

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of May 26, 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, May 26, 2016.

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

Excused: Paula Connors

Public Present: Dubuque Telegraph Herald Reporter Alicia Yager

1. Board President Jenny Weiss called the meeting to order at 4:04 p.m.

"Moved to adopt the meeting agenda of Thursday, May 26, 2016."

Motion: Poggemiller

Second: Willis

Vote: Aye – 6; Nay – 0

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

"Moved to approve the Board Minutes of Thursday, April 28, 2016 with the following change: Item. 3. New Purchasing Policy, page 1, delete the word 'in' before the word 'infringe' in line 11."

Motion: Trotter

Second: Willis

Vote: Aye – 6; Nay – 0

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

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

Motion: Poggemiller

Second: Trotter

Vote: Aye – 6; 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, expenditure reports and the Gift Trusts report. The end of April marked 83% of the fiscal year lapsing. Expenditures were at 83%. Revenue collected was at 89% of projections.
- 2) Library Use Statistics – Henricks reported that April 2016 saw an increase in the number of check-outs by 2%. Digital material check-outs continue to grow and is up 24%.

Henricks reported a large increase in the number of visitors. The statistics have been modified to reflect a 20% increase during the months when the counter on the security gates did not work accurately. Independent manual counts found the gate counter off between 18 and 22 percent, so an average of 20% was used. Circulations to Dubuque residents is down 1.5% and is associated with physical materials; specifically, books cataloged as Adult. A separate counting device has been ordered to continue to verify that the gate count is correct. Allred suggested this device could also be used to keep track of individual programs or events.

The machines for self-check outs has increased 20% and the number of items checked out at the self-check machines has increased 29% compared to the same time last fiscal year. More people are taking advantage of the library's catalog, which demonstrates a near 9% increase compared to the same time last year. The number of items placed on hold by patrons has increased 5% during this time.

- 3) Document Delivery Study - Henricks reported that the Library has conducted a study to measure "document delivery." This study measures the length of time it takes for someone to get an item if it is not on the shelf. The goal is that 70% of adults who place a reserve on the most popular material (print and non-print) will have the item available in 14 days and an additional 20% will have requested material within 30 days."

Henricks reported on the results of the 213 items not immediately available in April:

76 (35.7%) were made available within 0 – 7 days
31 (14.6%) were made available within 8 – 14 days
40 (19%) were made available within 15- 30 days
21 (10%) were made available with 30- 45 days
66 (31%) took over 30 days to fill

Of the 66 items that took more than 30 days to fill:

- 4 items were not published until after the study concluded
- 41 items were new books with five or more holds
- 5 items were long overdue, cancelled, or missing
- 16 items were requests with queues beyond the 30 days.

- 4) Maker Space Project Update – Henricks reported that the Mayor and City Council have approved the plans and specifications for the Maker Space and the public hearing has been held. A pre-bid meeting was held at the library on May 12, 2016. Bids will be opened on Friday, June 3, 2016 and the contract will be awarded at the June 20, 2016 City Council meeting. It is estimated that construction will begin the last week of June, or first week of July.
- 5) Changing Lives Through Literature – The Library was awarded a near \$6,000 grant from Better World Books to launch a Changing Lives Through Literature program. The program is an alternative sentencing program based on the power of literature to transform lives through reading and group discussion. Funding should support the program for a full year. The Library will work with Juvenile Court Services and Larry Jackson of J4BG Family Services, who will facilitate the sessions.
- 6) Personnel Update – Henricks reported Jason Burds, Information Technology Supervisor, has accepted a position in City Information Services. Burds will be available for consultation during orientation period for the person that fills this vacancy. Advertising will begin for the position of Adult Services Manager to fill an upcoming vacancy for Andrew Fuerste-Henry whose scheduled last day is July 15, 2016. Fuerste-Henry is moving out of state.
- 7) Marketing Update – Henricks reported the marketing campaign continues to move forward with radio advertising beginning that will run four times a week for one year on KAT FM – 92.9.

Staff has been working on graphics for T-shirts that will be available in three different colors. The shirts will have a collage of the "To-From" campaign slogans on the front. T-shirts are expected to be available by the June Board meeting.

The Board viewed the new tabletop display that incorporates the new marketing theme. The display can be used service fairs and other venues in promoting library services.

The materials return box at the Asbury Plaza Hy-Vee is scheduled for a wrap of the complete exterior.

The exterior banners are scheduled to be hung on Friday, June 10, 2016 over the historic entrance.

The Board suggested that they host a table in early July at the local Farmer's Market with the new display, T-shirts and other marketing materials including the announcement of the Library's new hours. Henricks will investigate the possibility of getting a booth and report back to the Board.

The Board reviewed the proposed print media marketing materials and provided feedback for suggested changes.

Henricks provided a summary of the Library news appearing in the Telegraph Herald for the previous quarter.

- B. Library Comment Cards Received – The Board reviewed two recent thank you cards received from patrons to staff for Library programs and services.

"Moved to receive and file the informational update from the Library Director including the Library Financial Report FY-16, Library Use Statistics, Document Delivery Study, Maker Space Project, Changing Lives Through Literature Program, Personnel Update, Marketing Update and Library Comment Cards."

Motion: Willis

Second: Allred

Vote: Aye – 6; Nay – 0

5. Action Items:

- A. Establish Library Hours for FY 2017 – Henricks reported on the restoration of Library hours to 64 effective July 1, 2016. A survey to the public was conducted and Henricks provided survey results for the

Board's review. The survey results showed a preference for Sunday hours all year, with restoring Thursday a.m. hours a close second.

The Board held discussion and agreed based on the survey results to offer Sunday hours all year. Henricks expressed a concern that budget funds may not be enough, and Thursday hours may need to move to from Noon to 1:00 p.m. and she will need to review this. The Board recommended that the new hours take effect on Sunday, July 10, 2016. The Board charged Henricks with the final decision for Thursday hours based on a budget review and their decision for Sunday hours.

"Moved to open Sunday hours from 1:00 p.m. to 5:00 p.m. year round, with the option of opening at Noon or 1:00 p.m. on Thursdays pending the Director's final review."

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

Henricks reported she would provide an official announcement of new hours as soon as possible.

- B. Review of Library Policies – Weiss reported on additional review of the policies needed by the Planning Committee members.

"Moved to table the Listening/Viewing Stations Policy, Interlibrary Loan Policy, Lost and Found Policy, and Patron Behavior Policy."

Motion: Allred
Second: Poggemiller
Vote: Aye – 6; Nay – 0

6. Communications/Public Comment – Henricks reported on the upcoming Art @ Your Library® opening reception scheduled for Friday, June 3, 2016 from 5:30 to 7:30 p.m.

7. Library Board Adjournment – The Board adjourned at 4:49 p.m.

"Motion to adjourn."

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



Angela Allred, Board Secretary

06/23/16

Date

