

ORIGINAL

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of June 27, 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, June 27, 2019.

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

Excused: Trustee Robert Armstrong

- 1) President Poggemiller called the meeting to order at 4:01 p.m.

"Moved to adopt the meeting agenda of June 27, 2019."

Motion: Kramer
Second: Maddux
Vote: Aye - 6; Nay - 0

- 2) Approval of Library Board of Trustees' Meeting Minutes of Thursday, May 23, 2019.

"Moved to approve the Board Minutes of Thursday, May 23, 2019"

Motion: Maddux
Second: Mullin
Vote: Aye - 6; 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 May, 2019"

Motion: Mullin
Second: Gorton
Vote: Aye - 6; Nay - 0

- 4) C-SPL Community Public Opinion Survey Presentation by Christopher Budzisz, Ph.D. Loras College, Dubuque, Iowa:

Budzisz provided an executive summary of the 323 page Public Opinion Survey with 404 respondents that was conducted by Loras College. Budzisz noted these highlights from the survey:

- Overall, the respondents viewed the public library as an essential service in Dubuque and their level satisfaction with the Library is high both with staff and with services.
- Respondents reported an interest in expanding service to the west side of town.
- Responses to the options for funding expanding this service were varied; however, the strongest response was for a public-private partnership, or private fundraising.

The Board also reviewed the individual comments provided by the public in the survey. Almost all of the comments were favorable of the Library including areas of outstanding service, being a community treasure, literacy for all, nostalgia, preservation, computers, the collection, safe place, variety of programming, homework, studying, reading, and learning.

The Board discussed the strong support for a west side branch library.

The Board thanked Budzisz for his summary and agreed to include the results as part of the new strategic plan.

5) 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 the end of May marks 92% of the fiscal year lapsing. Expenditures were at 89% and revenue collected was on target at 92% of projections. An amount of \$50,000 in the current fiscal year's budget must be reserved and carried over to FY2020 to put toward the purchase of a new SAN server. The Library Foundation did pledge up to \$4,200 toward the fine revenue shortage. This may not be required.
- b) Fine update – Henricks reported during the last month, 85.5% of items checked out were within the due date with 12.1% of the overdues representing materials 60 or more days late. This is the best month's performance since reintroducing fines in January 2019. The number of items checked out presently is greater than any month with or without fines during the past year. The greatest number of

items past due is 12.1% (over 60 days), followed by 1.2% (within seven days).

Late items will continue to be tracked by the number of days they are late so policies and procedures can be adjusted if required to avoid delays if items are not returned promptly.

Henricks reported the Dubuque County Library District approved moving to a fine-free policy and the Cascade Public Library is putting together a similar proposal.

- 2) Library Use Statistics – Henricks reported May was a busy month with most categories showing increases. Checkouts were up 9%, visits up 7%. The one activity that was low was the number of new library card signups, which averaged six per day. This average is typically higher, with at least nine per day, and can exceed 11 per day. The Summer Reading Program launched on June 10 and will likely generate an increase in the number of new cards issued.
- 3) Bike Library Update – Henricks reported that the Bike Library was at Flora Pool on Friday evening, June 7. At the end of the event, the bike was loaded onto the truck, which was on a hill. When the truck accelerated, the bike, which was disproportionately heavy, flipped backward, completely out of the truck. Some damage occurred to the bike and it is being repaired. The bike is scheduled to be back up and running within one week.
- 4) Art Update - David Hammer has left a bequest of \$10,000 to the Carnegie-Stout Public Library with the provision that it be used to supplement programs and services and not replace city funds.

Henricks requested that the funds received in this bequest be used for restoration of the Library's artworks. Hammer had a passion for the art in the library and served on art Committee in the 1980's and helped to complete the Library's first official art audit.

In the meantime, the Library's most valuable painting after the two Grant Wood paintings, the Maurice de Vlaminck artwork "Forest Scene" has been removed for reframing at a cost of \$745.00. The gold leaf frame complements the elegance and depth of the two other frames that contain Cranes' "Last Gleam" and Charlet's "First Lesson." A cream linen mat meets the frame and then an insert of gold leaf against the mat will finish the look.

Henricks reported on the Board approved restoration of the vase informally called "Wise Virgins" and protective display cases for it and the Carrera marble statue "Pandora." The vase was the first object of art that the library owned and was given by Judge O.P. Shiras around 1902. Pandora was donated by Mary Lull. Both of these pieces have delicate features and have been in the Director's office for safekeeping, with a plan to return these works to public view when secure displays are identified. Creative Touch Art Gallery has provided a quote for the cases.

The cost for the "Wise Virgins" case is \$2,150 and the cost for a case for "Pandora" is \$1,738. Although the approval was done some years ago, Henricks asked for the Board to provide feedback on whether or not to move forward with this project. The Board agreed to move forward with this project.

- 5) Marketing Update - Banner designs to support the Open marketing campaign are in process and will be presented to for review at a future meeting. A quote has been received for the new banners for \$2,150, which includes installation. The new quote is affordable with funding from the operating budget.

The Library Foundation met and approved the purchase of 1,500 books for distribution during the All Community Reads. In addition to nine partners, the three Hy-Vee grocery stores have agreed to give away books. Henricks reported she is in the process of identifying additional donors to purchase the books.

During May, the Chilton Auto Repair database was the focus of the digital marketing campaign. Although the database hit a high use of 25, only matched by one month in the past 18, the growth was not as significant as other databases promoted.

- B. Comment Cards – The Board reviewed the three cards and concurred with the staff 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, Bike Library Update, Art Update, Marketing Update, and the Library Comment Cards."

Motion: Gorton

Second: Mullin
Vote: Aye - 6; Nay - 0

6) Action Items:

- Library Expenditures – Henricks provided an itemized report of FY-19 expenditures for May 20 to June 20, 2019 for Board review.

"Moved to approve Library expenditures from May 20 to June 20, 2019."

Motion: Mullin
Second: Gorton
Vote: Aye - 6; Nay - 0

7) Communication/Public Comment – The Library Board presented Trustee Pat Maddux with a framed photo of the Library at night in appreciation for his service to the Library and the community during his term on the Library Board of Trustees.

"Moved to receive and file communication and public comment."

Motion: Mullin
Second: Gorton
Vote: Aye - 6; Nay - 0

8) Library Board Adjournment – The Board adjourned at 5:13 p.m.

"Motion to adjourn."

Motion: Monk
Second: Gorton
Vote: Aye - 6; Nay - 0

Rosemary R. Kramer *July 25, 2019*

Board Secretary *Date*