

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of February 22, 2018**

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, February 22, 2018.

Present: Board President Patty Poggemiller; Board Vice President Christy Monk; Board Secretary Pat Maddux; Trustee Robert Armstrong; Trustee Greg Gorton; Trustee Rosemary Kramer; Trustee Pam Mullin; Director Susan Henricks and Recorder Denette Kellogg.

Guests: Telegraph Herald Reporter Alicia Yager.

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

"Moved to adopt the meeting agenda of February 22, 2018."

Motion: Armstrong
Second: Kramer
Vote: Aye – 7; Nay – 0

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, January 25, 2018."

"Moved to approve the Board Minutes of Thursday, January 25 2018."

Motion: Gorton
Second: Monk
Vote: Aye – 7; Nay – 0

3. Board President's Report:

- Board President Poggemiller reviewed the Communication with the Dubuque City Council for January 25, 2018.

"Moved to receive and file the Communication with the Dubuque City Council from January, 2018."

Motion: Maddux
Second: Gorton
Vote: Aye – 7; 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 fifty-eight percent of the fiscal year has lapsed and expenditures were on track at 56%. Revenue collected was at 67% of projections. The budget presentation to City Council was February 8. The City Manager has recommended funding for repairs to the limestone modillions on the Carnegie building and the second phase of replacing water pipes as capital improvement projects. The City Manager has recommended \$10,000 in funding for e-books, and the addition of some iPads, an early literacy computer, and a lap top computer to the computer equipment replacement schedule, a three-year carry over to allow for a larger SAN server, two ADA compliant tables for public use, and a community survey. A review by the City Council to reconsider funding an adult author program is underway.
- 2) Library Use Statistics – Henricks reported Library use in January was down in nearly every category except digital materials, which increased 14%. She has started investigating some of the statistics reported because the decreases appear too great. A full report will be presented on the reliability of the statistics gathered at the March meeting. Henricks reported that the project to put the DVDs in order by title name is underway by Library volunteers and staff. Once they are in order, volunteers who have "adopted" a letter, will help to maintain them in order.
- 3) Marketing Update – Henricks provided a summary of the survey conducted by Red Rokk with responses from 832 stakeholders and the public regarding awareness of library services offered and perceptions in order to create a targeted marketing theme. Henricks reported nearly all of the respondents were library users. The Board reviewed the conclusions drawn from the responses. A key theme for respondents to use the Library more often was to provide better and more affordable parking and west end access.
- 4) Facility Update – Henricks reported the backup generator project is substantially complete. The new backup generator was started today and the response time was nine seconds to transition from no electricity. There is room on the generator for growth and to add other equipment, such as the 3D printers in the Maker Space.

The self-check machine in the gallery area of second floor has been moved. The additional floor space will be well-used when

we have after-hours programs, such as Art @ your library. New floor boards will be installed soon as holes had been drilled to accommodate cables to the self-check machine. The project will then be complete.

- 5) Technology Update – Henricks reported that the Library has had just two new websites since the original one. The first time the site was completely overhauled, the same vendor as the City contracted with, Civic Plus, was selected. The cost at that time was \$35,000. Three years ago, Civic Plus provided a “refresh,” for a cost of \$13,940. Civic Plus continues to host the website. Library staff can change content, but not the basic template of the site and have become increasingly disappointed in the site, which is often criticized. Each year, Civic Plus is paid \$6,400 for hosting and “maintenance” of the Library’s web site even as it becomes more dated. The Library’s Information Technology (IT) department has begun working on developing a new website and would like to migrate to this new site during the next quarter.
- 6) Friends and Foundation Funding – Henricks provided a list of possible projects for grant submission to the Dubuque Racing Association (DRA). The Friends approved to support a DRA grant application to purchase robotics for the Maker Space. The Foundation approved to support a DRA grant application to add a soundproof room in the Library in support of the Maker Space and has agreed to fund a bicycle library, which will debut in late spring. Maddux reported that Clarke College has installed some of the “Whisper” rooms and invited anyone to visit to see the rooms. He reported the rooms are typically used for audio purposes. Henricks reported that she will pursue other grant opportunities for these projects if not funded by the DRA.
- 7) Fines Update – Henricks provided additional information regarding allocation of staff time currently devoted to the collection of fines. The greatest savings would be in the time spent of the Circulation Supervisor and Circulation Staff. While not reducing full time equivalents (FTE), this staff would have time to complete needed support projects and new outreach projects.

Maddux suggested a program like the Read Away Fines program, successful for other libraries, as an initial step for the fine free process. Poggemiller commented that this would be in line with also introducing a test run for no fines for children. Maddux also suggested the promotion of library card signups at schools. Discussion of the revenue projections took place and the need to review this in more detail should the fine free project move

forward. Henricks reported that she will investigate the needed steps to move forward with the Read Away Fines program and the Library card signups at schools; and, provide detailed revenue projections information all at the next Board meeting.

B. Library Comment Cards Received – The Board reviewed the two 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, Facility Report, Technology Update, Friends and Foundation Funding, Fines Update and Library Comment Cards."

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

5. Action Items:

- Library Expenditures – Henricks provided an itemized report of FY-18 expenditures from January 20 to February 15, 2018 for the Board's review.

"Moved to approve Library expenditures for January 20, 2017 to February 15, 2018."

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

6. Library Board Adjournment – The Board adjourned at 4:49 p.m.

"Motion to adjourn."

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



Pat Maddux, Board Secretary

3-29-18

Date