

ORIGINAL

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of August 23, 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, August 23, 2018.

Present: President Patty Poggemiller; Board Vice President Christy Monk; Trustee Robert Armstrong; Trustee Rosemary Kramer; Trustee Pam Mullin; Director Susan Henricks and Recorder Denette Kellogg.
Excused: Board Secretary Pat Maddux and Trustee Greg Gorton
Staff: Library Adult Services Manager Bill Carroll

- 1) President Poggemiller called the meeting to order at 4:03 p.m.

"Moved to adopt the meeting agenda of August 23, 2018."

Motion: Armstrong
Second: Mullin
Vote: Aye – 5; Nay – 0

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

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

Motion: Monk
Second: Armstrong
Vote: Aye – 5; Nay – 0

- 3) Board President's Report:

- A. The Board reviewed the Communication with the Dubuque City Council for July, 2018.

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

Motion: Monk
Second: Kramer
Vote: Aye – 5; Nay – 0

- B. Election of Officers – The Board reviewed the Trustee Bylaws in regard to officers of the Board terms and Committee assignments. Poggemiller

reported she would like to serve a second term as Board President. Monk reported she would like to continue as Board Vice President. The Board discussed having Maddux continue as Board Secretary.

"Moved nominate Poggemiller as President, Monk as Vice President and Maddux as Secretary for a second term."

Motion: Kramer
Second: Mullin
Vote: Aye – 5; Nay – 0

Poggemiller requested that the Board review the Board of Trustees By-Laws and Trustee Policy at its next meeting.

C. Library Board Committee Appointments: The following Committee assignments were made:

- 1) Relations Committee – Robert Anderson and Rose Kramer
- 2) Operations Committee – Pat Maddux and Christy Monk
- 3) Planning Committee – Pam Mullin and Greg Gorton
- 4) 28E Agency – Patty Poggemiller
- 5) Art Subcommittee – Pat Maddux
- 6) Library Foundation – Greg Gorton and Patty Poggemiller

4) Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update: Henricks asked if the September Board meeting could be held on Wednesday, September 26 at 4:00 p.m. and the Board agreed. The Board discussed the location of the Whisper Room and agreed to look at alternative locations to place the room.

- 1) Library Financial Report FY 2018 – The Board reviewed the operational revenue and expenditure reports. Henricks reported that July is the first month of FY 2019 representing 8% of the fiscal year lapsing. Budget expenditures were at 7% and revenue income was at 5% of projections. In the past month since the Board's last meeting, \$4,714.72 in fines have been waived and \$414.16 has been received as donations in support of the fine-free program. This represents an 8.8% recovery in fines that have been waived. The total recovery for June and July is 8.4%.

Henricks shared the following snapshot chart current past dues:

19,165 Total Items Checked Out

81.5% are within the checkout period

Number of items overdue up to seven days	660	% of items overdue up to seven days	3%
Number of items overdue 8 - 14 days	264	% of items overdue 8 -14 days	1.4%
Number of items overdue 15-21 days	92	% of items overdue 15-21days	.4%
Number of items overdue 22-30 days	60	% of items overdue 22-30 days	.3%
Number of items overdue 32-60 days	84	% of items overdue up 32-60 days	.4%
Number of items overdue over 60 days	2,320	% of items overdue over 60 days	12%
Total	3,480		17.5%

The greatest increase in past due numbers was in overdue items up to seven days with 1.3% more items late than in July. Also the timeframe of seven to 14 days past due increased 1%. Statistics for over 60 days increased 1% compared to July, but remains 4% lower when compared to a snapshot of the collection when fines were charged.

- 2) Library Use Statistics –Some of the new categories lack information to compare to the previous year as the data was not collected in these categories and will be noted as N/A (not available).

The Library was able to provide 98 children's programs in 30 days outside the library. These programs were led by the Library's two Americorps members.

Downloadable check outs increased 49%; however, it should be noted that last year only the Overdrive collection was included in this total. Now all digital checkouts, for example, streaming movies and music, are included.

- 3) Marketing Update – Henricks reported that the Library's marketing agency, Red Rokk, is focusing on Overdrive (e-audio and e-books) during the months of July and August. The number of checkouts for July increased 15.5%. When comparing numbers to July of 2017, an increase of 38.1% is seen. July is the top month for the digital collection checkouts since the introduction of e-books and e-audio.

The Library is preparing for and fine-tuning the VIP library cards and program for September, which is National Library Card Signup Month. Coupon books are being created and each member of the new "Carnegie Club" will receive incentives such as a coffee mug and a coupon book with discounts at downtown businesses. The card printer for printing custom library cards for the Carnegie Club members has arrived. Eligibility for this new program is as:

- An account in good standing and one of the following:
- A donation of \$25.00 to the Library Foundation (within the past 12 months to present, or future)
- A donation of 90 volunteer hours (within the past 12 months to present, or future)
- Attendance at 12 programs for Adults (a punch card will be used to track)
- You are a certified maker and have visited the Maker Space five times (a punch card will be used to track)
- Your child has completed the 1,000 Books Before Kindergarten program (within the past 12 months to present, or future)
- You have checked out at least ten Raising Reader literacy kits
- Random choices: each week in September the 500th person to check out something at the Circulation Desk will get membership into the Carnegie Club. The person who checks out the 5000th item in September will get membership in the Carnegie Club.

B. Comment Cards – The Board reviewed the one comment card received and concurred with the response to the patron's comments.

"Moved to receive and file the informational update from the Library Director including the Library Financial Report, Library Use Statistics, Fine Free Update, Marketing Update and the Library Comment Cards."

Motion: Armstrong
Second: Mullin
Vote: Aye – 5; Nay – 0

5) Action Items:

- A. Library Expenditures – Henricks provided an itemized report of expenditures from FY-19 expenditures and the Board reviewed the report.

"Moved to approve Library expenditures for July 20 to August 16, 2018."

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

- 6) Library Board Adjournment – The Board adjourned at 4:50 p.m.

"Motion to adjourn."

*Motion: Mullin
Second: Armstrong
Vote: Aye – 5; Nay – 0*



Pat Maddux, Board Secretary

9/26/18

Date