

ORIGINAL

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes February 20, 2020**

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, February 20, 2020

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

Excused: Trustee Victor Lieberman

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

"Moved to adopt the meeting agenda of February 20, 2020."

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

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, January 23, 2020.

"Moved to approve the Board Minutes of Thursday, January 23, 2020."

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

3. Board President's Report:

The Board reviewed the Communication with the Dubuque City Council for January, 2020.

"Moved to receive and file the Communication with the Dubuque City Council from January, 2020"

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

4. Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update:

- 1) Library Financial Report Fiscal Year 20 - Henricks reported that January marked the passage of 58% of the fiscal year. Expenditures were at 60% and revenue was nearly 104% of projections. The budget request for FY21 is scheduled for presentation to the City Council on Monday, February 24 at 6:00 p.m. The presentations are held on second floor of the Historic Federal Building.

Henricks reported meeting with an individual who is interested in an anonymous restricted donation of \$50,000 either to the library or Foundation. Two special restrictions are associated with the gift: first, that a small amount will be invested in an endowment, and second, that the library partner with Northeast Iowa School of Music to provide music during Art @ your library receptions. Henricks will meet with the individual again for further discussion after meeting with the Library Foundation.

- 2) Library Use – Henricks reported that although January checkouts were down 2% compared to January of 2019, the year-to-date total is up 6% compared to YTD 2019. Overall the checkout of materials for adults was unchanged, but materials for children decreased 7%. Visits increased 8% during January compared to the previous January. Internet use and wireless access increased 10% compared to the same time last year. Visits to the Maker Space increased 47% compared to January of 2019. Digital materials increased by 13% in January compared to the previous year. Poggemiller requested a report for the next Board meeting to review a five-year trend for downloadable materials use and expenditures.
- 3) Personnel Update - Henricks reported that five clerk positions have been filled and several have started working, bringing relief to those who have been shelving materials. Recruitment is underway for a part-time library assistant in the Circulation Activity. Sharon Daly, the library's full-time Library Aide in Youth Services has announced her retirement effective May 31. Interviews are planned for the IT Manager position and will be completed by February 24. Twenty-one applications were received and seven candidates interviewed. Six candidates will take part in a second interview.
- 4) Marketing Update – Henricks reported Kanopy streaming video was promoted in January with an increase in use of 34% compared to the previous month and a 71% increase compared to four months ago. The library news appearing in the Dubuque Telegraph Herald from October through December 2019 was provided.

- 5) Strategic Plan – Henricks reported that focus groups have been organized. Focus groups are scheduled for Tuesday, March 24 and Thursday, March 26. Focus groups on the topic of west side service are planned for the 24th and the 26th at 6:00 p.m. at the Holiday Inn Express on Holliday Drive. Two focus groups for staff are planned for the morning of the 26th and the Board will participate in a focus group beginning at 2:15 on the 26th. A focus group with senior citizens is planned at the Lifetime Center for late morning on March 24th. Focus groups for teens and for the Spanish speaking population are in the planning process.

The Planning Retreat is confirmed for Friday, April 24 from 10:00 a.m. – 4:00 p.m. The Board can invite between 11 and 16 additional people to the Planning Retreat and will determine the mix of staff members and community members to invite at their next meeting.

- 6) Additional Book Drop at Finley Hospital – Henricks reported on a request from Kramer to consider a materials return drop at Finley Hospital. Kramer reported receiving an inquiry from someone at Finley Hospital about the possibility of getting a book drop there, noting it is a central location. To access a drive-up book drop requires a one-way street. Cost of a return drop can be up to \$8,000 and additional staff time for an extra stop must be considered. Review of the returns at Eleanor Roosevelt Middle School will be reviewed, with the idea that it could be moved to another location. A replacement book drop is scheduled for this fiscal year. The Board discussed the variety of locations a drop could be installed. Henricks will provide the information for re-evaluation of book drop use and other possible locations for the Board to consider at its next meeting.

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

"Moved to receive and file the informational update from the Library Director including the Library Expenditure and Revenue Financial Reports, Library Use Statistics, Fine Free Update, Personnel Update, Marketing Update, Strategic Planning Update, Book Drop at Finley Hospital, and Comment Cards."

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

5. Action Items:

- A. Library Expenditures - Henricks provided an itemized report of FY 20 expenditures from January 17 to February 13, 2020 for Board review. The vendor Modern Piping has a duplicate purchase order listing and the Board asked for additional explanation on this expenditure.

"Moved to approve library expenditures from January 17, 2020 to February 13, 2020 with clarification requested on the Modern Piping expenditure."

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

- B. Outdoor Banners: Third Draft – Henricks reviewed the third draft of the outdoor banner revisions suggested by the Board. The Board reviewed the two options. The Board agreed on selecting the option with the white circle border and lighter teal clip art. The new banners will be installed as soon as the power washing of the building is completed.

"Moved to approve the outdoor banner design with white circles and the original design with the clip art in a lighter teal."

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

- C. Personnel Manual: Residency Requirement Review – Henricks reported that residency requirements for City employees has changed from moving to within 6.5 miles of the City of Dubuque within six months of hire, to relocating within two years. The library does not have a residency requirement except for the director. Because there isn't a residency requirement for other employees, the Board agreed to leave the six months residency requirement for the library director as policy.

"Moved to concur with no changes to the existing library policy on residency requirements for library staff."

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

- D. Budget Presentation Fiscal Year (FY) 2021 - Henricks provided the FY 2021 budget presentation for the Board's review. Included in the presentation

were the fiscal year highlights, circulation statistics, future initiatives, operating budget summary, performance measures, Improvement Package (IP) requests, and Capital Improvement Package (CIP) requests. The Board suggested a revision of the checkout pie chart.

"Moved to approve the Budget Presentation Fiscal Year 2020."

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

6. Library Board Adjournment – The Board adjourned at 5:26 p.m.

"Motion to adjourn."

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

Rosemary Kramer

Rosemary Kramer, Board Secretary

2-20-20

Date