

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of November 17, 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, November 17, 2016.

*Present:* President Jenny Weiss; Vice President Patty Poggemiller; Secretary Mike Willis; Trustee Robert Armstrong; Trustee Pat Maddux; Trustee Christy Monk; Trustee Jon Trotter (arrived at 4:03 p.m.); Director Susan Henricks and Recorder Denette Kellogg.

1. Board President Jenny Weiss called the meeting to order at 4:01 p.m.

*"Moved to adopt the meeting agenda of Thursday, November 17, 2016."*

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

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, October 27, 2016.

*"Moved to approve the Board Minutes of Thursday, October 27, 2016."*

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

3. Board President's Report:

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

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

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

4. Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update: (Trotter entered the meeting at 4:03 p.m.)

- 1) Library Financial Report FY 2017– The Board reviewed the operational revenue and expenditure reports. October marks 33% of the fiscal year lapsing. Expenditures were at 32% and revenue was at 23% of projections. The earnings for the Gift Trust Report were not available at the time of this summary, but will be presented at the Board meeting.

Henricks reported that the budget hearing with the City Manager is scheduled for Friday, November 18. The Library has been encouraged to submit Capital Improvement Projects (CIPs) for the ongoing renovation issues because the funds that were previously available for the renovation were used by the City. Weiss reviewed in detail the meeting she and Henricks attended with the City Manager, Budget Directors, and Steve Sampson Brown from City Engineering on this topic including funds raised and those used from Trust Funds, moneys that were remaining, the sale of the Heade painting, and minutes from both Library Board and City Council meetings that verified that the gift funds would be replenished. The Board agreed to review this item after the FY-17 budget process is completed, and to draft a letter to the City staff to review and confirm the restoration of funds to the Gift Trusts.

- 2) Library Use Statistics – Henricks reported that number of items checked out in October decreased 7% compared to the previous year.
- 3) Maker Space Project Report – Henricks reported the Maker Space officially opened for business on Monday, November 14. This soft opening provides an opportunity for staff to become accustomed to working with people in the area and evaluate how the existing procedures meet the needs of the space. Advertising will increase and culminate with the Grand Opening of the space on January 21, 2017. Grand opening activities include Radio Dubuque with live broadcasts from 10:00 to Noon at the library across their four stations, as well as broadcast promotional ads the week before leading up to the event. Library staff are preparing a “How-To-Festival” to link do-it-yourself activities with this space as well as the many possibilities for creativity. Events will be held on the three floors of the library and include topics such as how to build a computer, how to use a Raspberry Pi, how

to use a button-maker, how to sew a drawstring bag, how to use Tutor.com, how to use the digital Telegraph Herald database, how to use a 3D printer, how to use a green screen, and many more activities.

The private reception to honor donors is tentatively planned for Friday evening, January 20, 2017 after hours.

- 4) County Library Collaboration Update – Henricks reported that County Library Partnership Subcommittee of the Board, which includes Patty Poggemiller and Mike Willis, will meet on Monday, November 28 with two subcommittee members of the County Library System. These members are Jeff Goldsmith and Tom Bechen. A report will be given at the December board meeting.
- 5) Telegraph Herald (TH) Archives Update – Henricks reported that the TH digital archives project debuted on Wednesday, November 9, 2016. The database is accessible with a library card. After clicking on the “research” tab near the top of the Library’s home page, it will appear alphabetically among the list of digital resources.
- 6) Disposition of the Lending Library - Henricks reported that per the Board’s direction several ideas were discussed by supervisors regarding the lending library but each required a significant investment of staff time, mostly in programming. Space was also a serious consideration. By the end of the discussion it was unanimous to return the machine to the vendor. Review of prices on eBay for the machine was much less than what the Library would receive returning it to the vendor. The Board agreed to return the machine to the vendor for \$1,500 and this money to be used to enhance Library services.
- 7) December Board Meeting – Henricks reminded the Board members of the Board of Trustees Holiday Reception for all library staff and volunteers from 2:00 p.m. to 4:00 p.m. on Thursday, December 15, 2016 just prior to the Board meeting.
- 8) Staff Development Day Follow-up - Henricks provided a summary report of the Staff Development Day evaluation forms. Overall positive feedback was received from staff for both the Active Shooter Training and the Customer Service Training sessions.

- 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, Telegraph Herald (TH) Archives Update; Disposition of the Lending Library; December Board Meeting; Staff Development Day Follow-up and Library Comment Card."*

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

5. Action Items:

- Library Expenditures – Henricks provided an itemized report of FY-17 expenditures from October 20 to November 9, 2016.

*"Moved to approve Library expenditures for October 20 to November 9, 2016."*

*Motion: Armstrong*  
*Second: Maddux*  
*Vote: Aye – 7; Nay – 0*

6. Communication/Public Comment – The Board was provided an update on the Library owned Heade painting, titled *Still Life with Red Roses*. Hirschl and Adler galleries in New York, New York currently has the artwork for sale for the Library and provided correspondence reporting that it continues to offer the artwork for sale with no active offers on the piece. Willis suggested that the artwork come back to the Library to be displayed. The Board agreed to review this option and Henricks will report back with any associated costs like insurance, shipping and handling.

7. Library Board Adjournment – The Board adjourned at 4:45 p.m.

*"Motion to adjourn."*

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

---

**Michael Willis, Secretary of the Board**

**Date**

*"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, Telegraph Herald (TH) Archives Update; Disposition of the Lending Library; December Board Meeting; Staff Development Day Follow-up and Library Comment Card."*

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

5. Action Items:

- Library Expenditures – Henricks provided an itemized report of FY-17 expenditures from October 20 to November 9, 2016.

*"Moved to approve Library expenditures for October 20 to November 9, 2016."*

*Motion: Armstrong  
Second: Maddux  
Vote: Aye – 7; Nay – 0*

6. Communication/Public Comment – The Board was provided an update on the Library owned Heade painting, titled *Still Life with Red Roses*. Hirschl and Adler galleries in New York, New York currently has the artwork for sale for the Library and provided correspondence reporting that it continues to offer the artwork for sale with no active offers on the piece. Willis suggested that the artwork come back to the Library to be displayed. The Board agreed to review this option and Henricks will report back with any associated costs like insurance, shipping and handling.

7. Library Board Adjournment – The Board adjourned at 4:45 p.m.

*"Motion to adjourn."*

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

*Michael Willis*

*12-15-16*

---

**Michael Willis, Secretary of the Board**

**Date**