

*ORIGINAL*

**Carnegie-Stout Public Library**  
**Board of Trustees**  
**Meeting Minutes of February 28, 2019**

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, February 28, 2019.

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

- 1) President Poggemiller called the meeting to order at 4:00 p.m.

*"Moved to adopt the meeting agenda of February 28, 2019."*

*Motion:* Gorton  
*Second:* Armstrong  
*Vote:* Aye - 7; Nay - 0

- 2) Approval of Library Board of Trustees' Meeting Minutes of Thursday, January 24, 2019.

*"Moved to approve the Board Minutes of Thursday, January 24, 2019."*

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

- 3) Board President's Report:

The Board reviewed the Communication with the Dubuque City Council for January, 2019.

*"Moved to receive and file the Communication with the Dubuque City Council from January, 2019"*

*Motion:* Mullin  
*Second:* Gorton  
*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-19:
  - a) Library Financial Report – Henricks reported the end of January brought to close the 7<sup>th</sup> month of the fiscal year, marking 58% of the year lapsing. Expenditures were on target at 56%. Revenue collected was at 47% of projections.
  - b) Fine Free Update – Henricks provided an update on overdue materials reporting these represented 19.2% of all items checked out on January 20, 2019. Items that are over 60 days past due represented 14.8% of the total. During the six-month fine-free trial, four months were lower than this and two were higher (November at 15.5% and December at 16%). Overall, there has not been significant movement in the past due materials.
- 2) Library Use Statistics – Henricks reported January was a busy month at the library, with checkouts up 10%. The increase in materials checked out was mostly due to items cataloged as children's, and everything except books and DVDs in the Adult collection.

Programs were popular in January, with the largest attendance at the Mini-Con on January 26, which drew well over 500 people in the library during the time of the conference. During the mini-con, about 175 entered the Maker Space and 74 tried virtual reality.

Flipster magazines increased to 438 checkouts, which is over 34% greater than the best month. This was the first month that C-SPL took on the Beyond Books campaign. The current promotion is for Ancestry and Heritage Quest databases, which runs through early March.

Henricks shared the Board and Commissions Successes report that the Library Board is being asked to provide and which will be used by the City Council at their Goal Setting sessions. Henricks completed a draft report for the Boards review that includes the Fine Free program and the Community Survey. The Board also requested to add the Marketing Campaign as a success. Henricks will add this additional information and submit the report on behalf of the Board.

- 3) Marketing Update – Henricks reported that the new Marketing Coordinator, Amanda Dolter, started work on Monday, February 25. Her first projects will include: creating a template for staff

members to complete in order to write press releases, revising media guidelines and standards, evaluating past marketing, print and non-print, and making recommendations, as well as creating a calendar for posting to various social media platforms. She will then move into the creation and execution of a new marketing campaign.

- 4) Library Program Review – Henricks reported the scheduled artists for Art @ your library® for April and May cancelled. The Art Subcommittee met on February 18 and agreed to feature art created in the Maker Space. The Library will invite people who have completed projects to submit their works for inclusion in the show and will also invite the public to come in to create something in the Maker Space. The opening reception is April 5 from 5:30 to 7:30 p.m.
- B. Comment Cards – The Board reviewed the six comment cards received and concurred with the responses provided. Poggemiller reported on the receipt of a letter from the Dubuque County Library System Director, Mike Wright, commending the Board and Library Staff for their help and support with coordination of efforts as a result of the recent major water damage to the County Library branch in Asbury.

*"Moved to receive and file the informational update from the Library Director including the Library Financial Report of Expenditure and Revenue, Fine Free Update, Library Use Statistics, Library Board Goals and Successes, Marketing Update, Library Program Review, and the Library Comment Cards."*

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

5) Action Items:

- A. Library Expenditures – Henricks provided an itemized report of FY-19 expenditures from January 18, 2019 to February 15, 2019 for Board review. The Board asked for clarification on a \$5,200 expense to Community Incorporated. Henricks reported she will provide additional detail and clarification to the Board for this expense.

*"Moved to approve Library expenditures from January 18 to February 15, 2019 with the request that clarification of the Community Incorporated expense of \$5,200 be provided to the Board."*

*Motion: Armstrong*  
*Second: Maddux*  
*Vote: Aye - 7; Nay - 0*

B. Library Equity Plan – Henricks reported that all City Departments are encouraged to adopt a Library Equity Plan. Henricks developed the Library plan and provided the proposed plan to the Board for review.

*"Moved to approve the Library's Equity Plan."*

*Motion: Mullin*  
*Second: Armstrong*  
*Vote: Aye - 7 Nay - 0*

6) Library Board Adjournment – The Board adjourned at 4:36 p.m.

*"Motion to adjourn."*

*Motion: Maddux*  
*Second: Gorton*  
*Vote: Aye - 7 Nay - 0*



*Pat Maddux, Board Secretary*

*3/28/19*

*Date*