

*ORIGINAL*

**Carnegie-Stout Public Library**  
**Board of Trustees**  
**Meeting Minutes of September 26, 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, September 26, 2019

*Present:* Board President Christy Monk; Vice President Pam Mullin; Board Secretary Rosemary Kramer; Trustee Robert Armstrong; Trustee Victor Lieberman; Trustee Patty Poggemiller (entered at 4:05 p.m.); Director, Susan Henricks and Secretary Denette Kellogg.

*Excused:* Trustee Greg Gorton

1. President Monk called the meeting to order at 4:00 p.m. and requested an addition to the agenda.

*"Moved to adopt the meeting agenda of September 26, 2019 with the addition of appointing a library board representative to the Carnegie-Stout Public Library Foundation Board."*

*Motion:* Armstrong  
*Second:* Kramer  
*Vote:* Aye - 5; Nay - 0

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, August 22, 2019.

*"Moved to approve the Board Minutes of Thursday, August 22, 2019."*

*Motion:* Mullin  
*Second:* Armstrong  
*Vote:* Aye - 5; Nay - 0

3. Board President's Report:

- A. The Board reviewed the Communication with the Dubuque City Council for August, 2019.

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

*Motion:* Kramer  
*Second:* Mullin  
*Vote:* Aye - 5 Nay - 0

B. Appointment to Library Foundation Board – Monk reported that in addition to herself and Trustee Poggemiller, she is appointing Trustee Kramer to fill Gorton’s place as a Library Board representative to the Library Foundation Board.

Trustee Poggemiller entered the meeting.

4. Motion to Receive and File Informational Items:

A. Library Director’s Report Summary and Update:

1) Library Financial Report Fiscal Year (FY) 2020:

Library Financial Report – Henricks reported that the second month of FY 2020 or 17% of the fiscal year had lapsed. Expenditures were at 24% and revenue raised was at 20% of projections. Work was begun on the FY 2021 budget request with deadlines for submission on October 11, 2019. The final budget presentation to the City Manager is scheduled on February 24, 2020.

2) Library Use Statistics – Henricks reported that the month of August continued with strong library use. The number of checkouts increased 12% compared to the same time last year. The number of visitors increased 1% compared to August of last year and was up 6% year-to-date. Internet computers and wireless access increased 16% compared to August of last year. DVD and Blu-ray circulation, grew over 22% when compared to the same time last year. Digital use increased 24% when compared to last year. The most significant growth was to the Maker Space use, which increased over 231% during the month of August compared to August of last year.

3) Marketing Update - Henricks reported the promotion of Flipster in August with the introduction of *People* magazine was effective as digital magazine use increased 29%.

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

4) All Community Reads Update - Henricks reported marketing has begun for the All Community Reads project with the official kick off date of October 1, 2019. The All Community Reads free book, *Picking Cotton: our Memoir of Injustice and Redemption*, will be

available at eight different locations beginning September 30. Along with the other monetary and inkind donors, the Telegraph Herald is donating five ads and one of these will go out around the time of the kick off.

A recent donation of \$10,000 was given in support of the All Community Reads by the Sisters of the Presentation, BVM. This grant will fund the purchase of more books.

- 5) Staff Development Day Report – Henricks reported on the staff development day training and activities held on September 12 at the Library. Training on trauma-informed care and several aspects of Security and Safety were completed. Simulations on severe weather and tornado drills along with active shooter training took place. A summary of staff comments was presented to the Board.
- 6) Relations Committee Update - The Relations Committee met on September 5 and discussed the possibility of maximizing the funds that can be raised by the Library's deaccessioned books that are donated to the Friends. Monk and Henricks will attend the Friends Board next meeting and present a financial review of doing business with Better World Books vs. Thrift Books.
- 7) Digital Books & Audio Report – The Library Board has been reviewing the struggle to afford the high cost of e-Books and audio materials. Henricks provided a report on the past, present, and future of digital media. The Board suggested following the American Library Association recommendation to urge library users to become involved in the fight for e-Book access and to share their opinions with the larger publishers of this media. It was suggested that a banner or information be provided on the downloadable web pages to patrons about this issue and ask them to become part of the effort in contacting publishers to share their disappointment in rising costs and limited title selection.

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, Library Use Statistics, Marketing Update, All Community Reads Update, Relations Committee Update, Digital Books and Audio Report update, and one Library Comment Card."*

*Motion: Kramer  
Second: Mullin*

*Vote: Aye – 6; Nay – 0*

5. Action Items:

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

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

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

B. David Hammer Trust – Henricks reported that a \$10,000 gift has been received from the estate of David Hammer. Action is needed to determine how the gift money should be spent. Hammer was a library trustee from 1963-1975 and again from 2008-2013. Hammer had a passion for the arts and headed the library's first art inventory project. Knowing this about Hammer, as well as the current need for funding to support library works of art, Henricks suggested the Board consider establishing a restricted trust to fund maintenance of the art collection. Current needs include the restoration of two paintings, the purchase of display cases for two fragile works of art, and an updated appraisal of all art for insurance purposes. The Board agreed with establishing a restricted trust for this purpose.

*"Moved to establish a restricted David Hammer Trust for the purpose of Library art restoration, art appraisal, and art display cases."*

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

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

*"Motion to adjourn."*

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

*Rosemary Kramer*  
**Rosemary Kramer, Board Secretary**

*10-24-19*

**Date**