

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of October 27, 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, October 27, 2016.

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

*Excused:* President Jenny Weiss

1. Board Vice President Patty Poggemiller called the meeting to order at 4:11 p.m.

*"Moved to adopt the meeting agenda of Thursday, October 27, 2016."*

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

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, September 22, 2016.

*"Moved to approve the Board Minutes of Thursday, September 22, 2016 with changing the word "evasion" to "invasion" on page 5, action item 5.B. last sentence."*

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

3. Board President's Report:

- A. Poggemiller reviewed the Communication with the Dubuque City Council for September, 2016.

*"Moved to receive and file the Communication with the Dubuque City Council from Thursday, September 22, 2016."*

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

#### 4. Motion to Receive and File Informational Items:

##### A. Library Director's Report Summary and Update

- 1) Library Financial Report FY 2017– The Board reviewed the operational revenue and expenditure reports. September closed the first quarter of fiscal year 2017, with 25% of the year lapsing. Expenditures were at 25% and revenue generated was at 19% of projections.
- 2) Library Use Statistics – Henricks reported that the number of check-outs is down 9% with an increase in downloadable materials of 13% compared year-to-date to 2015.

Henricks reported on two concerns and will meet with city staff and the City Manager to further discuss the issues. One is the concern regarding bed bugs as an increasing problem in the community. Secondly, the cross walk at 11<sup>th</sup> and Bluff where two patrons have been hit when crossing the street. The intersection has been an ongoing safety concern.

- 3) Maker Space Project Report – Henricks reported that the Maker Space schedule is on target for completion with a few remaining items on the punch list. Plans are to open the room in the next few weeks.

The Board reviewed and confirmed their approval of the tag line, “enter, imagine and create” for the Maker Space. Henricks reported the wording on the cabinetry by the Maker Space room is slightly different with “design, create and make”.

Henricks reported the successful “How-To Festival” at the Iowa Library Association reception held at the Library on October 12, 2016 highlighting the nearly completed Maker Space. Discussion was held regarding the date for Grand Opening of the Maker Space. January 21, 2017 was confirmed for the Grand Opening with plans for a ribbon cutting, live radio broadcast and a “How-To Festival” of activities. The Board discussed the private after-hours reception for donors that will take place on a Friday evening in January 2017.

- 4) County Library Collaboration Update – Henricks reported the Dubuque County Library System Board of Trustees agreed to meet with a C-SPL subcommittee to further discuss collaboration in the delivery of Library Services. The first meeting will be scheduled when subcommittee members have been appointed.

- 5) Energy Audit Report – Henricks reported that in October the Library was recertified as a Petal Project building. Also, during this month an energy audit was completed with the Library doing very well. A comparison chart was provided. A few areas of improvement included changing to LED lights at the library entrances and a FY-18 Improvement Package (IP) will be submitted for this project.
- 6) Telegraph Herald (TH) Archives Update – Henricks reported that the TH digital archives project is moving forward with a soft launch planned in the next few weeks. The TH and the Library will work together in the marketing and promotion of this joint project.

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, Library Use Statistics, Maker Space Project Report, County Library Collaboration Update, Energy Audit Report, Telegraph Herald (TH) Archives Update and Library Comment Card."*

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

## 5. Action Items:

- A. Library Expenditures – Henricks provided an itemized report of FY-17 expenditures from September 20 to October 19, 2016.

*"Moved to approve Library expenditures for September 20 through October 19, 2016."*

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

- B. Approval of FY-18 Budget Request – Henricks reported on the Library's budget request for Capital Improvement Projects (CIPs), Decision Improvement Packages (IPs) and the Maintenance Level budget that includes computer equipment replacement and general equipment replacement. The Library submitted three CIPs that included two

approved projects that have increased in cost —the historic building steps at \$11,098 and a generator at \$60,000. A new CIP was submitted to replace the water piping in the basement for \$85,590.

Henricks reviewed the proposed IPs as follows: a community survey, computer equipment replacement, e-Books, early literacy support, youth services speakers to expand summer reading program performances, expansion of the book club outreach, increase in the Adult Services speaker/program line for author events, books for attendees to book discussion groups and replacement of exterior lights with LED. Discussion took place about the Library survey conducted in 2012 and Board members stressed the need for a survey that produces the results needed. Suggestion to keep questions that list specific options and identify community needs were discussed.

*"Moved to approve the Library's FY 2018 Budget Request."*

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

- C. Addendum to Personnel Manual - Henricks reported the need to revise the recent addendum to the Personnel Manual, Section 19.1: The Work Place regarding the dress code. The Board reviewed the addendum, suggested a change to B. for easier readability.

*"Moved to adopt the revised addendum #1 of the Personnel Manual as reviewed."*

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

- D. Disposition of the Lending Library Machine – The Board discussed options for disposition of the lending library machine. The option of repurposing the machine was discussed.

*"Moved to meet with staff for alternate use ideas, should no viable use be found, return the machine to the manufacturer for \$1,500.00."*

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

6. Communication/Public Comment – Henricks invited the Board to shop at the Friends of the Library book sale at the Library today through Saturday, October, 29, 2016. All proceeds from the sale directly benefit the Library through various project requests to enhance library services.
7. Library Board Adjournment – The Board adjourned at 5:34 p.m.

*"Motion to adjourn."*

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

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 11/17/2016  
**Michael Willis, Secretary of the Board** **Date**