

ORIGINAL

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

Present: Board President Christy Monk; Vice President Pam Mullin; Board Secretary Rosemary Kramer; Trustee Robert Armstrong; Trustee Greg Gorton; Trustee Victor Lieberman (arrived at 4:02 p.m.); Director, Susan Henricks and Secretary Denette Kellogg.

Excused: Trustee Patty Poggemiller

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

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

Motion: Gorton
Second: Armstrong
Vote: Aye – 5; Nay – 0

- 2) Election of Board Officers – Monk reviewed Article I of the Board of Trustees By-Laws that provides information about officers of the Library Board that are elected at the annual meeting each year. Monk asked for nominations for the Board officers.

"Moved to nominate Christy Monk as President of the Library Board of Trustees."

Motion: Mullin
Second: Kramer
Vote: Aye – 5; Nay – 0

"Moved to nominate Pam Mullin as Vice President of the Library Board of Trustees."

Motion: Kramer
Second: Gorton
Vote: Aye – 5; Nay – 0

"Moved to nominate Rosemary Kramer as Board Secretary of the Library Board of Trustees."

Motion: Mullin
Second: Gorton

Vote: Aye – 5; Nay – 0

Monk reported that she will conduct board committee appointments at the August, 2019 meeting. In preparation for the appointments, Monk asked the board to review Article IV: Standing Committees section of the Trustee By-Laws and contact her before the meeting to request serving on a particular committee.

3) Approval of Library Board of Trustees' Meeting Minutes of Thursday, June 27, 2019. Kramer suggested two changes to the minutes and the Board agreed.

"Moved to approve the Board Minutes of Thursday, June 27, 2019 with changing on page 2, item 4), first bullet, add the word "of" after the word "level"; and, on page 4, item 5) delete the word "to" in the second line."

*Motion: Kramer
Second: Mullin
Vote: Aye – 6; Nay – 0*

4) Board President's Report:

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

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

*Motion: Mullin
Second: Armstrong
Vote: Aye – 6; Nay – 0*

5) Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update:

1) Library Financial Report FY 2019:

Library Financial Report – Henricks reported that June 30 saw the close of fiscal year 2019. Carryover requests were submitted for the \$50,000 server, conference travel at the end of the fiscal year, and utilities. The library will come in under budget for the 17th consecutive year, although quite close. The budget for FY 2019 was about \$3.6 million and the Library should be under budget by about \$7,000.

The Board commended Henricks for her fiscal responsibility of library funds and coming in under budget.

- 2) Fine update – Henricks reported that a snapshot of past dues was taken for one day, July 18, and showed expected results. The number of past dues within seven days were higher than the past six months with fines and reflected 4.4% of all items checked out. Materials that are long overdue (60+ days) are lower than at any time during the past six months with fines, at 11.9%. The long overdue materials were between 14% and 16% during the past six months with fines.
- 3) Library Use Statistics – Henricks reported FY 2019 closed with a 4% increase in Circulation and a 1% increase in the number of visitors. This represents tremendous growth. FY 2012 was the last time this much overall growth was realized.

Materials cataloged as Adult increased 5.3% and those for Youth increased 1.6%. Greatest growth in the past fiscal year was realized in the Maker Space. The number of programs held in the space increased 279% and the number of attendees grew by 310%. The number of visitors to the Maker Space increased 81% and new certified makers increased 52%.

Other areas of growth include the number of attendees to adult programs, which increased 37%. The attendance to programs held outside the library for adults increased 243%. Youth Services programs realized a 29% increase in the number of attendees to programs during the fiscal year, with attendance to off-site programs increasing 39%.

- 4) Marketing Update - Henricks reported that in June, 2019 Transparent Languages was promoted through social media and the Library's website. This promotion likely resulted in the growth experienced. Use of Transparent Languages was 134% greater than the highest month of use since its introduction and 303% higher than the entire calendar year of 2018. The current promotion is Morningstar Investments.

The Board reviewed and provided suggestions for a sample banner design that will replace the banners now hanging near the exterior historical entrance.

Henricks reported she is in the process of investigating a number of library applications for mobile devices (apps).

B. Comment Cards – The Board reviewed one comment card received and concurred with the staff response provided.

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

*Motion: Mullin
Second: Kramer
Vote: Aye – 6; Nay – 0*

6) Action Items:

- Library Expenditures – Henricks provided an itemized report of FY-20 expenditures for June 24 to July 19, 2019 for Board review.

"Moved to approve Library expenditures from June 24 to July 19, 2019."

*Motion: Armstrong
Second: Kramer
Vote: Aye – 6; Nay – 0*

7) Library Board Adjournment – The Board adjourned at 4:56 p.m.

"Motion to adjourn."

*Motion: Kramer
Second: Mullin
Vote: Aye – 6; Nay – 0*

Rosemary Kramer
Rosemary Kramer, Board Secretary

8-22-19

Date