

ORIGINAL

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of May 24, 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, May 24, 2018.

Present: 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 Allison Hinga
Staff: Bill Carroll, Adult Services Manager and Michelle Oberhoffer, Circulation Supervisor (entered 4:23 p.m.)

- 1) President Poggemiller called the meeting to order at 4:02 p.m.

"Moved to adopt the meeting agenda of May 24, 2018."

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

- 2) Approval of Library Board of Trustees' Meeting Minutes of Thursday, April 26, 2018."

"Moved to approve the Board Minutes of Thursday, April 26, 2018."

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

- 3) Board President's Report:

- A. President Poggemiller reviewed the Communication with the Dubuque City Council for April, 2018.

"Moved to receive and file the Communication with the Dubuque City Council from April 26, 2018"

Motion: Monk
Second: Kramer
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 2018 – The Board reviewed the operational revenue and expenditure reports. Henricks reported that the end of April marks 83% of the fiscal year lapsing with expenditures at 78% and revenue at 87% of projected income.
- 2) Library Use Statistics – Henricks reported increases in checkouts during April are attributed to Adult books and downloadable materials. Downloadable material increased in circulation 52% compared to the same time last year. Checkouts by Open Access accounts (almost all represent the County Library District) were up 17% in April.

Henricks provided an update on the Library Foundation funded Bicycle Library. This mobile library will allow for a variety of services including checkout of materials, signing up for a library card, providing library information while increasing awareness of the Library. The Bicycle Library will launch on June 11, 2018 with the Library at a family program planned for Flora Park.

- 3) Marketing Update – Henricks reported on the Red Rokk promotion for June, which involves a prize for online interactions with the library's collection and services. Entries are earned through each interaction. The prize, \$400 in gifts from local businesses, will be randomly drawn from these entries on June 29. The give-away will be promoted through a press release, email, social media, and on the library's website.
- 4) Facility Update – Henricks reported that work began to replace the steps to the Carnegie building on Monday, May 7. Several years ago a Capital Improvement Project (CIP) was approved for this replacement after it was discovered that the stringers were crumbling. When the steps were removed, the contractor found that the steps had been resting on dirt, without footings or a stable foundation. Both issues have been addressed and the project is expected to be completed by June 1. The last time the steps were replaced was in late summer, 1937, at a cost of \$415. The current replacement cost is over \$66,000.00. Monk asked if the steps being removed were of value and if so, that they not be discarded. The Board concurred. Henricks reported that she has asked that the Library be credited for the value of the limestone being removed.

- 5) Background on Westside Service – Henricks provided a detailed report of the background information concerning Westside service since 2004 that will be readdressed in the Library's FY-19 community survey. The report provided information on previous considerations by the Library Board for west side service including a branch library, west side building space, storefront, bookmobile, lockers and stand-alone full-service automated units. The community survey will provide the needed feedback to the Board on this issue as a tool for future planning.
- 6) Policy Updates – Henricks reported on the Planning Committee's review and revision of six policies that are presented for approval at this Board meeting.
- 7) Fine Free Trial Period Information – Henricks provided the detailed information requested by the Board regarding the procedures associated with a six-month fine-amnesty period. One change previously discussed was allowing a 14-day grace period for the return of materials. This is due to the current work flow and tasks associated with amnesty. If the policy becomes permanent then changes in collection agency notices and the notification system can take place. Henricks explained the fine free trial period grace period specifics and the notification process. All equipment fines are excluded in this fine free trial period.

B. Comment Cards – The Board reviewed a thank you card from a youth whose fines and fees had been “adopted” by a donor.

"Moved to receive and file the informational update from the Library Director including the Library Financial Report, Library Use Statistics, Marketing Update, Facility Update, Background on Westside Service and the Thank You Comment Card."

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

5) Action Items:

- A. Library Expenditures – Henricks provided an itemized report of FY-18 expenditures from April 23 to May 16, 2018 for the Board's review. The Board asked about a sound system purchase that appeared twice. Henricks investigated and reported that the purchase order had appeared twice but one was cancelled, and there was only one purchase to Rondinelli Music/Audio of Dubuque.

"Moved to approve Library expenditures for April 23, 2018 to May 16, 2018."

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

- B. Patron Behavior Policy – Henricks reported on an additional change needed to the recently reviewed policy to include; "no sleeping in the library." Maddux suggested the last sentence on page one that includes "by the child" be changed to "of the child". The Board concurred with this change.

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

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

- C. Bulletin Board, Leaflet, and Exhibit Policy – Henricks reported that this policy has some clarifications but no content changes. Suggestions were made to change the maximum size for leaflets to 8.5 x 11 inches; and, to revise the second sentence on page two to, "no outside organization or individual will be permitted to place in the Library any box or receptacle which solicits donations."

"Moved to adopt the revisions to the Bulletin Board, Leaflet, and Exhibit Policy."

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

- D. Equipment Loan Policy – Henricks reported this policy has a change adding the requirement of a government-issued identification and a photo of the patron added to the library's database. This information helps provide the needed information in the event of theft.

"Moved to adopt the revisions to the Equipment Loan Policy."

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

- E. Children Unaccompanied by Adult Policy – The Board reviewed the policy that contains two changes including definition of “adult” and requesting that the parents maintain supervision of their children.

“Moved to adopt the revisions to the Children Unaccompanied by Adult Policy.”

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

- F. Service to the Homebound Policy – Henricks reported this is a new policy that provides for service to the homebound. Kramer asked if there has been response to recruitment of volunteers. Henricks reported that the new program has just begun to be marketed and recruitment efforts will be coordinated with the Volunteer Coordinator, Denette Kellogg and Circulation Supervisor, Michelle Oberhoffer. Gorton expressed a concern for anyone under the age of 18 that is volunteering in the program. The Board agreed that an adult will accompany any youth working in the program. The Board agreed to add under Patron Eligibility, “The Library reserves the right to refuse the homebound service to any applicant.”

“Moved to adopt the new Service to the Homebound Policy.”

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

- G. Circulation Policy for Remote Service Policy – Henricks reported that the policy formerly known as “Mall Service” has been expanded to include drop-off and pick-up at the Dubuque County Library District’s Asbury branch.

“Moved to adopt the Circulation Policy for Remote Service.”

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

- H. Memorandum of Understanding for Technology Support and Acquisition of Technology the Multicultural Family Center (MCFC) – Henricks reviewed the proposed 12 month Memorandum of Understanding (MOU) for Technology Support and Acquisition of Technology with the Multicultural Family Center. This MOU allows for Library staff to provide Internet and desktop computer services to the MCFC. Maddux suggested, and the Board agreed, the first sentence in section Technology Support should be,

"Computer hardware and software shall not be installed or altered without the approval of Carnegie-Stout."

"Moved to approve the twelve-month Memorandum of Understanding for Technology Support and Acquisition of Technology at the City of Dubuque's Multicultural Family Center."

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

- I. Memorandum of Understanding for Dubuque County Library District Reciprocal Borrowing Program - Henricks reviewed the 12 month Memorandum of Understanding (MOU) with the Dubuque Country Library District in collaboration in sharing library materials beginning July 1, 2018.

"Moved to approve the twelve-month Memorandum of Understanding between C-SPL and the Dubuque Country Library District for collaboration in sharing of library materials."

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

- J. Fine Free Trial Period – The Board reviewed the detailed information provided by Henricks outlining fine and fee structure, including fees for lost or damaged materials and the notification process.

Monk asked how the fine revenue would be funded. Henricks reported that along with in-house donation boxes, she is investigating grants to help cover the estimated \$18,000 cost. The Board discussed its desire for donations and grant funds to cover this trial period. If the funds fall short, funds from Enrich Iowa, which is funded by the State of Iowa, can be spent.

Maddux asked what the end goal is of this program. Henricks reported that the end goal of this trial period is to increase Library accessibility and getting materials back without having lengthy delays. Evaluation must include on-going reviews of return dates vs. due dates. Henricks reported it is important to maintain or keep close to the 80% of materials being returned on time, which is what is experienced with fines for overdue materials in place now. Maddux requested that statistics be kept for a normal six month period library cards are blocked and then have the comparison to the fine free trial period. Monk asked for monthly statistics of waived fines and any other pertinent statistics for the Board to review at

its meeting. Henricks reported this information would be provided monthly.

"Moved to approve of the Fine Tree Trial Period from July to December 31, 2018."

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

- 6) Communications/Public Comment - Henricks invited the Board to the upcoming Art @ Your Library® show beginning June 1 and the Friends of the Library book sale starting May 30 through June 2.

Telegraph Herald reporter, Allison Hinga, asked some questions of the Board about the Fine Free Trial Period. The first question asked was what the Board would like to see as a result of this program. The Board responded: more accessibility to all (especially children), more use of the Library, getting materials returned, and freeing up staff to be reassigned to other work tasks. The second question was does the Board feel optimistic about raising the \$18,000 dollars. The Board responded that their hope is that citizens and foundations that know the importance of reading and the Library in their community will fund this six month project.

- 7) Library Board Adjournment – The Board adjourned at 5:22 p.m.

"Motion to adjourn."

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



Pat Maddux, Board Secretary

6/28/18

Date