

**Carnegie-Stout Public Library**  
**Board of Trustees**  
**Meeting Minutes of March 16, 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, March 16, 2017.

*Present:* President Jenny Weiss (arrived 4:16 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:* Vice President Patty Poggemiller, Trustee Pat Maddux

1. Board Secretary Michael Willis called the meeting to order at 4:06 p.m.

*"Moved to adopt the meeting agenda of March 16, 2017."*

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

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, February 23, 2017.

*"Moved to approve the Board Minutes of Thursday, February 23, 2017."*

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

3. Board President's Report:

- A. Board Secretary Willis reviewed the Communication with the Dubuque City Council for February 2017.

*"Moved to receive and file the Communication with the Dubuque City Council from Thursday, February 23, 2017."*

*Motion:* Monk  
*Second:* Armstrong  
*Vote:* Aye - 4; Nay - 0

4. Motion to Receive and File Informational Items:

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

January 2017

1) Library Financial Report FY 2017 – The Board reviewed the operational revenue and expenditure reports. Henricks reported that February marks 67% of the fiscal year lapsing. Expenditures were at 62% and revenue is at 66% of projections.

Weiss entered the meeting at 4:16 p.m.

- 2) Library Use Statistics – Henricks reported that February reflects strong visits and stable circulation compared to February of 2016. Children's books increased in circulations by 6%, making up for the 4% loss in the checkouts of Adult books. Open Access checkouts are down 11% and most of the decrease can be associated with those checking out who live in the Dubuque County Library District.
- 3) Marketing Update – Henricks shared the "ADDY" awards won by McCullough Creative for the creative work done on the Library's marketing campaign last year. Henricks provided the list of C-SPL related articles that appeared in the Telegraph Herald for the most recent quarter.

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).

- 4) County Library Update Marketing Update - Henricks provided detailed survey results finding for the City-County library collaboration as follows:

The return rate for the survey was 0.2% and nearly 62% of the respondents were from the Dubuque County Library District (DCLD). Of the 83% responding that they would use the service (151 people), over 43% (65) would use this service once a week or more often. The DCLD and C-SPL have the potential to impact 86,230 citizens when the cities of Dyersville, Cascade, and non-contracting cities are removed from the service population. Henricks anticipates anywhere from 24 to 58 items a day requested for this service. Existing staff can manage a daily level of 24 additional items for pulling, processing, and delivery. It is not known at what point the program demand would exceed existing resources. An agreement with the DCLD must include provisions if one of the libraries experiences a greater strain on resources.

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, Marketing Update, County Library Update, and Library Comment Cards"*

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

5. Action Items:

A. Library Expenditures – Henricks provided an itemized report of FY-17 expenditures from February 16, 2017 to March 8, 2017.

*"Moved to approve Library expenditures for February 16 to March 8, 2017."*

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

B. County Library Collaboration – Next steps

*"Moved that the Board of Trustees Committee, which is working with the DCLD meet with that committee to further efforts to collaborate and put in place a memorandum of understanding."*

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

C. Art – Valuation, Insurance, Preservation

The Board of Trustees discussed the recent appraisal of the Grant Wood painting *Appraisal* and the insurance maintained by the Dubuque Museum of Art (DMA). The Board agreed that the library-owned Grant Wood paintings exhibited at the DMA represent a "win-win" for both

organizations and affirmed its intent to decline offers for purchase. To this end it was moved:

*"To not pursue a legal opinion to determine how proceeds arising from the sale of artwork purchased from the Lull Trust fund can be used."*

*Motion:* Weiss  
*Second:* Armstrong  
*Vote:* Aye - 5; Nay - 0

6. Library Board Adjournment – The Board adjourned at 5:18 p.m.

*"Motion to adjourn."*

*Motion:* Weiss  
*Second:* Trotter  
*Vote:* Aye - 5; Nay - 0

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

4/27/17  
**Date**