards. The process for accreditation must be submitted every three years. Henricks reviewed the accreditation criteria for continuing education (CE) for the Board of Trustees and will present opportunities for CE credit for the Board. One major opportunity for CE will be at the Iowa Library Association Conference scheduled in Dubuque from October 12 to October 14, 2016. A lack of adequate parking is one of the standards not met. The second standard is not applicable to Carnegie-Stout because it has to do with the level of county funding to serve rural residents. Dubuque County has a County Library System to serve rural residents.

- 1) Library Financial Report Fiscal Year 2016 (FY16) – The Board reviewed the operational revenue, expenditure reports and the Gift Trusts report. January marked the passage of 58% of the fiscal year. Expenditures were at 56% and revenue collected was at 59% of projections.

The Board discussed the importance of educating City Council members and citizens of the Library's operating budget. The Library's personnel budget was reduced in the adopted FY 2015 budget. It was later amended to reflect the gift trust funds that we contributed and the city's contribution of 42% of the total in order for hours up to 61 to be restored. The document indicating a 9.4% increase in employee expenses was based on a comparison to the adopted FY 2015 budget and not the amended budget. The FY 2017 budget reflects a restitution of the previously reduced budget. Additionally, the "machinery and equipment" line reflects a 151.7% increase, which can be misleading. This total reflects \$40,000 budgeted from a gift trust in the event it is needed for construction and is in no way related to tax support. The actual increase was 7.8% for "machinery and equipment" and this increase is attributed to the audio visual equipment that failed prematurely and requires replacement.

- 2) Library Use Statistics – Henricks reported that January 2016 saw an increase in the number of check-outs by 2%. Digital material check-outs continue to grow and is up 24%.

Henricks provided an ongoing update on the new security gates; reporting the counters on the gates have not been consistently accurate since they were installed. The vendor continues to work on a solution to the inaccurate patron counts. Other libraries have experienced similar problems. The firmware updates were completed this week and it is too soon to tell if the updates have worked. The count had been off between 18 and 22 percent prior to this firmware update. Volunteers will continue to track visits by recording them manually to validate the performance of the upgrade. Willis asked who will pay for the new gates should they need to be replaced. Henricks reported that the vendor would be responsible for the cost to replace the gates. The statistics will be changed after we are confident that the new system works.

- 3) Maker Space Update - Henricks reported that staff met with Selser Schaefer Architects to fine tune the design of the future space. The construction is expected to take six to eight weeks with the space opening in July 2016.
- 4) Dubuque Racing Association (DRA) Applications – The Friends of the Library and the Library Foundation would like to continue their contributions to the Maker Space by supporting grant applications to the DRA.

The Friends of the Library voted to request a DRA grant that will introduce craft supplies in support of programs such as jewelry making, knitting, crocheting, cross-stitch, sewing, and basket weaving in the future maker space area. The Board discussed the space being a creative space both for technology and crafts. Henricks reported that the space is planned for offering beginners classes in a variety of areas.

The Foundation's grant request is for the furniture and equipment that is needed for this space, such as tables, chairs and a green screen.

- 5) Planning Committee Update – Henricks reported that the Library Board's Planning Committee met on February 9, 2016 to continue the review of various library policies. The Committee reviewed three policies with revisions that are ready for Board review.
- 6) Marketing Update – Henricks reported that the marketing campaign is scheduled to launch the first week of March with digital billboards, a Chamber of Commerce e-blast, and a new van wrap.

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, Maker Space Update, Dubuque Racing Association (DRA) Grant Applications, Planning Committee Update, Marketing Update and the Library Comment Card."

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

5. Action Items:

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

- 1) Material Section Policy – The Board reviewed the policy. Willis noted a closed quotation is needed around “Discarding Materials” in section VII. Gifts. The Committee explained the two revisions made to page 3. The Board concurred with the recommended revisions as reviewed and discussed.

"Moved to adopt the revisions to the Materials Selection Policy as reviewed."

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

- 2) Confidentiality of Records – The Board reviewed the recommended revisions to the policy. Discussion was held on possession of a library card in section a. on page 2. Henricks explained the possession of a library card, consent for use, and confidentiality of a patron’s record as it pertains to the policy.

"Moved to adopt the revisions to the Confidentiality of Records Policy."

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

3) Volunteer Policy – The Board agreed with the suggested revisions to the policy as made.

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

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

B. McCullough Creative Marketing Proposal – Henricks provided the two final options for the van wrap project proposal to the Board. The Board suggested three changes. The first change is to use a computer versus a screwdriver for the Maker Space graphic. The second change is to make the outer space graphic be more identifiable as the solar system. The final change is to replace “get medieval” to “get chivalrous” or other similar wording on the back of the van. With these three changes, the Board agreed to approve the van wrap.

Henricks reported that the digital billboards as reviewed by the Board will launch the first week of March in two locations.

The Board reviewed the Chamber of Commerce e-blasts and concurred with Henricks recommendations for needed changes.

"Moved to approve marketing proposal with suggested changes."

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

6. Communications/Public Comment - Poggemiller asked about the matter of harassing correspondence being received by the Library Director. Henricks reported that the matter has been turned over to the Police Department.

7. Library Board Adjournment – The Board adjourned at 5:10 p.m.

"Motion to adjourn."

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

Angela Allred, Board Secretary

Date