

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of September 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, September 22, 2016.

Present: President Jenny Weiss (*enters 4:08 p.m.*); Vice President Patty Poggemiller; Secretary Mike Willis (*exited 5:19 p.m.*); Trustee Robert Armstrong; Trustee Jon Trotter; Director Susan Henricks and Recorder Denette Kellogg.

Excused: Trustee Pat Maddux and Trustee Christy Monk

1. Board Vice President Patty Poggemiller called the meeting to order at 4:04 p.m.

"Moved to adopt the meeting agenda of Thursday, September 22, 2016."

Motion: *Willis*
Second: *Trotter*
Vote: *Aye – 4; Nay – 0*

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, August 25, 2016 and Monday, September 12, 2016.

"Moved to approve the Board Minutes of Thursday, August 25, 2016."

Motion: *Willis*
Second: *Trotter*
Vote: *Aye – 4; Nay – 0*

"Moved to approve the Board Minutes of Monday, September 12, 2016."

Motion: *Trotter*
Second: *Willis*
Vote: *Aye – 4; Nay – 0*

3. Board President's Report:

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

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, August 25, 2016."

*Motion: Willis
Second: Trotter
Vote: Aye - 4; Nay - 0*

4. Motion to Receive and File Informational Items:

Weiss entered the meeting at 4:08 p.m.

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 FY 2017– The Board reviewed the operational revenue and expenditure reports. Henricks reported that the end of August marked 17% of the fiscal year lapsing. Expenditures were at 16% and revenue at 12% of projections.
- 2) Library Use Statistics – Henricks reported that the number of check-outs is down 9% and is most closely associated with books. Circulations to Dubuque card holders was down 8% compared to FY 2016 year-to-date. Check-outs to County card holders is down nearly 12% as expected due to restrictions that have been in place for a few years. The new branch library in Asbury has realized an increase in funding, which is reflected in a stronger collection.

The Summer Reading Program registrations were down this year by 197. A full 80% of these were represented by students from three of the four schools located on the west side of town.

Henricks reported that the Library had a pest prevention inspection today and the building continues to be free from pests, including bed bugs. At last month's meeting Henricks reported one reason for the decline of library business could be the perception by the public of the Library having bed bugs when in fact, it does not. Henricks reported that while the Library is free of bed bugs and has a plan in place for pest prevention, there is a problem with bed bug infestation in the community. Henricks reported on the significant level of staff time involved in the prevention process.

- 3) Maker Space Project Update – Henricks reported that the Maker Space schedule is on target for completion by the first week of October. A construction update meeting was held on September 21 and Board member Christy Monk represented the Operations Committee at the meeting. Henricks commented that Monk's experience in construction projects is an asset for this Committee as she has offered suggestions and recommendations for the project. Problems or issues reviewed included the sliding drawers for the computer cabinets that were not done, the need for ventilation in these same cabinets, the seams in the glass panels not coming together and being of varying widths. Henricks reported the study room construction on first floor is moving forward and is on time.
- 4) Personnel Update – Henricks reported that three new library assistants have been hired: David Green and Kevin Mink, who will focus on working in the Maker Space, and Mark Bowers. Mark was promoted from the position of clerk and will work in the Circulation Department. Paula Hardin has joined Library Administration as the new secretary. Interviews are being planned to fill the vacancy of a librarian in Adult Services. Henricks reported receiving her Doctor of Philosophy (Ph.D.) in Managerial Leadership in the Information Professions from Simmons College, Boston, Massachusetts. Henricks thanked the Board of Trustees for their ongoing support during the past five years as she worked through the program. The Board congratulated Henricks on earning her doctorate.
- 5) Dubuque County Library Update – Henricks reporting meeting with Mike Wright, the Director of the County Library system. Ideas for collaboration that were discussed included:
 - The ability for C-SPL patrons to pick materials up at the County Library in Asbury.
 - The removal of C-SPL restrictions to County residents. If this resulted in C-SPL subsidizing the budget of the County Library for materials, as has happened in the past, the two directors would address this and the County would plan to purchase multiple copies.
 - Consideration by the County to change their integrated library system to Koha, which will allow a shared database.
 - Potential for C-SPL to partner for programming.
 - Databases and digital materials would not be included for access or loan.

Henricks reported implementation of any of these ideas would raise Library circulation. The Board expressed its willingness to work with County Library. Weiss inquired about the potential that lifting restrictions might have on the budget. Henricks will provide this information to the Board for review. Funds are very tight with the ongoing struggle to offer new formats within the constraints of the existing materials budget.

The Board agreed, should the County Library Board agree, to form a Committee to review steps in moving forward with collaboration. Henricks will contact the County Library Director in this regard.

B. Library Comment Cards Received – The Board reviewed the comment card received and concurred with the responses. Henricks reported on recent calls and in person visits received in favor of a branch library.

"Moved to receive and file the informational update from the Library Director including the Library Financial Report, Library Use Statistics, Maker Space Project Report, Personnel Update, Dubuque County Library Update and Library Comment Card."

*Motion: Willis
Second: Armstrong
Vote: Aye – 5; Nay – 0*

5. Action Items:

A. Library Expenditures – Henricks provided an itemized report of FY-17 expenditures from August 23 to September 14, 2016.

"Moved to approve Library expenditures for August, 2016."

*Motion: Willis
Second: Trotter
Vote: Aye – 5; Nay – 0*

B. Employee Background Credit Checks – Henricks provided an update on the City's recommendation to include background credit check in the hiring process for any new employee that would be in contact with money in their job. Henricks reported that City Personnel Director Randy Peck reported that including the credit check is not in and of itself a judgement but just an additional step in the hiring process, adding that it would be unlikely to withdraw an offer based on a bad

credit history. The cost of the background checks is budgeted for in the City's operational budget. The Board discussed its sole authority for hiring and firing Library employees.

"Moved to approve the use of the background credit check as a tool as part of hiring process for all new employees that will be handling money as part of their job."

*Motion: Trotter
Second: Poggemiller
Vote: Aye – 4; Nay – 1 (Poggemiller - believes this is an evasion of privacy that reaps very little reward.)*

C. Addendum to Personnel Manual - Henricks provided a proposed addendum to the Personnel Manual, Section 19.1: The Work Place regarding the dress code. The Board reviewed the addendum and Poggemiller made a suggestion that the word "jumper" be changed to "jacket".

"Moved to adopt the addendum of the Personnel Manual as reviewed."

*Motion: Trotter
Second: Armstrong
Vote: Aye – 5; Nay – 0*

D. McCullough Creative: Maker Space Logo – Henricks provided the proposed design for the Maker Space logo from McCullough Creative. The Board commented on its approval of the logo design.

"Moved to approve the design for the Maker Space logo."

*Motion: Armstrong
Second: Trotter
Vote: Aye – 5; Nay – 0*

Willis exited the meeting at 5:19 p.m.

E. Disposition of the Lending Library Machine – Henricks provided an update on the disposition of the Lending Library that was removed from the Asbury Plaza Hy-Vee due to operational issues, that is now in storage. The machine, if sold, would not have support to operate, making the machine as a lending library useless. The vendor, Public Information Kiosk is only offering \$1,500 for the machine. The Board

discussed the possibility that the machine could be converted to another type of machine.

"Moved to table the disposition of the Lending Library Machine."

Motion: Trotter
Second: Armstrong
Vote: Aye - 4; Nay - 0

6. Library Board Adjournment – The Board adjourned at 5:21 p.m.

"Motion to adjourn."

Motion: Weiss
Second: Trotter
Vote: Aye - 4; Nay - 0

Michael Willis
Michael Willis, Secretary of the Board

10/27/2014
Date