

**Carnegie-Stout Public Library  
Board of Trustees'  
Meeting Minutes of June 25, 2009**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Library Board Room at 4:00 p.m. on Thursday, June 25, 2009.

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

*Staff Present:* Danielle Day, Deb Fliegel, Michelle Hellmer (4:02 p.m.)

*Public Present:* Fred Miller, 2462 Central Avenue, Dubuque, Iowa

1. President Diann Guns called the meeting to order 4:03 p.m. and the agenda was adopted.

*"Moved to adopt the meeting agenda of Thursday, June 25, 2009 with the addition of Renovation Review under action items."*

*Motion:* Connors  
*Second:* Kolz  
*Vote:* Aye – 5; Nay – 0

2. Approval of Library Board of Trustees' Minutes of May 28, 2009.

*"Moved to approve the Board minutes of Thursday, May 28, 2009."*

*Motion:* Kolz  
*Second:* Willis  
*Vote:* Aye - 5; Nay - 0

3. Board President's Report - Communication with the Dubuque City Council. Guns reported on the summary report of the Board to the City Council from the Thursday, May 28, 2009 Board meeting.

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

*Motion:* Kolz  
*Second:* Connors  
*Vote:* Aye – 5; 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 May marked ninety-three percent of the fiscal year as lapsed. Expenditures through the eleventh month were at eighty-five percent and revenue generated year to date was at one-hundred and sixteen percent.

Henricks reported on an update to insurance for library-owned works of art in reference to the Dubuque Museum of Art's (DMA) coverage for items temporarily on loan to them. Henricks had contacted Ed Ritts, DMA Director, in regard to clarification of the information of what "in transit" means and how library-owned works of art would be covered if loaned to another museum.

Henricks reported the following response from Ritts, "Should works owned by the Library be borrowed for an exhibition by another museum entity, they (the borrowing Museum) would fully insure the work for its insured value from the time it left the DMA until the time of its return. The DMA and the Library would be provided a copy of the borrowing institution's certificate of insurance stating that the object is totally covered for the entire period."

Ritts also stated, "The half million the DMA covers for "in-transit" is for works owned by the Museum sent off to be reframed, or to a conservator for cleaning, etc. Just as above, if an object from the Museum's collection were being borrowed for an exhibition, the borrowing agency would provide full insurance at the work's appraised value, door to door."

Henricks also reported that the appraised value of the Library's artworks, not including the items on loan to the DMA, totals \$207,828. This total does not include Library's

antique furniture. Henricks reported that these items are covered under the City's insurance policy.

- 2) Library Use Statistics – Henricks reported that Library use continues to be brisk despite having three floors of the Library under construction. Monday, June 8 was the first day of the Children's Summer Reading Program and over 600 children registered for the program. Over 1,800 people visited the Library that day.

Circulation of all Library materials is up six percent. Circulations of Adult material is up eight percent and further analysis shows that fifty-seven percent of the materials checked out from this collection is print and thirty-four percent of the circulation is the DVD format.

Contributed hours for Library volunteers are up eight percent year to date. The Library has been contacted by two Boy Scout Eagle Scout candidates who would like to have the Library be their service project.

Demand for volunteers will increase dramatically when Youth Services moves from their current location on second floor to their new location on first floor. The move will require additional planning because existing shelving will be reused requiring that they be emptied, disassembled and then reassembled in the permanent space on first floor before placing the collection on them.

- 3) Library Construction Report – Henricks reported that she, along with representatives from OPN Architects, Durrant Group, and City Engineering conducted a walk-through of third floor to create a punch list after determination was made that the area was substantially complete. The punch list was included in the Board packets for the Board. Defects and deficiencies were noted with a majority of the quality issues associated with painting. Henricks reported on how critical Project Manager Rick Golus, lead architect Bruce Hamous, Library Staff and she would be to the overall success of this project.

Henricks reported that she had submitted a grant to the Iowa Great Places for approximately \$16,700 which, if



funded, will add windows to the southeast side of the second floor.

- 4) Credit Debit Cards Report - Henricks reported on the ongoing need to offer credit and debit payment options for Library patrons. This change was also timed to be introduced after the new web page had been launched. Henricks reported meeting with a representative from Dubuque Bank and Trust to discuss moving forward with this service over the coming month. Willis asked about fees for the service. Henricks reported that the plan is to have no convenience fee to the patron with a very low service fee, less than two percent, for the Library.
- 5) Legislative Update - Henricks provided a summary report of the State Legislature passing House File 243 which provides for gender balance on local boards, commissions, committees, and councils (including library boards.) The bill will take effect on January 1, 2012. It will be the responsibility of the mayor and the city council to make sure our library board is gender balanced.

Henricks reported that on July 1, 2009 a new Iowa law will take effect that further restricts registered sex offenders convicted of a crime against minors. The person cannot work, or volunteer, in a public library (and several other places.) This change will be addressed in revisions to the Library's Volunteer and Patron Behavior policies.

- 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 Construction Update, Legislative Update and Library Comment Cards."*

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

## 5. Items for Action:

- A. Landscaping Design and Renovation Review:

- 1) Landscaping Design Review – Henricks reported on a request from the City for the Library to have three flag poles for state, local and national flags versus the one national flag currently located outside the front of the Library. The Library open space available is not adequate to provide for three flag poles according to the architect. The City asked that this be reconsidered. The architect did a further detailed review regarding the placement of three flag poles but reported after several drawings the green space is not adequate to allow for three poles. Henricks agrees with the architect since use of additional green space could mean removal of trees which may have a negative impact on the Library's LEED application. The Board discussed the issue in detail. Henricks reported that the City would like the three flag poles as other city buildings fly three flags. Willis suggested that possibly all three flags could fly on one pole? The Board expressed its desire to fly all three flags on one pole if this is workable. If not they will follow the recommendation made by the architect.

*"Moved to charge the Library Director to investigate with the City the possibility of flying the state, local and national flag on one pole outside the Library building, and if this option is not available, to draft a letter to the City Manager providing documentation from the Architect explaining the justification of not being able to provide three flag poles on the outside of the Library building."*

*Motion: Connors  
Second: Kolz  
Vote: Aye – 5; Nay – 0*

- 2) Renovation Review - Henricks provided an update on the current furniture bid package. Henricks reported that, based on the funds available, furniture bids were prioritized into three packages. The current package of furniture in public areas will be advertised beginning Friday, Jun 19, 2009. Henricks reported on the architect's recommendation of a high quality commercial furniture that has shown to be very durable and long lasting in a Library setting. Henricks provided detailed information on specifications of the furniture. Discussion took place on limiting the bid information to a specific line as recommended by the architect due to their concern about the disparity in furniture lines and quality. Henricks reported that the requirements of the architects also provide for local vendors to bid on the project.



Henricks reported that the purchase of furniture is not required to be handled through the traditional bidding process such as it was for the construction.

The Board reviewed options of specifying a particular make/model versus allowing alternate bids for the furniture. The Board discussed that the architect is trained in this area and the Board concurred with the architect's recommendation. The Board discussed the fact that other furniture lines will be used in other areas of the project.

Henricks reported on the ongoing review of electronic video conferencing either by ICN or video conferencing technology. The Board had agreed at a previous meeting that they would review the possibility of the ICN room near the end of the project to see if contingency fees would be left for this item. Henricks provided the alternate idea of video conferencing at a cost of approximately \$22,500, noting that \$10,000 had been budgeted for the electronic needs in the auditorium. Henricks reported that she is introducing this information today as installation of the electronic equipment is taking place soon and cost would be cheaper to do as part of that package rather than later. The Board discussed the pros and cons of approving the funds, and patron need for this video conferencing, as well as the staffing and technology support the system will require. The Board agreed that while video conferencing would be beneficial due to a lack of locations in Dubuque and the expense would be at a cost savings now, other items of the project take a higher priority. The Board concurred to not recommend this project now, but to possibly submit the idea as an improvement project in the future or make a recommendation to use contingency funds if available at the end of the renovation project.

Henricks reported on the use of shading in colors in various areas of the project. The Board concurred that the use of shading and different tones within the same color would be nice in the painting of the Rotunda area and requested a price quote.

- B. Review of Library Volunteer Policy – Henricks reported that this revised policy is in response to the changes made to the Iowa Code 692A.113 (3) (c) which prohibits those convicted of sex offenses against minors to be employed by, or volunteer at, a public library. Henricks reported that, in compliance with this change, language to this effect was added to the policy in regard to conducting background checks on

volunteer applicants. The Board reviewed the change in paragraph two of the policy and Kolz suggested the following change of, "to include compliance with" to the last sentence.

*"Moved to approve the revisions to the Volunteer policy with the additional revision to the last sentence in paragraph two, 'Applicants will be asked to give written permission for the Library to conduct a criminal background check to include compliance with Iowa Code 692A.113 (3) (c) which prohibits those convicted of sex offenses against minors to be employed by, or volunteer at, a public library.'"*

*Motion: Connors  
Second: Willis  
Vote: Aye – 5; Nay – 0*

Henricks reported that this would not apply to existing volunteers.

- C. Review of Patron Behavior Policy – Henricks reported that the recommended revision to this policy is also in response to a recent change to Iowa Code in regard to sex offenses taking effect July 1, 2009. Henricks reported that Iowa Code 692A.113 prohibits those convicted of a sex offense against a minor from being present on real property of a library without written permission of the administrator. Henricks reported how libraries in Iowa are handling this in different ways, either by not allowing offenders to enter the Library at all or by written request to the Administrator seeking permission to enter the property. Henricks reported on review of this policy by staff and it was agreed to recommend the revision to policy allowing offenders to request permission to the Library Director to enter the Library property, with no permission given to enter the Children's or Teen Departments of the Library. Henricks reported that this scenario provides the Library with advance knowledge of who the offender is which will increase staff awareness. Henricks reported that staff will not be responsible to enforce the law, but will assist by calling the police if someone is recognized as a person convicted of a sex offense against minors and are in the Library without permission.

Henricks reported that the City Attorney reviewed the recommended change to existing policy and stated that either preventing convicted sex offenders from entering the Library or allowing them to enter with written permission will not prevent a lawsuit if someone intent on harming a child does so on the grounds, or in the building.



Kolz asked after reading the law, could we give permission based on the information provided about the code? Henricks reported that the law provides a provision for libraries. Willis noted the lack of motivation for an offender to self-identify themselves. Kolz noted that in allowing the option of written permission to the administrator, it provides for an offender who is trying to rehabilitate themselves.

The Board asked for feedback from the Library Staff who reported they concurred with the recommended revisions and wording to the policy. Library Staff present agreed on this policy to be the best based on the element requiring self-identification.

*"Moved to adopt the Patron Behavior Policy revisions as recommended which adds the following paragraph at the end of the policy, 'Iowa Code 692A.113 prohibits those convicted of a sex offense against a minor from being present on the real property of a public library. Under Iowa law, the Carnegie-Stout Public Library is considered an "exclusion zone" which will require written permission to be on Library grounds (within 300 feet) or in the building. Request by a person convicted of a sex offense against a minor to visit the Library must be made in writing to the attention of the Library Director. No permission will be given to enter the Children's or Teen Departments of the Library. The Police Department will be notified if any person believed to have been convicted of a sex offense against a minor is on Library property without written permission.'"*

*Motion: Connors*

*Second: Kolz*

*Vote: Aye – 4 (Connors, Guns, Kolz & Smith);  
Nay – 1 (Willis)*

#### 6. Communications/Public Comment:

- Guns reported that in the Relations Committee met earlier today to review and discuss the Library Director's evaluation results. The Director's evaluation will be on next month's Board agenda and the Relations Committee will provide a packet of information in regard to the results of the evaluation for the Board's review.
- Fred Miller addressed the Board. He provided feedback and agreement with not sacrificing green space for flag poles, and liked the idea of flying three flags on one pole if possible. Miller asked in reference to the furniture bids, about the life span of the furniture.



Henricks reported that the furniture that would be bid out has an estimated life of 20-25 years. Miller reported that he is experienced in video conferencing and suggested that videoconferencing can be conducted from a computer work station as well, but has a limited audience that can be viewed. He noted that technology is moving along quickly and soon it will be easy for everyone to video-conference and investing in equipment that may be not used in the near future is wasteful.

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

*"Motion to adjourn."*

*Motion: Connors*  
*Second: Willis*  
*Vote: Aye -5; Nay - 0*



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**Kristen Smith, Board Secretary**