

*ORIGINAL*

**Carnegie-Stout Public Library**  
**Board of Trustees**  
**Meeting Minutes of November 21, 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, November 21, 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. and requested that agenda item *3. President's Report* be moved to follow the agenda item *5. Action Items*.

*"Moved to adopt the meeting agenda of November 21, 2019 with moving agenda item 3. President's report to follow agenda item 5. Action Items."*

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

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, October 24, 2019.

*"Moved to approve the Board Minutes of Thursday, October 24, 2019."*

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

3. Motion to Receive and File Informational Items:

- A. Library Director's Report Summary and Update: Henricks reported experiencing lengthy delays in hiring employees. The Board discussed the responsibility to keep the library staffed adequately to serve the needs of the public. The subject will be discussed at a Relations Committee meeting.

Monk asked for an update on the Library's Food Pantry Project and Henricks referred to Adult Services Manager Bill Carroll to respond. Carroll reported the pantry project is going well with over 700 donated items and \$250.00 in funding from the Friends of the Library.

- 1) Library Financial Report Fiscal Year (FY) 2020: Henricks reported that October marks 33% of the fiscal year lapsing. Expenditures are at 36% and revenue income is at 30% of projections.
- 2) Library Use Statistics – Henricks reported that checkouts increased during the month of October by 6% compared to last year and are up 10% year-to-date compared to 2018. Increases were in the formats of DVD/Blu-ray and digital materials. The visitor count decreased by 2%; however, year-to-date the number of visits has increased 4%. Internet use by Adults, Teens, and Children all increased significantly. Digital media use increased 17%. The greatest increase is in use of the Maker Space with increases ranging from 269% to 882%.
- 3) Fine Free Update - Henricks reported that the return patterns without fines mirror that of libraries that have reported what has taken place when they made the transition to not charging for past due materials, which is: more short-term past due items, but a greater return of those items that are over 60 days late. The average percent of the collection within the borrowing period has decreased 2.5% and is attributed to materials that were overdue up to seven days. Items overdue within the first seven days of the due date have grown nearly 9% (average of 11 months data). What has increased significantly is the return of very long overdue items. The library is getting back nearly 14% more items.
- 4) All Community Reads Update - Henricks reported the All Community Reads was successful by all measurements. Before the doors to the author event at the theater opened at 6:30 p.m., a line formed that extended the length of the block. Five Flags reported 616 attendees to the author event and expressed interest in repeating this next year. The City Cable Department recorded the author event and the video will be available via a link on the Library's web site and on City Channel 8 by November 22, 2019.
- 5) Strategic Planning Options – Henricks provided background information for this action item on options for the next long-range planning process that should begin in early 2020. There are three processes available from which to choose that include the Public Library Association's Planning for Results model facilitated through the State Library of Iowa. Secondly, would be to hire a consultant or facilitator to complete the process. Lastly, would be for the library to do its own plan and draw from the community survey and community demographics and form a Planning Committee Team to complete the process.

6) Friends Update – Henricks reported that she and President Monk attended the November 2019 Friends of the Library Board meeting. Review of used book sale vendors was offered along with a comparison spreadsheet outlining potential funds that could be raised for used books through Thrift Books. The Friends agreed to try the new vendor for sales of used books.

B. Comment Cards – The Board reviewed three comment cards received and concurred with the staff responses provided.

*"Moved to receive and file the informational update from the Library Director including the Library Financial Reports FY-20, Library Use Statistics, Fine Free Update, All Community Reads Update, Strategic Planning Options, Friends of the Library Update, and three Library Comment Cards."*

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

4. Action Items:

A. Library Expenditures - Henricks provided an itemized report of FY-20 expenditures from October 18 to November 15, 2019 for Board review.

*"Moved to approve Library expenditures from October 18 to November 15, 2019."*

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

B. Library Circulation Policy – Henricks reporting the need to revise this policy to include a requirement of the patron's photo on their account in the borrower database for new or renewed library cards.

*"Moved to adopt the revision to the Library Circulation Policy."*

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

C. Library Meeting Room Policy – Henricks reported on the review of the policy by the City's Legal Department. The recommended changes made are not

content related, but eliminate passive language. Kramer suggested two additional clarifications and the Board agreed with all recommended changes as reviewed.

*"Moved to adopt the revisions to the Library Meeting Room Policy."*

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

D. Selection of Strategic Planning Process Tool – The Board reviewed the background information provided by Henricks of the different types of tools that are available to use for the Library's strategic planning process. The options include hiring a consultant to facilitate the process, using the Planning for Results model with a state library consultant, or a model that would be managed internally. The Board agreed not to use the internal planning model and to table the agenda item until additional references on the consultants are received.

*"Moved to table the Selection of Strategic Planning Process Tool."*

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

E. Digital Materials Evaluation and Funding – Henricks provided information on the Library's digital materials and the long waiting lists for these materials along with the rising high costs that the materials budget cannot currently support. She recommended in the short-term that the Board consider a one-time funding of up to \$10,000 from a Library gift trust account for digital materials to purchase multiple copies of titles, in order to keep the wait list to two months.

Henricks reported that an extensive evaluation of the library's entire collection is taking place to determine where collection funds might be reallocated to support this collection and reduce long wait lists. The evaluation will have three parts including: determining the cost to bring the downloadable collection to the point of meeting demand in a reasonable amount of time; a detailed examination of the use of the print and audio-visual collection; and, evaluation of the use of databases.

The Board discussed the issue at length because the collection is considered as within the operating budget; therefore, the use of gift funds which are

intended to supplement the collection, and not supplant city funds, is not best practice.

The Board stated that this allocation of funding would be a one-time project for the digital collection to support additional copies of materials that have long wait lists. The Board requested updates on the purchases to reduce the backlog of long wait lists.

*"Moved to approve up to \$10,000 of funding from the General Gift Trust for the digital materials project initiative ending June 30, 2020."*

*Motion: Mullin  
Second: Armstrong  
Vote: Aye – 4; Nay – (Mullin and Poggemiller)*

5. Board President's Report – Monk reported that the Library Foundation is interested in funding projects annually.

- The Board reviewed the Communication with the Dubuque City Council for September 2019.

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

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

6. Communication/Public Comment – None.

7. Library Board Adjournment – The Board adjourned at 5:59 p.m.

*"Motion to adjourn."*

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

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

*12-19-19*

**Date**