

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of July 23, 2009**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Library Board Room at 4:00 p.m. on Thursday, July 23, 2009.

Present: President Diann Guns, Vice President Beverly Kolz; Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer; Trustee Elizabeth Leeper; Trustee Mike Willis; Library Director Susan Henricks; and Recorder Denette Kellogg

Public Present: Fred Miller, 2462 Central Avenue, Dubuque, Iowa

1. President Diann Guns called the meeting to order 4:02 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, July 23, 2009."

Motion: Kolz
Second: Connors
Vote: Aye – 7; Nay – 0

2. Approval of Library Board of Trustees' Minutes of June 25, 2009.

"Moved to approve the Board minutes of Thursday, June 25, 2009 with the following changes: To reflect that May 28, 2009 Board minutes were reviewed and to show that Library staff member Deb Fliegel joined the meeting."

Motion: Smith
Second: Kolz
Vote: Aye - 7; Nay - 0

3. Board President's Report - Communication with the Dubuque City Council. Guns reported on the summary report of the Board to the City Council from the Thursday, June 25, 2009 Board meeting.

"Moved to receive and file the Communication with the Dubuque City Council."

Motion: Kolz
Second: Leeper
Vote: Aye – 7; Nay – 0

4. Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update: Henricks provided a written summary of the following items to the Library Board with the following additional comments:

- 1) Library Financial Report – Henricks reported that the month of June marked the end of the 12th month of the fiscal year with expenditures currently under budget at ninety-five percent. About half of this amount came from a savings in salaries and benefits that cannot be used to supplement other budget lines. A carryover of \$40,000 into the Library's budget for FY 2010 will be requested. Revenue came in at nearly 126 percent of projections. Budgeted projections for FY 2009 in revenue were lower than typical years as it was predicted that construction would have a negative impact on funds generated. Business actually increased accounting for the extra revenue raised. In the budget process, there is a period thirteen month report of the budget year that is the final reconciliation of the budget year. This report is usually available in early August of each year that provides for the final percentages for the fiscal year.

Guns asked about why the June 2009 Gift Trust report had no investment earnings and asked for an explanation in regard to the expenditure of \$28,878.32 from the General Gift Trust being transferred to the renovation. Henricks reported that the thirteenth month report of the fiscal year 2009 is expected to post the investment earnings for the month of June. The transfer of funds from the General Gift Trust to the City Renovation Project Capital Improvement Project (CIP) were the funds previously approved by the Board at their April 15, 2009 meeting in regard to the woodwork in the auditorium and stenciling in the third floor rotunda.

- 2) Library Use Statistics – Henricks reported that FY 2009 closed with an increase in overall circulation of library materials of 610,268 items circulation. Circulation of this number is remarkable and significant considering that the building has been under construction with disruption to

visitors for six months of the year. Henricks reported that books remain the most popular format to borrow, representing sixty-eight percent of total circulation with the DVD format the second most popular at thirty percent of total checkouts.

Henricks reported that another large, and unpredicted, increase came from "reference inquiries" which were up ten percent for the year.

Internet use by amount of time spent per session was up. The Circulation of laptop computers became very popular with a ninety-eight percent increase over the same time last year. Patrons seem to enjoy the use of the laptops as they can take the laptop to any of the study areas in the Library.

Henricks reported that in the past year the Library has been withdrawing inactive and expired borrowers at a rate of nearly 300 per month, resulting in about 5,000 less borrowers from FY 2008. Although this result reflects the decrease in total borrowers, the 40,211 total borrowers as of June 30, 2009 reflect more active library users.

- 3) Library Construction Report – Henricks provided an update on the biweekly construction meeting held this morning. She is working with the architect and construction manager in regard to an updated construction schedule and some construction issues including delays in general. It is hoped that the second phase of first floor be substantially complete by August 20, 2009 and that finish work on the third floor will be finished soon. The Board reported its desire for the project to stay on schedule with a quality project in the end.

Henricks reported that furniture bids received came in low enough to allow affordability of the needed workstations library-wide and possibly furnishings for the staff lounge.

Henricks reported that the temporary walls in the second and third floor rotundas will be decorated by local children and local artwork during construction phase transitions.

- 4) Marketing Update - Library News in the Dubuque Telegraph Herald - Henricks reported on a detailed report, provided by

Librarian Betty Baule, of news appearing in the Telegraph Herald about the Library from January through June 2009.

- 5) American Library Association (ALA) Conference Summary - Henricks reported on attending the ALA's annual conference in Chicago. A summary of three of the sessions she attended, "Libraries and Local Economic Development," Customer Service from the Best, and "Solutions for Disengaging from Patrons" was provided to the Board.

Henricks reported that four other Staff members attended the conference and attended sessions that applied to their specific service areas.

- B. Library Comment Cards - The Library 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 on the Library Financial Report, Library Use Statistics, Library Construction Update, Marketing Update. American Library Association (ALA) Conference Summary and Library Comment Cards."

*Motion: Leeper
Second: Hammer
Vote: Aye – 7; Nay – 0*

5. Library Director's Annual Review - The Board reported its completion of the Library Director's annual review.

"Moved to receive and file the Library Director's annual review as submitted."

*Motion: Leeper
Second: Connors
Vote: Aye – 7; Nay – 0*

The Board thanked Connors and Smith for their hard work and efforts in preparing and implementing the evaluation tool that will also be used as a basis for future reviews.

6. Items for Action:

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- A. Discussion of New Library Logo - Henricks provided five logo concepts for the Board's review from designer Genesis Gaule. A few Board members indicated their least preference for options number four and five. The Board referred the agenda item to the Relations Committee for further review and for recommendation to the Board. A new logo will be developed to coincide with the Library construction completion and grand opening.
- B. Board Election of Officers - Henricks reported that in July of each year, in accordance with the Trustee's Bylaws, the Board elects new officers. Discussion was held of the usual informal progression of electing officers.

"Moved to reappoint Diann Guns as Board President, Beverly Kolz as Board Vice President, and Kristen Smith as Board Secretary as Board officers for the coming fiscal year."

Motion: Hammer
Second: Leeper
Vote: Aye – 7

Board members thanked the reappointed officers for their hard work and efforts for the past year.

The Board members agreed on continuing the current Committee structure for the coming year as follows:

- Operations Committee: Beverly Kolz and Mike Willis
- Relations Committee: Paula Connors and Kristen Smith
- Planning Committee: David Hammer and Elizabeth Leeper

Connors agreed to represent the Library Board on the Library Art Sub-Committee.

Henricks reported on the request from the City Clerk's office to swear in the newly reappointed Board members Guns, Kolz and Willis at the Board meeting. Each reappointed member read aloud their oath of office and were sworn in by the President and Vice President of the Board. The signed forms will be returned to the City Clerk's office. Henricks reported that Guns and Kolz terms were extended one year introduce staggered terms and will also provide Board members

involved in the renovation to be on the Board until the completion of the project.

7. Communications/Public Comment:

- Henricks reported that a new Library Board photo would be taken at an upcoming Board meeting when all Board members are present.
- Guns reported on the letter to library supporters will be going out explaining the need for additional library staff and how they can help by contacting their City Council member as the City Council will be meeting soon to plan and set priorities and goals for the coming year.

8. Library Board Adjournment - The Board adjourned at 4:52 p.m.

"Motion to adjourn."

Motion: Connors
Second: Leeper
Vote: Aye -7; Nay - 0



Kristen Smith, Board Secretary