

*ORIGINAL*

**Carnegie-Stout Public Library**  
**Board of Trustees**  
**Meeting Minutes May 28, 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, May 28, 2020.

Present Electronically: Board President, Christy Monk; Vice President Pam Mullin; Board Secretary, Rosemary Kramer; Trustee, Robert Armstrong (entered 4:15 p.m.); Trustee Victor Lieberman; Trustee Patty Poggemiller  
Present in Person: Trustee, Greg Gorton; Director, Susan Henricks; and, Secretary, Denette Kellogg.

1. President Monk called the meeting to order at 4:06 p.m.

*"Moved to adopt the meeting agenda of May 28, 2020."*

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

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

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

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

3. Board President's Report:

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

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

*Motion: Lieberman*  
*Second: Gorton*  
*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 April marks 83% of the fiscal year lapsing. Expenditures were at 80% and revenue has exceeded projections at 106%.
- 2) Library Use – Henricks reported during April, the strongest use of library resources was the Telegraph Herald archives (up 15%), e-books and e-audio (up 15%). Other digital material loans or database usage decreased compared to use in March. Social media also increased significantly. YouTube increased 720% and Pinterest access increased 65%.

Curbside service resumed on Monday, May 18. As of Wednesday, May 27, 2,473 items were checked out and the number of people picking up materials numbered 799.

- 3) Reopening Plan - Henricks reported that the Governor is allowing libraries to open with Dubuque County not yet at its peak for the Coronavirus cases. She provided the proposed Phase Two of the reopening plan that provides limited services in the building to patrons for the Board's review:
  - Service Provisions
    - UV equipment purchased and will be located in Circulation, Maintenance, Internet Kiosk, Youth Services, and the Kiosk on first floor
    - Computer use – manage by reservation only. One hour use, time extension available only if there is not a reservation. Applies to Adult, Children, and Teen computers
      - Open every other one, stagger on opposite side
      - Cleaning public computers-UV equipment – staff will clean
    - Self-Check machines – UV equipment will be used by staff to disinfect equipment
      - Self-check at Circulation Desk closed due to queues for check out.
  - Hours, days of operation
    - Most likely budget-driven
  - Floor markings – six-foot increments where queues form.
  - Restrooms – will require frequent cleanings so access will be limited to two restrooms on first floor, and two on the second floor.
  - No in-library programs offered. Continue with virtual programming.

- Managing people entering the library
  - Based on building capacity for two areas. Children's department and all else. Main entrance only. Staff member must count entrances/exits and manage entry at 50 percent capacity to allow for social distancing.
  - Third floor closed – used for quarantine of materials
  - Only browsing and checkout allowed – other than limited computer access, people will not be sitting in the library. Chairs will be removed, or cordoned off.
- All staff members will wear masks and staff handling materials will wear gloves as well.

A full reopening can take place when restrictions for distancing are lifted by the Iowa Governor and/or the City.

- 4) Budget Reductions – Henricks provided the background on the budget reductions for FY 21 that require each city department to create three scenarios for potential budget cuts: 10%, 20%, and 30%. If City revenue shortfalls require it, the amount will be determined at the beginning of each quarter. The percent reduction for the library is \$370,000; \$740,000, and \$1,100,000. These reductions are permanent. Improvement Packages will need to be submitted to restore those budget funds back as the City rebounds from this crisis. Henricks reviewed the three budget scenarios she has developed for the Board's review.

Noted was the strong community support for the Library and how important the library is in citizen's lives.

Henricks reported that the library is entering this reduction from a financially weakened condition. The budget can be viewed in three parts: wages and benefits, fixed expenses, flexible expenses. In April, 2020 reductions were identified that resulted in a 9% decrease within the flexible expense line. Since then a hiring freeze took place leaving vacancies of one full-time staff member in Youth Services, the newly approved full-time staff member in Youth Services, a full-time position in I.T. and a part-time Library Assistant. The I.T. job is essential to library operations, so funds were identified within the remaining flexible budget lines to support this position. The amount equaled about 9% of the remaining flexible lines. Little is left to cut without impacting service to the community. The Library will lose its Accreditation.

Poggemiller suggested that the I.T. support of the Multicultural Center be included as budget cut in this plan or that the Center

contribute funds for these services. Henricks reported she would add this to the budget scenarios.

B. Comment Cards – No comment cards were received.

*"Moved to receive and file the informational update from the Library Director including the Library Expenditure and Revenue Financial Reports, Library Use Statistics, Reopening Plan, and Budget Reductions."*

*Motion: Kramer  
Second: Lieberman  
Vote: Aye – 7; Nay – 0*

5. Action Items:

A. Library Expenditures - Henricks provided an itemized report of FY 20 City purchase card (P-card) expenditures April 22 through May 20, 2020; and, the purchase order expenditures April 24 through May 22, 2020 for Board review. P-cards expenditures are paid when the credit card statement is received.

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

*Motion: Kramer  
Second: Gorton  
Vote: Aye – 7; Nay – 0*

B. Reopening Plan Phase Two – The Board reviewed the Henricks' detailed phase two reopening plan with the recommended service hours. The Board agreed to set hours based on a possible 20% budget reduction to lessen the impact to patrons dealing with multiple changes in hours. It was agreed that if possible, curbside be continued with an a.m. and a p.m. option. Open hours recommended are Monday – Friday, Noon to 7:00 p.m.; Saturday and Sunday 1:00 p.m. to 5:00 p.m. The Board agreed with the plan provided, with careful consideration of building capacity of 50%.

*"Moved to approve Reopening Phase Two Plan as reviewed with 43 open hours and at 50% limited capacity beginning June 15, 2020 and, offering curbside service hours in the a.m. and p.m."*

*Motion: Gorton  
Second: Lieberman  
Vote: Aye – 7; Nay – 0*

C. Budget Reductions – Henricks provided explanation for her report and of the spreadsheets on 10/20/30 percent budget reductions. Based on the amount of the cuts, frozen positions and other budget lines, the Library must look at staffing and hour cutbacks for each budget cut scenario. The Library is 100% service and budgeted funds needed for the budget cut scenarios need to come from staffing as there aren't funds left in the other lines to cut to equal the needed funds, even the materials budget. Monk reported she has reviewed the budget scenarios with Henricks and agrees with the outline of proposed cuts that protects the materials budget based on the information provided.

The plan was prepared to focus on when hours are increased, staff would need to be increased.

Monk asked that if the Board agrees, the next step is to approve the three budget scenarios as presented; and, to charge a Board Committee to complete the final details of plan for submission to the City. The Board agreed to move forward with this plan.

*"Moved to approve Reopening Phase Two Plan as reviewed with 43 open hours and at 50% limited capacity beginning June 15, 2020 pending no trend increase in Coronavirus cases; and, offering curbside service hours in the a.m. and p.m."*

*Motion: Poggemiller  
Second: Armstrong  
Vote: Aye – 7; Nay – 0*

6. Library Board Adjournment – The Board adjourned at 5:43 p.m.

*"Motion to adjourn."*

*Motion: Kramer  
Second: Mullin  
Vote: Aye – 7; Nay – 0*

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

*6-25-2020*  
**Date**