

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes of December 15, 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, December 15, 2016.

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

*Excused:* Michael Willis; Robert Armstrong

*Public Present:* John Kruse, Reporter, Dubuque Telegraph Herald

1. Board President Jenny Weiss called the meeting to order at 4:08 p.m.

*"Moved to adopt the meeting agenda of Thursday, December 15, 2016."*

*Motion:* Poggemiller

*Second:* Maddux

*Vote:* Aye – 5; Nay – 0

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, November 17, 2016.

*"Moved to approve the Board Minutes of Thursday, November 17, 2016."*

*Motion:* Poggemiller

*Second:* Trotter

*Vote:* Aye – 5; Nay – 0

3. Board President's Report:

- A. Weiss reviewed the Communication with the Dubuque City Council for November, 2016.

*"Moved to receive and file the Communication with the Dubuque City Council from Thursday, November 17, 2016."*

*Motion:* Monk

*Second:* Maddux

*Vote:* Aye – 5; 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.

November marked 42% of the fiscal year lapsing. Expenditures were at 40%. Revenue collected was at 49.5% of projections.

Henricks reported she is working on the Capital Improvement Projects (CIPs) budget submissions. The lending library machine has been shipped back to the vendor. The Library's boiler motor failed three weeks ago and required a new part costing \$5,500. The Library's van sustained a hit and run as it was parked in its parking lot space. The person responsible has been identified and charged; however, it is unlikely that we will realize compensation for the damages. Weiss suggested that the County Attorney move forward restitution order for the defendant or move forward with a small claim's suit against her.

- 2) Library Use Statistics – Henricks reported that inaccuracies were identified in the archives of the monthly statistics. This will impact totals year-to-date. A comprehensive review is taking place at this time.
- 3) County Library Update – Henricks reported that on November 28 that she, Patty Poggemiller, and Mike Willis met with the director of the County Library District and two members of that board of trustees. They discussed ideas for partnering and collaboration, specifically creating a pick-up location for C-SPL materials at the Asbury branch of the County Library District for both Dubuque residents and County Library card holders. The current restriction not allowing County residents to place holds would be lifted. The meeting concluded on a positive note with each library director tasked with evaluating the costs of the idea to further evaluate the feasibility. If both Boards agreed the collaboration is feasible, the County suggested a trial period of six months. The Board discussed the importance to select a plan that will have successful longevity and not to have to stop a service shortly after starting.

- 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, County Library Update and Library Comment Card."*

*Motion: Poggemiller  
Second: Monk  
Vote: Aye – 5; Nay – 0*

5. Action Items:

- A. Library Expenditures – Henricks provided an itemized report of FY-17 expenditures from November 10 to December 7, 2016.

*"Moved to approve Library expenditures for November 10 to December 7, 2016."*

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

- B. Open Access Program – Henricks provided an overview of the reciprocal borrowing program (Open Access) from FY 2000 – FY 2016 as it pertains to Carnegie-Stout and the Dubuque County Library District (DCLD). Detailed costs were also provided regarding projected use if Carnegie-Stout partnered with the DCLD. Projections were estimated at 41,000 titles annually checked out at Carnegie-Stout for delivery to the Asbury branch of the DCLD.

Henricks reported that the County Library Director is in the process of reviewing the information and preparing cost estimates for their participation in a partnership. It was agreed that creating and administering a survey for library users would better identify demand for this service and provide help in evaluating next steps of the proposed partnership. It was agreed to table the discussion until additional information was available.

*"Moved to approve table Open Access Program."*

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

- C. Plaza Landscaping Capital Improvement Project (CIP) – Henricks reported meeting with Landscape Architect Steve Ulstad for the library's plaza CIP project. She provided a few different sketches of

the proposed project along with the statement of probable cost provided by the architect. Henricks reported that the original renovation project did not include all the plants original specified. Monk suggested bidding some alternates for the underground fuel tank and associated costs. Henricks reported that this project could be phased in over two years. The board discussed funds that were dedicated for the renovation that could help cover this project, but the City used these funds elsewhere.

*"Moved to approve for submission the Plaza Landscaping CIP project pending discussion with the City about the underground fuel tank and accommodation made for bids for the tank."*

*Motion: Monk  
Second: Poggemiller  
Vote: Aye – 5; Nay – 0*

6. Communication/Public Comment – Henricks reported that the Board's reception for the donors of the Maker Space is scheduled from 5:30 to 7:30 p.m. on Friday, January 20, 2017. On Saturday, January 21, 2017 the public grand opening for the Maker Space will be highlighted with a "How-To-Festival" activities from 10:00 a.m. to 2:00 p.m.
7. Library Board Adjournment – The Board adjourned at 4:56 p.m.

*"Motion to adjourn."*

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

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**Michael Willis, Secretary of the Board** **Date**