

ORIGINAL

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of April 27, 2017**

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, April 27, 2017.

Present: Vice President Patty Poggemiller; Secretary Michael Willis; Trustee Robert Armstrong; Trustee Pat Maddux; Trustee Christy Monk; Trustee Jon Trotter; Trustee Michael Willis; and Director Susan Henricks

Excused: President, Jenny Weiss

1. Vice President Patty Poggemiller called the meeting to order at 4:02 p.m.

"Moved to adopt the meeting agenda of April 27, 2017."

Motion: Armstrong
Second: Monk
Vote: Aye – 6; Nay – 0

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, March 16, 2017.

"Moved to approve the Board Minutes of Thursday, March 16, 2017."

Motion: Trotter
Second: Maddux
Vote: Aye – 6; Nay – 0

3. Board President's Report:

- A. Vice President Patty Poggemiller reviewed the Communication with the Dubuque City Council for March 16, 2017.

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, March 16, 2017."

Motion: Willis
Second: Monk
Vote: Aye – 6; Nay – 0

4. Motion to Receive and File Informational Items:

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

- 1) Financial – March marked 75% of the fiscal year lapsing. Expenditures were at 71% and revenue received was at 72 % of projections.
- 2) Library Use Statistics – Henricks reported that the month of March was busy. The number of new cards issued increased to 2,302 new accounts opened for the month. Checkouts to Dubuque residents increased in March compared to the same time last year. Digital checkouts increased 26% compared to the same time last year. Database access increased in use across eight different resources. A review of the Library's web site shows that the most visited page was that of the digital collection, followed by the Telegraph Herald archives (743 visits in March), and Tutor.com.

B. Library Comment Cards Received – The Board reviewed the three 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, and Library Comment Cards."

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

5. Action Items:

A. Library Expenditures

Henricks provided an itemized report of FY-17 expenditures from March 9, 2017 to April 10, 2017.

"Moved to approve Library expenditures for March 9 to April 10, 2017."

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

B. County Library Collaboration – Memorandum of Understanding (MOU)

Poggemiller reported to the Board that she, Willis, and Henricks met with Dubuque County Library District Board members Tom Bechen and Kathy O'Neill and Library Director Michael Wright to discuss points for inclusion in the MOU. A draft MOU was written and reviewed by Barry Lindahl, Attorney for the City of Dubuque, and Ralph Potter, Dubuque County Attorney. No changes or recommendations were made.

"Moved to approve the Memorandum of Understanding between the Carnegie-Stout Public Library and the Dubuque County Library System."

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

C. Patron Behavior Policy

The Board of Trustees discussed the changes to Iowa Code regarding gun laws, allowing those with permits to carry a concealed gun to have the right to carry them in public buildings. The patron behavior policy was rewritten to strike language pertaining to the facility as a gun-free zone.

"Moved to approve the Patron Behavior Policy as written."

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

D. Marketing Staff

Henricks had been asked to determine if a reallocation of the operating budget could fund a marketing position. Henricks reported that the greatest budget expense was staffing and in order to support a new position, a different, existing position, would require elimination. Henricks was not comfortable making this recommendation until it is understood the level of resources necessary to support the expansion of library services in partnership with the Dubuque County Library District. She proposed an option of hiring a marketing specialist by contract for a year to evaluate the value of having one person dedicated to marketing. The Board discussed the pros and cons of this idea.

"Moved to table hiring a marketing staff member with directive to Henricks to provide additional information to the Board at its May meeting"

that will include a job description, as well as a plan to include goals, objectives, and a strategy for posting such a position.

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

6. Library Board Adjournment – The Board adjourned at 5:04 p.m.

"Motion to adjourn."

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

Michael Willis
Michael Willis, Secretary of the Board

5/25/17
Date