

*ORIGINAL*

**Carnegie-Stout Public Library**  
**Board of Trustees**  
**Meeting Minutes of December 21, 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, December 21, 2017.

*Present:* Board President Patty Poggemiller; Board Vice President Christy Monk; Board Secretary Pat Maddux; Trustee Robert Armstrong; Trustee Greg Gorton (arrived 4:02 p.m.); Trustee Rosemary Kramer; Trustee Pam Mullin; Director Susan Henricks and Recorder Denette Kellogg.

*Staff Present:* Maintenance Supervisor, Dave March

1. President Patty Poggemiller called the meeting to order at 4:00 p.m.

*"Moved to adopt the meeting agenda of December 21, 2017."*

*Motion:* Kramer  
*Second:* Mullin  
*Vote:* Aye – 6; Nay – 0

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

*"Moved to approve the Board Minutes of Thursday, November, 16 2017 with the change to action item 5.B., second paragraph second sentence to read, 'Poggemiller stated her concern that the paintings were purchased for the Library, and the Board, as responsible stewards may not find it in the best interest of the Library to consider selling the works for 18% of their value.' "*

*Motion:* Maddux  
*Second:* Gorton  
*Vote:* Aye – 7; Nay – 0

3. Board President's Report:

- A. President Poggemiller reviewed the Communication with the Dubuque City Council for November, 2017.

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

*Motion:* Gorton

*Second: Mullin*  
*Vote: Aye - 7; Nay - 0*

4. Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update: Henricks reported on attending a Public Library Association conference in March 2018 that will conflict with the Board meeting date and asked if the March 2018 meeting could be moved to March 29. The Board agreed with this request.

- 1) Library Financial Report FY 2017 – The Board reviewed the operational revenue and expenditure reports. Henricks reported forty-two percent of the fiscal year has lapsed and expenditures are on track at 42%. Utilities/Property Maintenance expenses are at 54%, due to annual insurance premiums paid, which is about \$42,500. Revenue collected is at 53% of projections.
- 2) Library Use Statistics – Henricks reported Open Access use has increased 11%. Advertising targeted at the west-end patrons began to promote use of ordering materials for pick-up at the Asbury Branch of the County Library District. Check-outs to Dubuque cardholders decreased about 4% compared to November of 2016. Henricks reported the directional questions reported this month do not represent a true increase, but are a result of a greater effort to track and record the questions at all service desks. The number of people using public Internet computers decreased 16% but the time an individual spent at the computers increased just over 11%. Downloadable materials increased in checkouts just over 13% compared year-to-date.
- 3) Marketing Update – Henricks reported that Red Rokk Marketing representatives will visit the Library on January 18 and 19 to gather input as part of the research phase of the campaign. The Board agreed to hold a special work session with the marketing firm at 4:00 p.m. on January 18 in the Lacy Board room.
- 4) DVD Filing System – Henricks followed up from a previous meeting when the Board discussed whether filing/shelving DVDs by genre is feasible. Henricks met with staff to review and reported that the greatest concern is introducing ambiguity because many movies overlap genres (example: is *Alien* a Science Fiction movie, or a Horror movie?) The cataloging records do not offer clear direction; rather, they list the various overlapping genres. A title may be found under "comedy" or "drama" at the same time. Some movies may span four genres.

Henricks noted although the current arrangement is far from perfect, it appears to satisfy the majority of library patrons.

- 5) Personnel Update – Henricks reported Part-time Library Aide, Ann Harris, is retiring and a recruitment is underway. She works 20 hours per week at the Recommendations Desk. Although the position is part-time, we believe a professional librarian will be interested in this type of job.

Libby Martin, Library Aide in the Youth Services department, has resigned. Interviews have been completed and Bailey Heimig will begin working in January. Bailey is currently in library school working toward a Master's Degree in Library & Information Science, and has been working at the LeClaire Public Library in the Quad Cities.

- 6) Net Neutrality – Henricks provided the definition of Net Neutrality which is the basic principle that prohibits Internet service providers like AT&T, Comcast and Verizon from speeding up, slowing down, or blocking any content, applications or websites you want to use. Net Neutrality is the way that the Internet has always worked. On December 14, 2017, the F.C.C. repealed the Net Neutrality Rules. Without Net Neutrality, cable and phone companies could carve the Internet into fast and slow lanes. An ISP could slow down its competitors' content or block opinions it disagrees with. Net Neutrality levels the playing field for all.

The decision will likely face a legal battle.

Henricks reported that we all should be aware of the potential impact – both to our budget and to our ability to serve the public – as this repeal of law continues to evolve.

- 7) Plan of Service 2017 – Henricks shared the 2017 Plan of Service with the Board reporting that about 75% of the goals were met. Several of the goals that were not met are included in the Plan of Service for 2018, which is also an action item for review and/or approval at this meeting.
- 8) Circulation Fines Policies – Henricks provided an email recently received from patron Ms. Desirae Giesman who is aware that her comments and concerns are being shared with the Library Board. Henricks reported that Ms. Geisman comments focused on the three-item limit for new patrons and fines. Henricks reported that she has been working on a study for the Board's review on the

feasibility of eliminating fines and it will be presented at the January meeting.

B. Library Comment Cards Received – The Board reviewed the four comment cards and concurred with staff responses to patron comments.

*"Moved to receive and file the informational update from the Library Director including the Library Financial Report, Library Use Statistics, Marketing Update, DVD Filing System, Personnel Update, Net Neutrality Information, Plan of Service – 2017, Circulation Fines Policies and Library Comment Cards."*

*Motion: Gorton  
Second: Mullin  
Vote: Aye – 7; Nay – 0*

5. Action Items:

A. Library Expenditures – Henricks provided an itemized report of FY-17 expenditures from November 11 to December 12, 2017 for the Board's review.

*"Moved to approve Library expenditures for November 11 to December 12, 2017."*

*Motion: Maddux  
Second: Kramer  
Vote: Aye – 7; Nay – 0*

B. Relations Committee Report: Review of the Maintenance Supervisor Position – Henricks reported on the Committee's review of the position to raise the position up to a higher level pay grade. Randy Peck, the City Personnel Manager, had March complete an evaluation tool that provides input to determine if a position should be upgraded. His position was also compared to a similar position in the City, the Maintenance Supervisor at the Historic Federal Building, which is responsible for supervising four employees and has four facilities to manage. Based on his review, Peck determined that March's position should remain at the level, GE-27. The Committee also reviewed similar-sized libraries in Iowa to compare salary information, job responsibilities and tasks. After reviewing the position information the Committee reported that they also concur that the position remain at its current level. Henricks reported that the Board has the power to raise the position. Since the upgrade

was not approved by the City, the Library would need to find the funds in its current budget and future budgets to do this.

Gorton and Mullin suggested that the job description could be re-written to include key components, such as supervision, that may invite the Personnel Director to consider an upgrade of the position. Henricks and March reported that they reviewed the position description in April 2017 and agreed it covered all of March's responsibilities and tasks.

March reported as a member of the library's management team he feels his position needs to be comparable to that of his colleagues. He reported that while he has much more responsibility than many staff below him, he is a lower pay grade than these employees. He reported that this is where his frustration comes from as recently, the Circulation Supervisor was raised to a higher position without any kind of review and the User Support Specialist was also raised to a higher position that is currently higher than his.

Mullin reported on the educational requirements and how important these are in determining pay grades. March reported that experience can count for education in having "equivalent experience" in most City positions. Mullin agreed that this grading scale can be unfair, but this component is typically a very important part of the structure of salary grading.

While the Library Board all agreed that March may deserve a position upgrade, they agreed that based on the information presented, they concur with the recommendation from the Personnel Director and the Relations Committee.

*"Moved to decline the request for position upgrade or raise to GE-33 or above for the Maintenance Supervisor position."*

*Motion: Mullin  
Second: Maddux  
Vote: Aye – 7; Nay – 0*

C. Fiscal Year (FY) 2018 Plan of Service - Henricks reviewed the Library's Plan of Service for 2018 with the Board. The Board requested that parking issues be added to the service plan. Gorton suggested to add an objective such as, continue to review claims regarding lack of parking, and add that ongoing communication with the City Parking Division take place. The Board concurred with adding this to the FY-18 Plan of Service.

*"Moved to approve the Fiscal Year (FY) 2018 Plan of Service with the addition of the review of parking as an objective."*

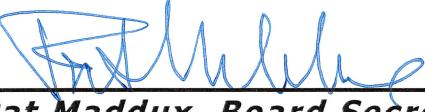
*Motion: Mullin*  
*Second: Gorton*  
*Vote: Aye - 7; Nay - 0*

6. Communications/Public Comment – The Board thanked staff for today's Holiday gathering for volunteers, staff, Library Board, Library Foundation, and Friends of the Library.
7. Library Board Adjournment – The Board adjourned at 5:18 p.m.

*"Motion to adjourn."*

*Motion: Monk*  
*Second: Gorton*  
*Vote: Aye - 7; Nay - 0*

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**Pat Maddux, Board Secretary**

*11/25/18*

**Date**