

ORIGINAL

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of August 22, 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, August 22, 2019

Present: Board President Christy Monk; Vice President Pam Mullin; Board Secretary Rosemary Kramer; Trustee Robert Armstrong; Trustee Victor Lieberman; Trustee Patty Poggemiller; Director, Susan Henricks and Secretary Denette Kellogg.

Excused: Trustee Greg Gorton

- 1) President Monk called the meeting to order at 4:00 p.m.

"Moved to adopt the meeting agenda of August 22, 2019."

Motion: Poggemiller

Second: Armstrong

Vote: Aye – 6; Nay – 0

- 2) Library Board Committee Appointments - Monk reported on feedback received from Trustees as to committee preferences. Monk made the following Trustee appointments:

- Relations Committee – Robert Armstrong and Rose Kramer
- Operations Committee – Victor Lieberman and Patty Poggemiller
- Planning Committee – Pam Mullin and Greg Gorton
- 28E Agency – Patty Poggemiller along with Library Director
- Art Subcommittee – Robert Armstrong
- Library Foundation – Christy Monk and Patty Poggemiller

"Moved to receive and file the Library Board Committee Appointments."

Motion: Mullin

Second: Poggemiller

Vote: Aye – 6; Nay – 0

- 3) Approval of Library Board of Trustees' Meeting Minutes of Thursday, July 25, 2019.

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

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 July, 2019.

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

Motion: Poggemiller

Second: Mullin

Vote: Aye – 6; Nay – 0

5) Motion to Receive and File Informational Items:

- A. Library Director's Report Summary and Update: Henricks asked that the Relations Committee have a meeting and they agreed to meet on September 5, 2019.

1) Library Financial Report FY 2019:

Library Financial Report – Henricks reported that the end of July marked the end of the first month in Fiscal Year 2020 (8% of the year lapsed). Expenditures were at 9%. Revenue collected is at 10% of projections.

The Board requested that an update on the cost of eBooks relative to publishers be provided at the September 2019 Board meeting.

- 2) Fine-Free Update – Henricks reported that a snapshot of one day of past dues showed that 79.6% of items checked out were within the loan period, and 20.4% were past due. This is 1.2% higher than the average during the six-month trial period last fiscal year. The percent of 79.6 is not unusually high. Four months during the trial experienced a higher level of over dues as well as one month this year with fines. Careful tracking of the return rates will continue.
- 3) Library Use Statistics – Henricks reported that the month of July was a busy month with increased use seen in nearly every area. The number of checkouts increased 14% compared to last year with both print and digital formats up. An average of just over 10 new library card accounts were opened each day of the month. The number of visitors to the library increased 10% compared to the same time last year. The number of visitors to the Maker Space increased 133% compared to July of last year. August will bring a purging of patron records with inactive borrowers of more than five years being cleared out of the patron database. This will result in a lower number of overall library card holders.

- 4) Marketing Update - Henricks reported that in July 2019, the Morningstar Investment database was promoted. As a result of this promotion, there was an increase in use with a 92% increase over June 2019 indicating that the promotion was a success.

Transparent Languages was successfully promoted in June 2019 and this use carried over into July, with even a higher rate of usage than in June. The initial marketing promotion indicates patrons are more aware of this database and are using it.

The digital magazine database, Flipster, will be promoted in August 2019. People magazine has been added and is expected to attract new users for the digital magazine.

September is National Library Card signup month. The Library will host a book hunt that will take place in the community. Clues will take hunters to various businesses or locations with the goal of finding the hidden books. Prizes are the books found as well as a membership in the Carnegie-Club.

In September, promotion of the WhisperRoom will begin with the goal of taking the current monthly use and increasing it to become weekly use of the room.

Henricks reported on the All Community Reads (ACR) project grant requests written and funding received to date, along with other requests pending. This funding will allow for the purchase of over 4,000 of the community wide reading program book, "Picking Cotton: Our Memoir of Injustice and Redemption" by Jennifer Thompson-Cannino and Ronald Cotton. The program and events launch on September 30, 2019 with the free books available at eight different locations including the Library. There are many programs scheduled in the month of October with the final event an author visit on November 5, 2019 at Dubuque Five Flags.

- 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 one Library Comment Card."

Motion: Poggemiller

Second: Kramer
Vote: Aye – 6; Nay – 0

6) Action Items:

- A. Library Board of Trustee By-Laws – Henricks provided a review of the change to move the Trustee members to the Library Foundation from the Relations Committee responsibilities as the appointments may not be Relations Committee members. Additionally, a change was made to reflect that up to three Trustee members may be appointed by the Library Board President to the Library Foundation Board, which coincides with the Library Foundation's by-laws.

"Moved to adopt the Library Board of Trustee By-Laws."

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

- B. Library Expenditures – Henricks provided an itemized report of FY-20 expenditures for July 20 to August 16, 2019 for Board review.

"Moved to approve Library expenditures from July 20 to August 16, 2019."

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

7) Library Board Adjournment – The Board adjourned at 5:03 p.m.

"Motion to adjourn."

Motion: Mullin
Second: Poggemiller
Vote: Aye – 6; Nay – 0

Rosemary B. Kramer

Rosemary Kramer, Board Secretary

9-26-19

Date