

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of February 23, 2017**

ORIGINAL

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, February 23, 2017.

Present: Vice President Patty Poggemiller (entered 4:05 p.m.); Secretary Michael Willis; Trustee Robert Armstrong; Trustee Pat Maddux; Trustee Christy Monk; Trustee Jon Trotter; Trustee Michael Willis; Director Susan Henricks and Recorder Denette Kellogg.
Excused: Board President Jenny Weiss

1. Board Secretary Michael Willis called the meeting to order at 4:02 p.m.

"Moved to adopt the meeting agenda of February 23, 2017."

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

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, January 26, 2017."

"Moved to approve the Board Minutes of Thursday, January 26, 2017."

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

3. Board President's Report:

- Board Secretary Willis reviewed the Communication with the Dubuque City Council for January, 2017.

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, January 26, 2017."

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

4. Motion to Receive and File Informational Items:

- A. Library Director's Report Summary and Update:

Trustee Patty Poggemiller entered the meeting at 4:05 p.m.

- 1) Library Financial Report FY 2017– The Board reviewed the operational revenue and expenditure reports. Henricks reported that 58% percent of the fiscal year lapsed at the end of December. Expenditures were at 55% of the budget, and revenue collected was at 62% of projections.
- 2) Library Use Statistics – Henricks reported that January 2017 was a busy month. Use of the teen computers grew dramatically due to the addition of new software. Use of the computers for adults has also increased in total hours, as well as time spent working on them. Check outs were level with January of last year. During the past two months, staff members have focused on the circulation of print material and promoting this in several ways, which has proven effective. The total questions answered show a 31% increase. This is a result of more accurate reporting and not necessarily an increase in the number of questions asked.

The archives of the Telegraph Herald have been very popular. The archives are the third most visited on our website, after people looking at their library accounts (#1) and accessing digital resources/material (#2).

- 3) County Library Update – Henricks reported the survey seeking input into a City-County library collaboration is available through February 28. Results will be compiled and available by the March Board meeting. Responses reviewed to date indicate an interest in collaboration.
- 4) Board Meeting Schedule for March 2017 – The Board agreed to reschedule the March Board meeting from March 23, 2017 to Thursday, March 16, 2017 to better accommodate schedules.
- 5) Library Programming – Henricks provided an update on Library programming. Sixteen programs in February were hosted in the Maker Space in January and 16 in February. Attendance in the Maker Space has doubled since the Grand Opening and the average is about two visitors per hour (not including programs).

A Cabin Fever Mini-Con was held at the library on January 28 with a turnout of over 500 people.

The Library will host a new book discussion group called the “Geek Out Book Club” for adults who like to read books in the

science fiction or fantasy genre. This book club will meet at the Mindframe Theater.

The Library has launched a “seed library” and individual packets of seeds are available for check-out of up to 10 packets per patron. The Friends of the Library pledged \$1,000 so that additional seeds can be purchased to build the collection. The seeds from the harvested vegetables and herbs should be donated back to the seed library.

The grant funded Changing Lives Through Literature (CLTL) program will begin on March 9. CLTL is a diversion or alternate sentencing program, that requires reading for youth offenders. The Library is partnering with Juvenile Court Services on this project, with the first program participants meeting twice a week for five weeks. The participants will read two or three books, have discussion, and write assignments.

Music @ your library features original music by artists in the region. Funds permitting, we would like to offer this program on the first Friday of each month that is opposite the Art @ your library opening reception.

The Library received a grant to sponsor Art @ your library® for 2017 from Premier Bank. The additional funding will be used to supplement the budget for promotion and reception refreshments.

- 6) Library Parking – Henricks reported that the strategic plan identified hindrances to parking as a challenge requiring further discussion by the Board. Henricks reported on some options for parking as follows:
- Purchase the parking lot across from the library on Bluff Street from the City at approximately \$1 million, and remove the meters. Trotter reported that he believes the lot value of \$1 million is overvalued and did not understand why the City Library would purchase a lot already owned by the City.
 - Rent all the spaces in the parking lot to offer free parking for a cost of \$10,080 annually (monthly rate of \$42 per space x 20 spaces X 12).
 - Offer parking one day a week – for example, “Free Fridays” at a cost of \$7,280 annually (\$7 for one-day X 20 spaces x 52).

The Board reviewed the and agreed that none of these options are feasible. The Board discussed the fact that the patrons have been paying for parking through meters for many years. The

Board discussed other cities parking electronic payment options that could be an option for citizens. Henricks will investigate electronic options and report back to the Board.

Monk exited the meeting at 4:45 p.m.

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

"Moved to receive and file the informational update from the Library Director including the Library Financial Report, Library Use Statistics, County Library Update, Board Meeting for March 2017, County Library Update, Maker Space Update, Library Programming Update, Library Parking Review and Library Comment Cards"

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

5. Action Items: Vice President Patty Poggemiller chaired the remainder of the meeting.

- Library Expenditures – Henricks provided an itemized report of FY-17 expenditures from January 21, 2017 to February 15, 2017.

"Moved to approve Library expenditures for January 21 to February 15, 2017."

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

6. Library Board Adjournment – The Board adjourned at 4:54 p.m.

"Motion to adjourn."

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



Michael Willis, Secretary of the Board



Date