

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of April 25, 2019**

ORIGINAL

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, April 25, 2019.

Present: President Patty Poggemiller; 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 Secretary Denette Kellogg.

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

"Moved to adopt the meeting agenda of April 25, 2019."

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

- 2) Approval of Library Board of Trustees' Meeting Minutes of Thursday, March 28, 2019. Kramer suggested two changes to the minutes.

"Moved to approve the Board Minutes of Thursday, March 28, 2019 with changing on page 2, item 4.A.1)b) second paragraph last sentence, change "is an" to "it is"; and, on page 3, item 4.A.3) delete the word "usage" in the second line."

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

- 3) Board President's Report:

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

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

Motion: Maddux
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-19:

- a) Library Financial Report – Henricks reported that March marked 75% of the fiscal year (FY) lapsing. Revenue collected was at 61% of projections and expenditures were at 72%. Henricks responded to the inquiry regarding the furniture/equipment budget by providing a list of upcoming purchases. One line item represents an Improvement Package (IP) for \$50,000 that will be carried over for the purchase of a server in FY 2020.
- b) Fine Free Update – Henricks reported that she has completed a detailed analysis of five months of past dues with fines compared to six months of past dues without fines (comparing the averages). An observation of numbers and percentages shows that without fines, items are likely to stay out longer in the short run (1-7 days past due and 8 -14 days past due); however, more materials are returned in the long run (31 – 60 days past due and 60+ past due). The two categories of returns in the middle 15-21 days past due and 22-30 days past due are very similar.

The results show that overall there is no statistical significance in charging fines or not charging fines. When past dues are broken down, items up to 14 days overdue are returned on a timely basis with fines at a statistically significant level. If you break out the past due dates 60+ days, overdue items are returned at a greater rate at a statistically significant level. Mid-ranges dates have no significance. Detailed analysis of library returns will continue when the fine free policy is implemented. Freezing accounts at 7 days should have a positive impact in reducing the items 8-14 days overdue. If this is not the case, alternatives will be discussed for the 8-14 past due range.

- 2) Library Use Statistics – Henricks reported that March was a busy month. The number of checkouts increased 11% as well as the number of library cards issued. The number of visitors to the Maker Space increased by 59% compared to the same time last year.

Henricks reported on growth and higher use in the areas of downloadable materials, DVDs, streaming video, and databases. A few of the databases were targeted in marketing efforts and the increase in usage can be directly related to marketing.

- 3) Marketing Update – Henricks reported that last month the Home Improvement Reference Center was promoted on the library's web site, social media, and through email. The marketing efforts show positive results with February 2019 being the highest use since the database was introduced six years ago, and 82% higher than the last three quarters of this fiscal year combined.

Preparation to launch the new "open" campaign begins in May with taking photos of community members who will be the faces of the campaign. The new campaign will debut in June 2019.

- 4) Policy Update – In preparation for the new Fine Free program starting July 1, 2019, Henricks requested that the Planning Committee meet in the next month to review the Circulation, Fines and Fees, and Material Selection policies.

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

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

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

5) Action Items:

- A. Library Expenditures – Henricks provided an itemized report of FY-19 expenditures March 28 through April 12, 2019 for Board review.

"Moved to approve Library expenditures from March 28 to April 12, 2019."

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

- B. Examination of Public Records Policy – Kramer recommended one additional change to the policy enclosure.

"Moved to adopt the revision to the Examination of Public Records Policy."

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

- C. Meeting Room Policy – Henricks presented this policy for review with no recommendation for revision.

"Moved to approve the Meeting Room Policy as reviewed with no changes."

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

Henricks reported that the Whisper Room guidelines are being reviewed and if needed, a policy will be developed.

- D. Listening and Viewing Station Policy – Henricks provided a draft of a revised policy with discussion of two changes.

"Moved to adopt the revisions to the Listening and Viewing Station Policy Records Policy."

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

- E. Interlibrary Loan Policy – Henricks provided a draft of a revised policy.

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

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

- F. Disposition of Exterior Banners – Henricks reported the Library's outside banners, based on a past marketing theme, will need to come down when the building is cleaned this summer. The Board expressed interest in keeping the banners and directed Henricks to follow up on the cost of removal, reinstallation, and any permit required by the city. Maddux noted that the banners fit in with other marketing efforts that are on the library van and book drops. Henricks reported that a new van wrap could take place in approximately one year when the Library van is replaced. The Board discussed the possibility of replacing the banners in the future to reflect a new marketing theme.


"Moved to charge Henricks to investigate the cost to reinstall the banners after the building is cleaned with the intent of rehanging these banners, and to include the original cost of the banners."

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

- 6) Library Board Adjournment – The Board adjourned at 4:41 p.m.

"Motion to adjourn."

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


Pat Maddux, Board Secretary

5/23/19
Date