

*ORIGINAL*

**Carnegie-Stout Public Library**  
**Board of Trustees**  
**Meeting Minutes April 23, 2020**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met by teleconferencing based in the Lacy Board Room at 4:00 p.m. on Thursday, April 23, 2020.

Present Electronically: Board President, Christy Monk; Vice President Pam Mullin; Board Secretary, Rosemary Kramer; Trustee, Greg Gorton; Trustee, Robert Armstrong; Trustee Victor Lieberman; Trustee Patty Poggemiller; Director, Susan Henricks; and, present in person 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 April 23, 2020."*

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

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, March 26, 2020.

*"Moved to approve the Board Minutes of Thursday, March 26, 2020."*

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

3. Board President's Report:

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

*"Moved to receive and file the Communication with the Dubuque City Council from March 2020"*

*Motion: Poggemiller  
Second: Armstrong  
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 (FY) 20 - Henricks reported March marks the end of the third quarter of the fiscal year. Revenue collected is 16.3% over projections and is projected to be very close to what it will be at the end of the fiscal year due to the library's temporary closure. Expenditures were at 73%.

Henricks reported on the shortage of revenue at the City level that has necessitated budget cuts for FY 2020. A cut of \$72,389 is targeted during this fiscal year and \$60,272 for FY 2021. Capital Improvement Projects (CIP) are also cut and total \$300,000 for both years. A detailed list of the budget cuts was provided for the Board's review.

Along with the budget cuts, the position of an assistant in Information Technology (IT) has been frozen. This position is critical for library operations and requires a budget amount of \$66,727 – or approximately 6% of available funds that are not salaries and not already frozen. Managers have been asked to review their budgets for a 6% decrease. When these lines have been identified, Henricks will approach the City Manager to request approval to recruit for this position and offer the savings from the identified line items.

- 2) Library Use – Henricks reported as expected due to COVID-19, visits and checkouts were down by 34% and 21% respectively; however, use of the library has transitioned to the online environment. Social media engagements increased significantly: YouTube 246%; Facebook 198%; Pinterest 31%; Twitter 153%; Instagram 264%; Chilton Car Repair 36%; Gale Databases 145%; Newsbank 111%; Novelist 88%; Telegraph Herald Archives 3%; Kanopy streaming video 67%; Freegal music 7%; Flipster magazines 30%, and OverDrive e-Books and e-Audio 17%. Some funds have been reallocated to the Library's digital collection to cover the increased use of this collection during COVID-19 and restrictions to use of the other collections.

Henricks described some of the new online virtual programming being offered for both Adults, Teens, and Children. Currently offered are podcasts, online book and movie discussions, newsletters, storytimes, a blog, and how-to videos. In addition to the programming, more digital content is being added to the collection.

- 3) Marketing Update – Henricks reported that during the month of February, Novelist was the featured database promoted online and

through social media and e-mail, use increased 88 percent. Novelist is an advisory tool that people can use to identify recommendations for good reads or read alikes.

- 4) Reopening Plan - Henricks provided a three phase preliminary plan for reopening for the Board's review. Currently, the Library is providing call-in service to speak with a librarian, access to a variety of online digital collections, and new virtual programming.

Henricks reported that the reopening plan phases are based on when restrictions are lifted by the Iowa Governor and the City.

Phase I: Remain closed through May 17. Open for curbside service with a target date of May 18.

- A workflow plan must be established to ensure distance is kept among staff members.
- Staff will wear masks and gloves when handling materials.
- Staff will set bagged materials on a cart and when the patron arrives will step back as the items are picked up.
- Staff will load returned items on carts for quarantining in the auditorium for three days prior to reshelfing.
- Staff not essential to this service will continue to work remotely.

Phase II: When the virus has been identified as less risk for contagion in our community, the facility will open for limited services according to this plan:

- No sitting or spending time in the library – available for browsing materials and check out.
- No in-library programs will be offered.
- Plexiglas or some type of barrier will be installed at all service desks.
- Public service employees will wear masks.
- The floors will be marked at six-foot increments for forming a line at service desks and self-check machines.
- Computer access will be limited and process needs to be worked out.
- Limit the number of people in the building at one time – capacity must be determined and will vary due to families with children, or adult visitors.

Phase III: The library will reopen for full service when the restrictions on social distancing have lifted.

Other considerations Henricks noted are the unknowns that include when to start in-house library programs and how to balance safety with need for patron computer use.

B. Comment Cards – The Board reviewed one comment card received that was from a patron thanking the Library for curbside service.

*"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, Reopening Plan, and Comment Cards."*

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

5. Action Items:

A. Library Expenditures - Henricks provided an itemized report of FY 20 City purchase card (P-card) expenditures February 22 through March 18, 2020; and, the purchase order expenditures March 27 through April 17, 2020 for Board review. P-cards reports are one month behind as they are paid when the credit card statement is received.

*"Moved to approve library expenditures to include City Purchase Cards and Purchase Orders from February 22 through April 17, 2020."*

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

B. Reopening Plan – The Board reviewed the Henricks' proposed three phase reopening plan. The Board provided the following feedback on the plan:

- Monk suggested the Library follow the City's plan for reopening as suggested in Phase II of the plan. The Board agreed to follow the City and the Governor's recommendations for limited service.
- Kramer suggested the curbside service could run for an extended length of time pending what is happening with the virus and what actions are recommended by the Governor and the City.
- Poggemiller reported that when the Library opens for limited service, current businesses are allowing a certain number of people in, and this could work for the library by asking patrons to limit their time in the building. Henricks reported that when the Library opens for limited services, a staff member would be dedicated to monitor access

numbers in the building by capacity. Access to the Children's Department will be different than the rest of the building.

- Computer usage was discussed with the ideas of opening every other computer and disinfecting the computers after each use.
- The process of allowing general seating for patrons must follow social distancing guidelines.
- The Board expressed the need for clear expectations for staff for social distancing, using masks and gloves, hygiene practices, and other COVID-19 guidelines as set forth by the State of Iowa and the City.

*"Moved to approve the preliminary Reopening Phase Plan to include a soft date of May 18 for curbside service following the guidelines set forth in the plan, continue to monitor the City's opening date, and based on this information formulate an opening date for library limited services."*

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

6. Library Board Adjournment – The Board adjourned at 4:51 p.m.

*"Motion to adjourn."*

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

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

6-25-2020

**Date**