

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of June 22, 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, June 22, 2017.

Present: Board Vice President Patty Poggemiller; Secretary Michael Willis; Trustee Robert Armstrong; Trustee Pat Maddux; Trustee Christy Monk; Director Susan Henricks and Recorder Denette Kellogg.

Excused: Board President Jenny Weiss; Trustee Jon Trotter

1. Vice President Patty Poggemiller called the meeting to order at 4:04 p.m.

"Moved to adopt the meeting agenda of June 22, 2017."

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

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, May 25, 2017."

"Moved to approve the Board Minutes of Thursday, May 25, 2017 with correction of name from Anderson to Armstrong on page 2."

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

3. Board President's Report:

- A. Board Vice President Patty Poggemiller reviewed the Communication with the Dubuque City Council for May 2017.
- B. The Board recognized outgoing member, Willis, for his service as a Library Board member and presented him with a framed print of the Grant Wood painting, "Appraisal."

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, May 25, 2017 and board recognition of Trustee Mike Willis for his service to the Library Board."

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 May marked 92% of the fiscal year lapsing. Expenditures were at 86% and revenue collected was at 87% of the projected income for the fiscal year.

Discussion was held regarding an analysis Henricks completed on the cost of accepting credit cards as payment. Fees average 10.4%. When the cost of the original investment is added to the total program, the average is raised to 15.3%. This will decrease the longer the system is in place. Maintenance contracts for equipment and software repair/replacement are a part of the 10.4%.

Henricks reported that she would begin evaluating the cost of the fines program next.

Maddux and Willis inquired about the outcome of the decorative limestone that fell from the underhang of building as they were leaving the May 2017 Board meeting. Henricks reported that Kelly Jackson Tuckpointing immediately responded to a request for assistance and the entire building was checked for any other ornamentation that may be loose. Jackson identified four other areas. These decorative elements were removed until a permanent repair takes place.

Henricks reported that bids have been received to replace the standard outdoor lights with LED lighting and sought opinions as to whether the banners should be taken down while the lift truck will be available. Consensus was to leave the banners up as they are in good condition and the promotional message is still fresh.

- 2) Library Use Statistics – Henricks reported a slight increase in use during May. Dubuque cardholder checkouts were up 2%. Open Access borrowing increased 7% for the first time since restrictions were imposed in FY2013.

Discussion was held regarding the use of the Maker Space. Henricks reported that use is increasing and she will follow-up and share the evaluations with the Board that visitors have completed after their use of the space.

- B. Library Comment Cards Received – The Board reviewed a comment card, which was an employee request to close early on July 3. Discussion took place. Although the Library is not busy during this time, July 3 is not recognized as a holiday; therefore, an early closure would require this time to be in the "unpaid leave" category. This may pose a hardship to some employees. Employees can request vacation time on July 3 if they would like to leave early.

"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 May 16 to June 15, 2017 for the Board's review.

"Moved to approve Library expenditures for May 16 to June 15, 2017."

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

- B. Purchase of Kate Van Duzee Art - The Board discussed a proposal made by made by Mr. Merlin Smith to sell three works of art by Kate Van Duzee to the Library. The Board agreed these works of art would complement the existing collection.

"Moved to make an offer to purchase the Van Duzee art work with a \$300 cap after a review of photographs."

*Motion: Maddux
Second: Willis*

Vote: Aye – 5; Nay – 0

- C. Marketing Coordinator Position Description – The Board reviewed information from a U.S. Department of Labor Fact Sheet and an excerpt from the *Employment Law Deskbook* that Personnel Manager, Randy Peck provided. The Board concurred that the Marketing Coordinator position, as it is currently defined, represents that of a library employee rather than a position as an independent contractor. The Board further reviewed job descriptions and salary ranges from other libraries as well as labor grades for the City of Dubuque corresponding to these positions. Suggestions for wording of the Marketing Coordinator position description were discussed and there was agreement that "commercial application of" should precede the "using social media" and "photography and videography" should replace "digital camera and video camera," and when possible use "demonstrated" to describe the word "experience."

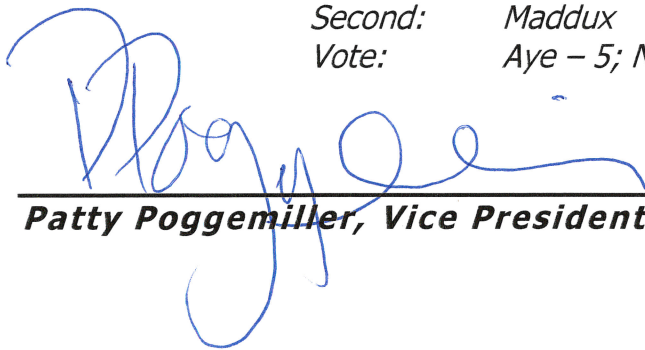
"Moved to approve the position description of Marketing Coordinator as edited and pursue the hire of a Marketing Coordinator at a salary grade of GE-31, step A, for a two year period of time funded by the interest from the Mutschler Trust before principle is used if needed."

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

6. Library Board Adjournment – The Board adjourned at 5:24 p.m.

"Motion to adjourn."

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



Patty Poggemiller, Vice President of the Board

Date