

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

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

Excused: Board Vice President, Patty Poggemiller

Public Present: Jean Nachtman, Finance Director, City of Dubuque

1. Board President Jenny Weiss called the meeting to order at 4:00 p.m. and introduced the City Finance Director, Jean Nachtman.

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

Motion: Connors

Second: Trotter

Vote: Aye – 6; Nay – 0

2. Approval of Library Board of Trustees' Meeting Minutes of March 24, 2016.

"Moved to approve the Board Minutes of Thursday, March 24, 2016."

Motion: Allred

Second: Connors

Vote: Aye – 6; Nay – 0

3. Action Item: New Purchasing Policy – The Trustees reviewed a draft of a Purchasing Policy for the Library. The Board reported its concern about the potential for a conflict with Iowa Code regarding Board authority if the language is not precise. Henricks explained that the Library receives an allocation of money annually and the Library Board will maintain the authority on how these funds are spent. The Board discussed several examples in the past where this was not the case. Nachtman reported that the approval of the purchase belongs to the Library Board, but confirmation must take place to insure that the funds are available to make the purchase. The Board discussed tabling the policy until the final City Ordinance changes are completed. Nachtman reported the policy is separate from the ordinance and will not infringe on the Library Board's authority. The Board also discussed the need for the policy to apply to City budgeted funds and not the Library Gift Trusts. Nachtman and Henricks verified that the policy would only apply to City funds budgeted to the Library.

The Board reviewed the draft policy and made the following changes: The section on Scope (page 1), to include and provide clarity of the status of powers of the Library Board by Iowa Code, section 336.8; the section on Competitive Bidding Procedures and Services Bidding Procedures (page 4) related to equipment, material and supplies are under the Board's authority; the section on Responsibility Criteria (page 12) contains inconsistencies in the determination of non-responsibility of the bidder determination by the Library Board versus the City Manager.

Due to the length of this policy and the need to review in final form, the Board agreed to give Library Board President Jenny Weiss authority to make the final review and approval along with the authority to make additional revisions deemed necessary.

"Moved to adopt the Carnegie-Stout Public Library Purchasing Policy as amended subject to final review, revision and approval by Board President Weiss."

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

The Board thanked Nachtman for her hard work and efforts on behalf of the Library. Nachtman exited the meeting at 4:47 p.m.

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

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, March 24, 2016."

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

5. 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, expenditure reports, and the Gift Trusts report. Henricks reported that the end of March

closed the third quarter of Fiscal Year 2016, with 75% of the year lapsed. Library expenditures were at 72% and revenue collected at 84% of projections.

- 2) Library Use Statistics – Henricks reported that Library materials checked out are 2% lower compared to the same time last year. It appears that the issues with the security gates counting correctly has been mostly resolved and was noticed by a 9% increase in foot traffic compared to March of last year. The year-to-date statistics have not been adjusted to reflect the 20% increase that the gate counter was off for most of this fiscal year. Statistics will be adjusted to reflect this prior to the end of the year. Library staff are continuing to monitor the gate counters to gain confidence that the “fix” has fully resolved issues associated with counting.

Seven of the online databases demonstrated an increase in use in the past quarter. One of those with an increase is Morningstar (up 78.5%); however, it does not appear to be due to the Chamber eBlast advertisement that was sent. Ten of the online databases showed a decrease in use compared YTD to last year.

Unique visitors to the library’s website increased 32% compared YTD FY 2015. Digital audio and eBooks increased 29% YTD and digital overall shows a 17% increase compared to the same time last year.

The Board asked for clarification on the large increase to the Unique visitors to the web page and Henricks will investigate and follow up with the Board.

- 3) Public Library Association (PLA) - Henricks provided a report of her attendance at the PLA conference held in Denver, Colorado from April 6 to April 9, 2016. The Board asked Henricks to share the literature from the session on Maker Spaces with them.
- 4) Maker Space Update – Henricks reported that the project is ready to move to the bidding process stage. The project and bid documents will be presented to the City Council at the May 2, 2016 meeting. Weiss and Connors agreed to attend this meeting to answer any questions about the project. Henricks reported that the project was just awarded grant from the Roy J. Carver Charitable Trust in the amount of \$32,921 for this project. Grants and private donors continue to be sought with a goal of covering the cost of the entire project.

- 5) Personnel Update – Henricks reported on the hiring of part-time secretary, Sharon Langel, in Library Administration. Henricks reported she will take a vacation May 2 to May 17, 2016. Acting Director duties have been assigned to all supervisors to share when she is gone, and she will be checking e-mail for items that may need her review or action.
- 6) Marketing Update – Henricks reporting that the marketing campaign continues to move forward. McCullough Creative developed three radio spots. When the schedule for airing is set, the information will be forwarded to Board members.

A digital wrap of the materials return box has been designed for the Asbury Plaza Hy-Vee drop box. This book drop was damaged during an early snow storm last November and has not looked right since. A wrap will give the return box an entirely new look.

Installation of the marketing banners that will hang from the historic building facade are in process and approval was given by the City to hang them for up to a year.

- 7) Purchasing Policy Update – Henricks reported that she and Kellogg met with City Staff to review and make revisions to the proposed purchasing policy prior to the Board meeting.
- B. Library Comment Cards Received – Henricks reported there were no comment cards for this meeting.

"Moved to receive and file the informational update from the Library Director including the Library Financial Report FY-16, Library Use Statistics, Public Library Association (PLA) Conference Report, Maker Space Update, Personnel Update and Purchasing Policy Update."

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

6. Action Items:

- A. Leadership in Energy and Environmental Design (LEED) – Henricks provided a background of the Library's LEED certification. To maintain LEED status, recertification is due in 2017 and has associated expenses, which are not in the operating budget. The Board agreed to move forward with the LEED online application trial to determine the

Library's eligibility and to request for this annual expenditure in the coming year's budget preparation.

"Moved to table the Leadership in Energy and Environmental Design (LEED) certification with charging the Library Director to confirm that the Library qualify for recertification and exploring the City's support for the recertification to be included in the Library's regular expenditure budget as a reoccurring cost."

*Motion: Allred
Second: Maddux
Vote: Aye – 6; Nay – 0*

Connors provided a report of the Library's air particulates, conducted by Green Iowa AmeriCorps staff, that indicated the Library has very good air quality.

- B. Fine Arts Policy Review – The Board reviewed the policy and Connors reported that the Art Subcommittee members recommended approval with no revisions. Weiss recommended, and the Board agreed, that the second paragraph, second sentence be reworded as follows: "In 1932 the Library established a trust from funds received from a bequest from Ms. Mary Lull to be used to purchase and preserve art for the Library."

"Moved to adopt the policy with the proposed changed."

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

7. Communications/Public Comment – Connors and Allred reported that they will not be reapplying to the Library Board when their terms end on July 1, 2016.
8. Library Board Adjournment – The Board adjourned at 5:33 p.m.

"Motion to adjourn."

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


Angela Allred, Board Secretary

05/26/16
Date