

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

Present: President Jenny Weiss; Secretary Mike Willis; Trustee Robert Armstrong; Trustee Pat Maddux; Trustee Christy Monk; Trustee Jon Trotter; Director Susan Henricks and Recorder Denette Kellogg.

Excused: Vice President Patty Poggemiller

1. Board President Jenny Weiss called the meeting to order at 4:03 p.m. and swore in Trustees Robert Armstrong and Christy Monk.

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

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

President Weiss swore in the new Trustees Armstrong and Monk who took the oath of office with their terms expiring in July 2020. The group welcomed the new trustees to the Library Board.

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, June 23, 2016.

"Moved to approve the Board Minutes of Thursday, June 23, 2016."

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

3. Board President's Report:

- A. Annual Meeting Election of Officers – The Board reviewed the annual election of officers and nominations.

"Moved to elect Jenny Weiss as Board President."

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

"Moved to elect Patty Poggemiller for Board Vice President."

Motion: Maddux
Second: Weiss
Vote: Aye – 6; Nay – 0

"Moved to elect Mike Willis for Board Secretary."

Motion: Maddux
Second: Weiss
Vote: Aye – 6; Nay – 0

- B. Library Board Committee Appointments – Weiss reviewed the committees and their purpose. The Board members provided feedback on preferred Committee assignments. Weiss made the following Committee assignments:

- 1) Relations Committee – Robert Anderson and Patricia Poggemiller
- 2) Operations Committee – Pat Maddux and Christy Monk
- 3) Planning Committee – Jon Trotter and Mike Willis
- 4) 28E Agency – Jenny Weiss
- 5) Art Subcommittee – Mike Willis
- 6) Library Foundation – Jenny Weiss and Jon Trotter

- C. Weiss reviewed the Communication with the Dubuque City Council for June, 2016.

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, June 23, 2016."

Motion: Willis
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 Closing of Fiscal Year 2016 (FY16) – The Board reviewed the operational revenue, expenditure reports and the Gift Trusts report for the June 30, 2016, FY16 year end.

Revenue was at 98% of projections, falling short \$3,115. Taking this shortage into consideration in the overall budget, as well as not considering the savings of \$10,467 from the Travel/Conferences budget, which was frozen in FY 2016, the library came in under budget 2.1% or \$68,710.

Revenue for fine collections was down \$18,000 due to a change in the collection policy. The collection agency has begun an early intervention program with earlier notification of patrons with smaller dollar amounts. This has resulted in the earlier return of materials and payment of outstanding fines, but does impact revenue. Our goal has always been to get the materials returned rather than look at this as a revenue generator, so the results are positive. A budget amendment for Fiscal Year 2017 was requested as the Library will likely come in under budget projections in fines again but the Budget Director cannot accommodate this request unless we reduce our operating expenses in the equivalent amount.

A mistake in interest for the Mutschler Trust was discussed at the Board meeting last month. The Finance Director investigated and discovered an error in the reporting of interest to this account by City Finance. A correction was made and is reflected on the revenue report this month.

- 2) Library Use Statistics – Henricks reported that new hours took effect on Sunday, July 10 with 348 visitors. On Sunday, July 17, 388 people visited the library. This average is between 87 and 97 people per hour, or an overall average of 92. Comparing this to four Sundays in February, this appears to be an increase. The four Sundays in February averaged 82 visitors per hour. Henricks reported that a backup gate count software is being purchased to verify that the gate count is accurate.

The Board asked for more information on the drop of circulation during the month of June that may correlate with the drop in the numbers of participation in the Summer Reading Program.

FY 2016 reflected an increase in the number of library visitors but a decrease in materials checked out. Carnegie-Stout is not unique and most public libraries nationwide are experiencing this. Henricks believes our check-outs have experienced a greater decrease than other public libraries.

Henricks provided detail review and synopsis of collection development and a document delivery study. She noted that a

more in-depth analysis, along with a careful review of the print budget, which is shrinking due to the need to cover new formats will be undertaken.

Another variable in providing materials in the budget is that e-Books are expensive. As an example, recently the title "Alexander Hamilton" was purchased for the cost of \$20.13. The cost for the same title as an e-Book is \$121. Best-selling author James Patterson's books typically cost around \$15.50 for a hard copy. The digital edition is \$84.00. If a book is published by HarperCollins, we are allowed only 26 circulations before we must purchase a new copy. During our analysis, we must define the threshold at which a second e-book is purchased to meet demand.

The Board reported its concern that the Library has adequate budget funds to purchase materials, including new formats, for its patrons and the community. The Board encouraged discussions with the City Council of the budget savings the Library provides each fiscal year, and the possibility of using these funds to supplement the materials collection.

- 3) Maker Space Project Update – Henricks reported construction officially began July 21, but was delayed until this point because the "Notice to Proceed" was not issued in a timely manner. A pre-construction meeting was held with contractors on Monday, July 18 and revealed other concerns that may cause delay, such as the elm veneer to match the existing Information Desk. The contractor will advise, hopefully soon, if the elm is readily available, or if we should consider a different species of wood with a stain. After further discussion it was agreed that the project will be completed, or substantially completed, in time for the ILA reception scheduled for October 12.

As bi-monthly construction meetings are scheduled, the Operations Committee will receive notification. Monk requested that she receive the plans for the project for review before the next construction meeting.

The topic of fundraising is related to the project and the Library Foundation discussed a mid-year campaign to raise the \$17,000 balance.

- 4) Personnel Update - Henricks reported Adult Services Manager Andrew Fuerste-Henry's last day was Friday, July 22. Bill Carroll is the new Adult Services Manager. Brent Stokesberry was

interviewed for the position of Adult Services Manager, but accepted the position of Circulation Supervisor and will start soon. Scott Schlichte started work on July 11 as our new Information Technology Supervisor. Hannah Peterson has been hired to fill a vacancy in Youth Services as a part-time (25-hours) Library Aide. Recruitment for an Adult Services Librarian has started to fill the vacant position left by Aisha Hallman.

Recruitment is taking place for a part-time (25 hours) confidential account clerk in Library Administration. This position was previously known as secretary and was changed to better match the job tasks performed. The duties of this position continue to be absorbed by Henricks and Kellogg.

Recruitment for the three positions are vacant at the library assistant level. One employee resigned and is moving out of state, one is retiring, and one represents a vacancy from the hiring freeze that we never filled.

Staffing has been a challenge this summer, which is our busiest time of year.

- 5) Marketing Update – Henricks reported that the marketing campaign continues to move forward with McCullough Creative nearing completion implementation of the plan's components. Henricks also provided a summary quarterly report of news published in the Telegraph Herald.

- B. Library Comment Cards Received – The Board reviewed three comment cards received and concurred with the responses.

"Moved to receive and file the informational update from the Library Director including the Library Financial End of Year Report FY-16, Library Use Statistics, Maker Space Project Update, Personnel Update, Marketing Update and Library Comment Cards."

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

5. Action Items:

- A. Library Expenditures – Henricks provided an itemized report of FY-17 July expenditures for the Boards review and identified a number of encumbrances that are for the fiscal year that are partially expended each month of the fiscal year against the encumbered purchase order.

"Moved to approve Library expenditures for July 20, 2016."

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

- B. Ending the Lending Library Service – The vending machine that dispenses books is known as a "lending library." It has been at the Asbury Plaza Hy-Vee since September 7, 2011. Hy-Vee has requested that the machine be removed. The machine was picked up on Friday, July 22 and is in storage until a decision is made by the Board.

Henricks reported that the lending library, funded by grant funds, has not been as successful as hoped mostly due to the poor performance of the equipment level. Erratic operations have kept people from using the machine and the cost per circulation is over \$9 if staff time is included. She recommends that the machine be sold. There is a possibility that we can get it installed at the conference center at ILA and fill it with old books to give away along with a price tag for the machine.

The Board noted that the machine provided the much needed west-end presence, but agreed the machine is not providing the quality of service to patrons that is needed. Discussion was held on alternatives for west-end service delivery including an automatic book pickup and drop off and other service technologies. The Board asked that Henricks investigate the various alternatives for service and to contact the Hy-Vee store manager as to the possibility of replacing the "old" machine with a more reliable machine and report back to the Board at the August meeting.

"Moved to discontinue the Lending Library service."

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

The Board charged Henricks to investigate options for selling the used Lending Library machine and to provide these options for Library Board review at the August meeting.

6. Communications/Public Comment – Henricks reported on some upcoming programs and events at the Library including:

- The Art @ Your Library® reception opening on Friday, August 5, 2016 featuring fiber artist Joan Tully and metal sculptor Gene Tully.
- Presentation by Brian Cooper, Telegraph Herald, on National Baseball Hall of Famer Red Faber on Tuesday, August 2 at 6:30 p.m.
- The "Take Me Out to the Ballgame" program on Saturday, August 6 at 1:00 p.m. celebrating the 40th anniversary of the Dubuque Packers with former professional baseball player Kevin Rhomberg.

Willis reported on his ongoing positive experience with the self-check machines and the board agreed.

7. Library Board Adjournment – The Board adjourned at 5:25 p.m.

"Motion to adjourn."

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

Michael Willis

8/25/16

Michael Willis, Secretary of the Board

Date