

*ORIGINAL*

**Carnegie-Stout Public Library**  
**Board of Trustees**  
**Meeting Minutes of April 26, 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, April 26, 2018.

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

*Excused:* Library Board Secretary Pat Maddux

*Public Present:* Tom Barton, Reporter, Dubuque Telegraph Herald

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

*"Moved to adopt the meeting agenda of April 26, 2018."*

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

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

*"Moved to approve the Board Minutes of Thursday, March 29, 2018."*

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

3. Board President's Report:

- Board President Poggemiller reviewed the Communication with the Dubuque City Council for March 29, 2018.

*"Moved to receive and file the Communication with the Dubuque City Council from March 29, 2018."*

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

4. Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update:

- 1) Library Financial Report FY 2018 – The Board reviewed the operational revenue and expenditure reports. Henricks reported that the end of March marks the close of the third quarter of the fiscal year, with 75% of the year lapsed. Expenditures were on target at 72% and revenue collected is at 79% of projections.

As reported on at March's meeting, the Library received \$21,583.83 from the estate of Mr. Frank Honigman. Recommendations on what projects to fund that offered long term recognition to the donor were going to be proposed at this meeting. Henricks requested that the ideas for funding be delayed until after the Dubuque Racing Association (DRA) announces its grant recipients on May 22, 2018. If the sound-proof room is not funded by the DRA, it could be done with funding from Mr. Honigman's bequest, with a naming opportunity. The Board agreed with Henricks request.

- 2) Library Use Statistics – Henricks reported that Library visits were up 1.1% in March compared to March of last year and circulations were very close to those of March of last year. The number of new Open Access (OA) cards issued increased 33% year-to-date compared to the previous year; however, checkouts by OA cards is about the same. Database use decreased, with the exception of the Telegraph Herald archives, which had third quarter growth of 25.7% compared to last year and nearly a 126% increase compared year-to-date.

Henricks reported meeting with Mike Wright, Director of the Dubuque County Library, to review the partnership of the services provided to users at both libraries. The partnership is going well and both agreed to recommend continuing the agreement for a one year period.

- 3) Marketing Update – Henricks reported that Red Rokk has presented content, to be delivered by e-mail to those who have just opened library accounts. They are also launching an email campaign for digital materials that Carnegie-Stout offers. Similarly, a printed brochure, which is given to each new patron, has been updated. Final revisions and proofing of the new brochure is taking place before it is printed for distribution.

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 and the Library Comment Card."*

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

5. Action Items:

A. Library Expenditures – Henricks provided an itemized report of FY-18 expenditures from March 23 to April 20, 2018 for the Board's review.

*"Moved to approve Library expenditures for March 23 to April 20, 2018."*

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

B. Patron Behavior Policy – The Board reviewed the two proposed changes to the Patron Behavior Policy and concurred with the changes.

*"Moved to adopt the changes to the Patron Behavior Policy."*

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

C. Volunteer Policy – The Board reviewed the proposed change to the Volunteer Policy. Henricks reported the revisions proposed are related to the new program, Homebound Delivery, that will provide library materials to patrons who are confined to their homes. Poggemiller suggested a clarification of the section on confidentiality and the Board agreed with this change.

*"Moved to adopt the changes to the Volunteer Policy."*

*Motion: Mullin  
Second: Gorton*

*Vote: Aye – 6; Nay – 0*

D. Fine Free Trial Period – At its last meeting the Board requested additional background information for the fine free trial period, including a listing of criteria to consider and the budget impact the trial period will have.

Henricks recommended the following regarding this policy:

- No forgiveness of fees associated with lost or damaged materials.
- No waiver of existing fines. Waiving these fines will have a significant impact on future revenue if the trial period does not become reality.
- A grace period for returns before blocking an account must be established.
- No materials, regardless of how long they have been overdue, will be charged a fine if items are returned during this six-month period.
- Library borrowers *must* understand that this is temporary and after six months' time, on January 1, fines will begin accruing again. Very clear instructions/rules must be shared with patrons.
- Development of a feedback tool for patrons to share their thoughts on the fine-free trial. Whether it is a postcard-sized survey at the checkout stations, or an online survey, this additional information will be helpful as the Board makes future decisions.
- Have a donation box at the Circulation Desk to accept donations in lieu of fines – a “waive and request” model. Staff will tell patrons that they have had fines waived and invite them to donate instead.

The Board agreed to table this action item until their May meeting and between now and May 26<sup>th</sup> staff will work on the process and procedures of implementing this program. Having this trial period will allow for a full evaluation of how the program worked to share with the City Manager and City Council.

*“Moved to table the Fine Free Trial Period and accompanying policy.”*

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

Armstrong exited the meeting at 5:00 p.m.

6. Communications/Public Comment – Reporter Tom Barton from the Dubuque Telegraph Herald asked the Board some questions about the fine free period and existing Library fines.

*"Moved to receive and file the Communications/Public Comment."*

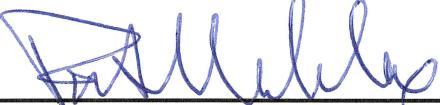
*Motion: Kramer  
Second: Mullin  
Vote: Aye - 5; Nay - 0*

7. Library Board Adjournment – The Board adjourned at 5:10 p.m.

*"Motion to adjourn."*

*Motion: Monk  
Second: Mullin  
Vote: Aye - 5; Nay - 0*

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*Pat Maddux*  
**Pat Maddux, Board Secretary**

*5/24/18*  
**Date**