

**Carnegie-Stout Public Library  
Board of Trustees'  
Meeting Minutes of May 28, 2009**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Library Board Room at 4:30 p.m. on Thursday, May 28, 2009.

*Present:* Vice President Beverly Kolz; Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer; Trustee Elizabeth Leeper; Trustee Mike Willis; Library Director Susan Henricks; and Recorder Denette Kellogg  
*Excused:* Board President Diann Guns

1. Vice President Beverly Kolz called the meeting to order 4:30 p.m. and the agenda was adopted.

*"Moved to adopt the meeting agenda of Thursday, May 28, 2009."*

*Motion:* Connors  
*Second:* Leeper  
*Vote:* Aye – 6; Nay – 0

2. Approval of Library Board of Trustees' Minutes of Thursday, April 23, 2009.

*"Moved to approve the Board minutes of Thursday, April 23, 2009."*

*Motion:* Connors  
*Second:* Willis  
*Vote:* Aye - 6; Nay - 0

3. Board President's Report - Communication with the Dubuque City Council. Kolz reported on the summary report of the Board to the City Council from the Thursday, April 23, 2009 Board meeting.

*"Moved to receive and file the Communication with the Dubuque City Council."*

*Motion:* Smith  
*Second:* Willis  
*Vote:* Aye – 6; Nay – 0

#### 4. Motion to Receive and File Informational Items:

##### A. Library Director's Report Summary and Update: Henricks provided a written summary of the following items to the Library Board with the following additional comments:

- 1) Library Financial Report – Henricks reported that the month of April marks eighty-three percent of the fiscal year lapsed. Expenditures through the tenth month were at seventy-nine percent and revenue generated year to date was at one-hundred and ten percent.

Henricks reported that Library's Heade painting is currently on display at the Middlebury College Museum of Art, Middlebury, Vermont and is fully insured by the college while on loan. A similar painting to the Library's "Roses in a Glass" was sold in auction on April 30, 2009 for \$132,000, indicating how depressed the market remains at this time. The painting is to be sold to provide funds to the City for the Library renovation project, but the depressed market has forced the sale to be delayed in hopes of market recovery.

- 2) Library Use Statistics – Henricks reported that Library use is up in nearly every measureable service. Circulation is up six percent and Library visits are up three percent year to date. Overall questions are up fifteen percent, new Library cards issued are up five percent year to date, and 11 of the 14 informational databases show an increase in use. Use of lap top computers by patrons continues to rise at one-hundred sixteen percent year to date.
- 3) Library Programs Report - Henricks reported that the Library's summer reading programs are underway with the themes of "Get Creative" for Adults and the theme of "Express Yourself" for Teens. Henricks shared a sample of the "coupons" provided by local businesses to be given to youth as they achieve various levels of the reading program. The Youth Services staff obtained a record number of business partners in support of the summer reading program as well as receiving a \$3,000 grant from the Mosaic Lodge No. 125, Masonic Temple, Dubuque, Iowa. The Library was also recently a recipient of a grant from the American Library Association and the National Endowment for the Humanities

that will provide for a small collection of books themed "Picturing America."

Henricks reported over 350 people attended the Library's program with award winning Author Lois Lowry on May 14, 2009. Another special Library program with author Louis Ferrante is scheduled for June 23, 2009. Kolz reported attending the Library program with author Lois Lowry and provided very positive feedback.

- 4) Long-Range Plan Update - Henricks reviewed the updated long-range plan which expires in 2010. The Library's focus in the last several years has been the renovation and Henricks will recommend extending the plan another two years until new business levels off. This will also be a time to review the focus of the plan as many new users are expected.
- 5) Library Construction Report – Henricks reported that a revised schedule was issued with a completion date for the renovation set for April 6, 2010. The Board expressed concern with the delays and concurred that the schedule be adhered to, which now has added three and one-half months to the original scheduled completion date.

The Iowa Communications Network (ICN) room cost has come in unacceptably high at over \$70,000, higher than the \$10,000 originally provided by the ICN. The ICN was used fairly often, but the cost change is too great to justify as the technology is old. Updated technology now provides for web meetings and videoconferencing via computers. As the project moves toward completion, contingency monies will be reviewed for consideration of doing the ICN project at that time along with other priorities. Henricks reported that the project could also be requested as a future Capital Improvement Project (CIP) should funds not be available from renovation funds.

Henricks reported on an unexpected plumbing expense due to a plumbing line being rerouted. Project Manager Rick Golus is working with the contractor to come to an agreement on charges. In addition to this expense the roof expense, as discussed at last month's Board meeting, will cost significantly more than first thought due to the inability



of securing roofing materials to the hollow clay tiles. Both OPN Architects and Durrant are reviewing this cost issue.

Henricks reported that the recent problems of additional costs has prompted her to request that she be informed of any additional expense that is \$10,000 or more so that she can inform the Library Board. The Board then can make its decisions on where to spend the funds based on the priorities of Library needs and the funds available.

- B. Library Comment Cards - The Library Board reviewed the two comment cards received and concurred with the responses provided.

*"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Library Programs Report, Long-Range Plan Update, Library Construction Update, and Library Comment Cards."*

*Motion: Leeper*  
*Second: Connors*  
*Vote: Aye – 6; Nay – 0*

5. Items for Action:

- A. Review of Library Patron Behavior Policy – Henricks reviewed the updated policy that provides for specific information addressing dogs in the Library. Patrons bringing in dogs that are not service dogs has become an issue. Willis suggested, the Board concurred, that the second bullet information on page one be revised to delete the first sentence, "Patrons shall be engaged in normal activities associated with the use of the Library while in the building," and replace it with the last sentence, "Loitering will be not tolerated." The Board concurred with the recommended changes.

*"Moved to adopt the Patron Behavior Policy as reviewed and with revisions as recommended."*

*Motion: Smith*  
*Second: Willis*  
*Vote: Aye – 6; Nay – 0*

- B. Review of Library Fine Arts Policy – Henricks reviewed the policy that was tabled at the last Board's meeting so that the Board could review

the Art Sub-Committee Policy in conjunction with the Fine Arts Policy. Henricks reported that the policy covers all Library owned art works.

Hammer mentioned his concern that the insurance policy proof provided by the Dubuque Museum of Art (DMA) dated May 1, 2009 does not provide the same amount of coverage when items on loan are in transit versus not in transit. Henricks reported that the individual loan agreement with the DMA provides for this specific coverage. Hammer requested verification of this information for anytime the loaned artworks are in transit. Henricks reported that the Library has full coverage on all of its artworks through the City of Dubuque. This policy was recently reviewed with the insurance company.

The Board reviewed Addendum 1 to the policy, Guidelines for Care of the Fine Art Collection, in regard to a schedule for the Board to review and update its appraisals. Henricks reported that Ed Ritts, DMA Director, provided the recommendations of conducting an appraisal every five years on items of considerable value and to increase the value of the art eight percent each year on other works for insurance purposes. Willis reported that this increase is impressive especially in this market. The Board asked what the value of the artworks would be without the Grant Woods. Henricks reported she would include the detailed information at the next Board meeting and noted that a complete art audit had been completed on all Library owned works of art in 2007. The Board recommended that item 4. of the addendum be revised to read, "Each year, the Board of Trustees will decide if an inventory or appraisal of which, if any, of the Fine Arts Collection is needed."

Henricks reported that the Board reviews loan requests and that Addendum 3 to the Fine Arts Policy is the format that is used by the borrower for this type of request.

*"Moved to adopt the Library Fine Arts Policy as reviewed and with revisions as recommended."*

*Motion: Connors  
Second: Willis  
Vote: Aye – 6; Nay – 0*

Discussion was held in regard to the Library Board reviewing requests for loan of artworks. Henricks reported that the current practice is that the Board reviews loan requests and that Addendum 3 to the Fine



Arts Policy is the format that is used by the borrower for this type of request.

*"Moved to amend the previous motion to include the revision on page 2, section Loan/Circulation for Library-Owned Art, paragraph 1 to read, 'Requests for borrowing Library-owned art must be submitted in writing to the Director of the Library for presentation to the Library Board of Trustees for approval. (See Addendum #3)' "*

*Motion:       Leeper  
Second:       Connors  
Vote:           Aye – 6; Nay – 0*

- C. Review of Library Art Sub-Committee Guidelines - Henricks reviewed the minor changes to the guidelines which the Board reviewed and discussed. Henricks reported that the Sub-Committee has not met since working on the Library's successful, *Art @ Your Library*<sup>®</sup> programs in 2007. Members on the Sub-Committee at that time were local artists Gail Chavenelle, Ioana Mamali and Cindy Byrne, past Board Member Ed Vandermillen, Art Museum Director Ed Ritts, previous Art Museum Director Geri Shafer, Library Board representative and Sub-Committee Chair Sue Lindsay, and as ex officio member, the Library Director. Henricks stated that the Sub-committee membership in accordance with the guidelines would be re-evaluated and most likely to change when they meet again, which is expected to occur in late Spring or Summer of 2010.

*"Moved to approve the Library Art-Sub-Committee Guidelines as reviewed."*

*Motion:       Connors  
Second:       Smith  
Vote:           Aye – 6; Nay – 0*

- D. Review of Library Tag Line Submissions – Henricks reported on the plan discussed at a previous Board meeting for a new Library logo being developed. In line with the development of the new logo is a new tag line. Henricks provided the Board with the top eight tag lines submitted by Library Staff for Board review. Henricks reported that the Board would be given a chance to review the proposed logo, once designed, and that the tag line may need to also be reviewed again at that time.

*"Moved to approve the tag line, "Check Out The Possibilities" for use with a new library logo being designed."*

*Motion: Connors*  
*Second: Leeper*  
*Vote: Aye – 5; Nay – 1 (Hammer)*

Hammer reported that he does not agree with the tag line as it does not seem appropriate for the Library.

- E. Review of Library Director Evaluation Tool - Connors reported that the Relations Committee met to develop a proposed evaluation tool and procedure for the Library Director. Both she and Smith provided input into the proposed evaluation process provided for the Board's review. Connors reported a recommendation from Guns to have Connors compile all of the evaluation results versus Library Administration who had done some of this in previous years.

*"Moved to approve the proposed Library Director evaluation process as reviewed."*

*Motion: Connors*  
*Second: Leeper*  
*Vote: Aye – 6; Nay – 0*

6. Communications/Public Comment:

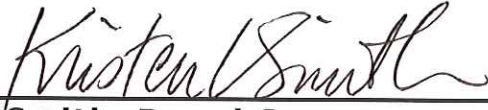
- Henricks reminded the Board of the Library's annual volunteer dinner scheduled for this evening and invited each of the Board members to attend.
- Henricks reported that the County Library has contacted her in regard to training opportunities through the Dubuque Community Foundation for a cost saving measure for both the C-SPL Board and County Board to participate in the Board training together. The Board asked that Henricks provide additional information about the training before they make a decision.

7. Library Board Adjournment - The Board adjourned at 5:40 p.m.

*"Motion to adjourn."*

*Motion: Connors*  
*Second: Leeper*

Vote: Aye – 6; Nay – 0

A handwritten signature in cursive script that reads "Kristen Smith". The signature is written in dark ink and is positioned above a horizontal line.

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**Kristen Smith, Board Secretary**