

ORIGINAL

**Carnegie-Stout Public Library  
Board of Trustees'  
Meeting Minutes of August 27, 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, August 27, 2009.

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

1. President Diann Guns called the meeting to order at 4:03 p.m. and the agenda was adopted.

*"Moved to adopt the meeting agenda of Thursday, August 27, 2009 with the addition adding the following two items under action items: Library Fine Amnesty Days Consideration and Thank You Correspondence to Library Supporters."*

*Motion: Connors  
Second: Willis  
Vote: Aye - 7; Nay - 0*

Trustees posed for a Library Board photo.

2. Approval of Library Board of Trustees' Minutes of July 23, 2009.

*"Moved to approve the Board minutes of Thursday, July 23, 2009 with the change of the word "from" to "for" on page 4, section 5) in the title "Solutions from for Disengaging from Patrons."*

*Motion: Kolz  
Second: Connors  
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, July 23, 2009 Library Board meeting.

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

*Motion:* Kolz  
*Second:* Willis  
*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 July concluded FY-09 with the thirteenth month budget report. The Library's budget came in under budget with \$91,394.58. A carry over for the funds into fiscal year 2010 related to library materials in the amount of \$44,000 was approved with the final budget expended at ninety-eight percent of the Library's \$2,463,379 budget or \$2,414,110 for FY-09. Revenue for FY-09 came in above budget predictions at 126 percent.

Henricks reports that the first month of FY-10 reflects eight percent of the budget year lapsed with eleven percent of the budget expended. Connors reported on what appears to be a high expense for supplies and services at twenty-four percent. Henricks reported that the beginning of the fiscal year is when the Library pays for many of its maintenance contracts and services for the entire year, creating a disparity in the first few months that level off as the year progresses.

- 2) Library Use Statistics – Henricks reported that fiscal year 2009 closed with an historical record for Library use. Henricks reported this is remarkable given the circumstances such as three floors of the facility being under active construction, fifty percent of the public space not available, 45,000 books in storage and parking presenting a challenge for the past six months. Of note the following statistics for the FY-09 were provided:
  - Circulation up six percent
  - Reference questions up ten percent
  - New library cards issued up ten percent
  - Number of visitors to the Library up three percent

- Number of volunteer hours to the Library up thirty-one percent
- Internet Computer Room use up eight percent

Henricks reported that the first month of the fiscal year FY-10 has also started with increased use in many areas. Hammer noted the thirty-one percent increase in volunteer hours.

Willis asked if the Library has considered carrying video games for patrons to check out. Henricks reported that the Library currently offers video game days and evenings for patrons, but does not currently carry video games. The Library does carry educational type items such as Leap Frog. She suggested that she would investigate the idea and report back to the Board with informational update.

Leeper asked what a Blu-Ray DVD was. Henricks reported that a Blu-Ray DVD offers a high definition format that produces a higher quality picture. A Blu-Ray DVD machine is required to view this format; a regular DVD player will not work.

- 3) Library Construction Report – Henricks reported an ongoing problem with areas of the third floor with the new sub-floor buckling. Henricks reported that she, along with representatives from OPN Architects and Durrant, have reviewed this. Kolz reported that she attended one of the construction meetings where they were told that the buckling of the floor would not happen again in another area. Henricks reported that the problem has occurred three times in a number of areas since the initial "buckling spot."

Henricks reported that she had learned that the landscaping project seemed to double in cost with the one bid received much higher than estimated and she has asked some questions. Steve Brown from City Engineering reported that the funds for the sidewalk and landscaping had been combined. Henricks reported that she will confirm this and will identify additional costs involved as well as recommend seeking bids for the projects. If the funds available are sufficient to cover the projects, the Board agreed to move forward, but if not they will need to discuss the information further.

Henricks reported that the final walk through for Phase Two-First Floor is scheduled for September 10, 2009. After this is completed, the Adult non-fiction that is located on the west side of the first floor Carnegie building will be moved into this area to clear space for Phase Three. The carpeting installed is not what was selected or specified. Options will be discussed over the next few weeks. The issue of the unacceptable elm veneer on the Youth Services desk has been resolved. The contractor sub-contracted with a company that specializes in this application which will be done off-site and then installed.

- 4) Staff Development Day Summary Report - Henricks reported on the successful development day held on Thursday, August 13, 2009. Sessions on customer service, sustainability, the LEED (Leadership in Energy and Environmental Design) building design, and fire safety were conducted along with an update on the Library's construction schedule and impacts.
- 5) Library Summer Reading Program Report - Henricks reported on the record numbers in all areas of the summer reading programs offered while construction continued. The children's program had 2,638 children sign up with a nearly 50 percent completion rate. The teen program had set higher goals this year with visits to schools before the end of the school year to promote the summer reading program. As a result, the teen program saw 440 youth signing up and 220 that completed the program. The adult program had a record 161 adult participants with 69 completing the program.

Kolz noted that the Adult summer reading program report noted gender of the participants. Henricks reported on the efforts to provide adult programming that appeals to both men and women.

Hammer asked about the Six-Word Memoir program. Leeper reported that a friend of hers participated in this library program that focused on participants writing a six word memoir or autobiography about themselves.

The Board expressed its congratulations on a successful summer reading program.

B. Library Comment Cards - The Library Board reviewed the four 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, Staff Development Day Summary Report, Library Summer Reading Program report, and Library Comment Cards."*

*Motion: Connors  
Second: Kolz  
Vote: Aye - 7; Nay - 0*

5. Items for Action:

A. Library Fine Amnesty Days – Henricks reported on a proposal to provide Amnesty Days during the time of Library construction and Locust Street construction. The promotional idea would be offered as recognition of the difficulty many patrons are facing to access the Library as the streets are closed for repairs and repaving. The impact to Library revenue would be minimal with a projected loss of approximately \$1,500. The Library has provided this service periodically in previous years and it was very successful for public relations. The Board encouraged staff to look at all of the possibilities that people might consider to prevent abuse and provide rules. Also use a promotional line such as, "We appreciate the fact that you have been inconvenienced." They also suggested the period of time be one week versus once a week for a period of time.

*"In recognition to the public for the inconvenience caused by Library construction and street construction, the Library Board moved to approve and charge the Library director to pursue the idea of an amnesty day(s) or week(s) for library fines, at her discretion, not to exceed an average of ten days of fine revenue with the program to take place over the next two months."*

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

B. Library Logo Design Options – Connors reported on the Relations Committee meeting to discuss feedback from the Staff in regard to the design of the new library logo. Connors reported the feedback from the majority of staff indicates their choice of a design to be the one which resembles the Library pillars and is also similar to the new Library web page design. The Relations Committee concurs with this suggestion and requests that more designs relating to the pillars be provided.

*"Motion to refer the logo design back to the graphic artist to develop additional selections with the theme of the Library pillars for the Board's review."*

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

C. Thank You Correspondence to Library Supporters – Connors reported that the Relations Committee reviewed the suggestion from Kolz in regard to a "thank you" letter being sent to Library supporters for their advocacy efforts in contacting the City Council in making the Library a staffing priority in the coming year. The Library is currently short of staff in the renovated facility. The Committee recommended that postcards be sent to the supporters, thanking them for their continued support. The mailing cost impact will be approximately \$100.00 of the Library's budget.

*"Motion to approve a thank you to be sent to Library supporters thanking them for their help in contacting City Council members in making the Library a staffing priority in the coming year."*

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

## 6. Communications/Public Comment:

- Hammer asked what the criteria was for developing the collection of magazines that the Library carries. Henricks reported on the collection policy that provides guidelines for selection of materials, recommendations from reviews, and circulation records. In addition, the In House Use Study is a tool that provides information on items that the public use inside the Library. This study measures materials read or browsed that do not check out,

or are only used in the library. Patrons may also complete a Patron Request Form which offers titles for the selectors to consider.

- The Board asked that the Library Foundation be thanked for its ongoing efforts in support of the Library and on their current success of their annual campaign. Kolz reported that she would pass this information along at their Board meeting to be held following Library Board meeting.

7. Library Board Adjournment - The Board adjourned at 4:48 p.m.

*"Motion to adjourn."*

*Motion: Connors*  
*Second: Willis*  
*Vote: Aye -7; Nay - 0*

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*Kristen Smith*  
**Kristen Smith, Board Secretary**