

ORIGINAL

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of May 23, 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, May 23, 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 May 23, 2019."

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

- 2) Approval of Library Board of Trustees' Meeting Minutes of Thursday, April 25, 2019.

"Moved to approve the Board Minutes of Thursday, April 25, 2019"

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

- 3) Board President's Report:

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

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

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

- 4) Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update: Henricks reported that the Planning Committee met on May 13, 2019 to review three policies that are recommended for approval under action items.

1) Library Financial Report FY-19:

a) Library Financial Report – Henricks reported that April marked 83% of the fiscal year lapsing. Expenditures were at 80% and revenue received was at 68% of projections. Projections indicate that the Library will come in at or near budgeted amounts.

Henricks reported that the Dubuque Racing Association (DRA) grant submitted by Henricks on behalf of the Library Foundation for the All Community Reads project has been approved. This event is scheduled in October 2019.

b) Fine Free Update – Henricks reported that since the reinstatement of fines, between January and April, approximately 80% - 82% of all items checked out were within the borrowing period. May showed an increase in past dues, with 79.4% of all checkouts within the loan period. Items 60 or more days overdue represented 16% of all past due items, which has not been this high since the control date (with fines) of January 2018.

2) Library Use Statistics – Henricks reported that April was a busy month for Library use. Checkouts were up 6% compared to April of last year, and up 5% year-to-date. Visits to the Library were up by 18%. The number of visitors to the Maker Space compared to last year shows significant growth. The Maker Space has programs scheduled continuously and has become more visible as a result. The checkouts by non-residents have increased 9% compared to last year. The DVDs statistics are now broken into DVDs and Blu-Ray and are also divided by Adult and Children's. The operating system did not allow for this in FY-18. Henricks reported that the number for both Adult and Youth is reflected in the Adult total. The number suggests that year-to-date check out of DVDs decreased 23%, but the overall decrease for all DVD/Blu-ray is 3% compared to last year. Poggemiller asked if the open access use by the County has remained the same or changed since the water leak at the Asbury branch. Henricks reported she would get this information for the Board.

- 3) Personnel Update – Henricks gave an update on two part-time employees who left to move to full-time jobs with benefits. One of the employees, Evan Meyer, had been the bike peddler. The bike peddler tasks have been filled by Library Assistant Garrett Hohmann. The hiring process has begun to fill these positions before the busy summer months.
- 4) Insurance Update – Henricks reported that the insurance for the building and contents has been updated. The deductible for the insurance policy is \$75,000 and may increase to \$100,000. Art work and some of the computer equipment is exempt and has a \$1,000 deductible. Discussion took place regarding updated appraisals done for the library's art work since it has been about 12 years. Henricks also provided an updated insurance policy for artworks on loan to the Dubuque Museum of Art.
- 5) Marketing Update – During the month of April, the Small Business Reference Center was promoted. The result showed the highest use since the introduction of this database in 2014. Compared to the highest month's use (January of 2016) the increase was 380%. The use of Small Business Reference Center in April was 52% higher than the last two full years combined.

The Library's new "Open" marketing campaign is scheduled to launch in June. Two photo sessions are taking place and the public is invited to stop by to have pictures taken and become a part of the campaign.

- 6) Community Survey Update – Henricks reported that a community survey was completed and the data is being sorted and evaluated. The results will be provided for Board review prior to the next meeting. Dr. Christopher Budzisz, who leads the Loras College Public Opinion Survey Center, will review the survey results with the Board at its June 27, 2019 meeting.

B. Comment Cards – The Board reviewed one comment card received requesting that the library get a mobile "app". The Board expressed interest in this and concurred with the staff response 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, Personnel Update, Insurance Update, Marketing Update, Community Service 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 April 13 to May 17, 2019 for Board review.

"Moved to approve Library expenditures from April 13 to May 17, 2019."

Motion: Gorton
Second: Kramer
Vote: Aye - 7; Nay - 0

B. Material Selection Policy – The Board reviewed the recommended changes to the policy by the Planning Committee. The policy changes make the policy more streamlined with one major change of limiting purchase requests to three a month for patrons.

"Moved to adopt the Materials Selection Policy as revised."

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

C. Circulation Policy – The Board reviewed the recommended changes to the policy by the Planning Committee. Policy updates include changes to reflect the “fine-free” policy changes and clarification of information.

"Moved to adopt the Circulation Policy as revised."

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

Henricks reported that these “fine-free” policy changes will take effect on July 1, 2019.

D. Fees Policy – The Board reviewed the new policy replacing the Fines and Fees Policy as recommended by the Planning Committee.

"Moved to adopt the Fees Policy as revised."

Motion: Mullin
Second: Maddux
Vote: Aye - 7; Nay - 0

Henricks reported that this new "fine-free" policy will replace the current Fines and Fees policy on July 1, 2019.

E. Disposition of Exterior Banners – The Board continued discussion regarding the banners that hang from the historic building. These banners, based on a past marketing theme, will need to come down when the building is cleaned this summer. Henricks reported the cost to take down the banners is estimated at \$900 to \$1,000 and the City has approved the rehanging of the banners. The Board is undecided whether to rehang the current banners or have new ones made to reflect the new marketing campaign. The library van is due to be replaced in FY-20 and will allow for a new wrap if the Board decides. The original cost of the banners that included design, fabrication and installation was \$7,000.

"Moved to table the disposition of exterior banners agenda item."

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

6) Library Board Adjournment – The Board adjourned at 4:43 p.m.

"Motion to adjourn."

Motion: Monk
Second: Gorton
Vote: Aye - 7; Nay - 0



Pat Maddux, Board Secretary



Date