

ORIGINAL

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of May 25, 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, May 25, 2017.

Present: Board President Jenny Weiss; Board Vice President Patty Poggemiller (arrived 4:20 p.m.); Secretary Michael Willis; Trustee Robert Armstrong; Trustee Pat Maddux; Trustee Christy Monk; Director Susan Henricks and Recorder Denette Kellogg.

Excused: Board Trustee Jon Trotter

1. Board President Jenny Weiss called the meeting to order at 4:02 p.m.

"Moved to adopt the meeting agenda of May 25, 2017."

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

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, April 27, 2017."

"Moved to approve the Board Minutes of Thursday, April 27, 2017."

Motion: Monk
Second: Maddux
Vote: Aye – 5; Nay – 0

3. Board President's Report:

- A. Board President Jenny Weiss reviewed the Communication with the Dubuque City Council for April, 2017.

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

Motion: Maddux
Second: Monk
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. Henricks reported April marked 83% of the fiscal year lapsing. Expenditures were at 79% and revenue collected was at 81% of the projected income for the fiscal year.
- 2) Library Use Statistics – Henricks reported an increase in use took place in Youth Services print materials as well as computer use. Downloadable materials also realized an increase of four percent; however, overall library visits and use were down for the month.

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, and the Library Comment Card."

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

5. Action Items:

A. Library Expenditures – Henricks provided an itemized report of FY-17 expenditures from April 11 to May 11, 2017 for the Board's review.

Poggemiller entered the meeting at 4:20 p.m.

"Moved to approve Library expenditures for April 11 to May 11, 2017."

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

B. Circulation Policy – The Board reviewed the proposed revisions to the Circulation Policy and concurred with the changes. Weiss suggested the Board approve the policy with a final proofreading by her for any additional grammatical and format changes.

"Moved to adopt the Circulation Policy with the proposed changes as submitted to include final review by Weiss for any additional grammar or format changes."

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

C. Fines/Fees Policy – The Board reviewed the proposed revisions to the Circulation Policy and concurred with the changes. Weiss suggested the Board approve the policy with final review by her for any additional grammatical changes and to add any cross-referencing as needed to other policies.

"Moved to adopt the Fines/Fees Policy with the proposed changes as submitted with final review by Weiss for any additional grammatical changes and to add any cross-referencing as needed to other policies."

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

D. Marketing Plan and Proposal Position Description – Henricks provided information on a one-year marketing plan, a position description for a Marketing Coordinator, and an overview of the current marketing efforts. The Board agreed on the need for this position, preferring a paid City employee position, not dependent on funding from gift trusts. The Board requested that analytics be added to the position description. Henricks reported she is evaluating the future attrition of employees for possible internal reorganization to develop a marketing position. The Board requested Henricks investigate pursuing a contract employee as a Marketing Coordinator for two years. Weiss suggested that Willis provide any additional knowledge, skills and abilities to the job description that he can identify and that she would add additional grammar changes as needed. Maddux also agreed to provide input on the position description.

"Moved to approve Henricks pursuing a two year contracted marketing position pending final details to be reviewed by the Library Board."

*Motion: Monk
Second: Willis*

Vote: Aye - 6; Nay - 0

6. Library Board Adjournment – The Board adjourned at 4:57 p.m.

"Motion to adjourn."

Motion: Willis

Second: Maddux

Vote: Aye - 6; Nay - 0

Michael Willis

Michael Willis, Secretary of the Board

6/22/17

Date