

ORIGINAL

**Carnegie-Stout Public Library  
Board of Trustees'  
Meeting Minutes of September 24, 2009**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Library Board Room at 4:00 p.m. on Thursday, September 24, 2009.

*Present:* President Diann Guns, Vice President Beverly Kolz; Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer (*arrived at 4:09 p.m.*); Trustee Mike Willis; Library Director Susan Henricks; and Recorder Denette Kellogg

*Excused:* Trustee Elizabeth Leeper

1. President Diann Guns called the meeting to order 4:04 p.m. and the agenda was adopted.

*"Moved to adopt the meeting agenda of Thursday, September 24, 2009."*

*Motion:* Kolz  
*Second:* Connors  
*Vote:* Aye - 5; Nay - 0

2. Approval of Library Board of Trustees' Minutes of Thursday, August 27 and Thursday, September 3, 2009.

*"Moved to approve the Board minutes of Thursday, August 27 with the change to item 5.C. for the first sentence to read, 'Connors reported that the Relations Committee reviewed the suggestion from Kolz in regard to a 'Thank you' letter being sent to Library Supporters for their advocacy efforts in contacting the City Council in making the Library staffing a priority in the coming year.', and moved to approve the Board minutes of and Thursday, September 3, 2009."*

*Motion:* Connors  
*Second:* Willis  
*Vote:* Aye - 5; Nay - 0

3. Board President's Report - Communication with the Dubuque City Council. Guns reported on the summary report of the Board to the City Council from the Thursday, August 27, 2009 Board meeting.

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

*Motion: Kolz  
Second: Willis  
Vote: Aye - 5; Nay - 0*

4. Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update: Henricks provided a written summary of the following items to the Library Board with the following additional comments:

- 1) Library Financial Report – Henricks reported that the month of September marked seventeen percent of the fiscal year as lapsed. Expenditures through the third month were at eighteen percent and revenue generated year-to-date was at sixteen percent of projections.
- 2) Library Use Statistics – Henricks reported that circulation of library materials was up ten percent to Dubuque residents and twelve percent overall. The end of the summer reading program on August 7, 2009 did not slow business and visits were up six percent. Circulation of lap top computers in the library remains an area of high growth with a forty-nine percent increase year-to-date.
- 3) Library Construction Report – Henricks reported that a walk through and punch list on Phase Two - First Floor was completed on September 9, 2009. Aside from the metal framing on interior doors and windows rusting, no other major deficiencies were noted. The architect is working with the manufacturer on solutions to correcting the rust problem.

In the week of September 28, 2009, Hallet Movers will move the Adult Non-Fiction collection from the west side to the east side of first floor.

Henricks provided an update from the August Board meeting on complaints that areas of the third floor with the new sub-floor were buckling in eleven different spots. OPN Architects and Durrant are both working on the problem. OPN

expressed a concern that other areas with sub-floors are handled with care.

Henricks reported that work to replace the entrance plaza and stairs to the Library will begin with demolition on Monday, September 28, 2009 and the project scheduled to be completed in three to four weeks. A snowmelt system under the sidewalk and stairs in front of the entrance will be installed. Henricks reported that entering and exiting the Library will be challenging during this time. A temporary entrance for patrons has been installed at the corner of Locust and 11th Street with a ramp for access. A staff member will be at the entrance at all times to assist people and check items as people leave. Reasonable access will be provided. If a patron does call for special assistance Staff will attempt to provide as much assistance as possible.

Henricks reported that the landscaping project costs should be covered by outstanding CIP funds budgeted.

Henricks reported on the ability to gain points for the Leadership in Energy and Environmental Design LEED certification through purchasing green energy at approximately \$2,500.00 per year. Henricks reported that she would be submitting an Improvement Package (IP) request in the City budget process to request these funds.

- 4) Circulation of Video Games – Henricks provided a detailed report to the Library Board evaluating the pros and cons of introducing a circulating gaming collection. Willis noted that issues of gaming content were not addressed. Henricks reported that content of the collection would be determined through a policy decision of the Board at the appropriate time. The Board concurred that this material be added to the collection when funding has been identified and after the renovation. The Board thanked Henricks and Staff who provided input into the evaluation. Henricks reported that the Library currently hosts Video Gaming Days each month in the Library for both youth and adults.

- B. Library Comment Cards - The Library Board reviewed the two comment cards received and concurred with the responses provided.

*"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Library Construction Update, Circulation of Video Games and Library Comment Cards."*

*Motion: Kolz  
Second: Connors  
Vote: Aye - 6; Nay - 0*

5. Items for Action:

- Request to Open Library for After Hours Programs – Henricks reported that October is Arts and Humanities Month and that annually the Library has hosted the Dubuque Cultural Alliance's Arts and Humanities Reception. The Library has been a member of the Dubuque Cultural Alliance since its inception. The reception is scheduled from 5:00 p.m. to 7:00 p.m. on Friday, October 23, 2009.

Henricks reported that the Library is bringing back the successful Art @ Your Library® program with a call for art from local artists who will be selected to display their art during a holiday art show and shopping reception event at the Library. The event is scheduled from 5:00 p.m. to 8:00 p.m. on Friday, November 20 in the Library's newly renovated historic second floor. Henricks reported that the Library will receive twenty percent of all sales of artwork sold at this event. The funds will be used to continue the Art @ Your Library® programs.

*"Moved to approve to open the Library after hours for the Dubuque Cultural Alliance's Arts and Humanities Reception to be hosted by the Library from 5:00 p.m. to 7:00 p.m. on Friday, October 23, 2009; and to approve to open the Library after hours for an Art @ Your Library® reception event from 5:00 p.m. to 8:00 p.m. on Friday, November 20, 2009."*

*Motion: Connors  
Second: Willis  
Vote: Aye - 6; Nay - 0*

Connors and Guns asked that at the next meeting the Board review consideration of after-hours openings and holiday hours to be put in charge of the Library Director.

6. Communications/Public Comment:

- Hammer suggested that to promote the sales of the Library's Early Setters prints that the Library consider developing a booklet containing information about each of the settlers on the print as this would have great interest to the public. Hammer reported he would provide funding to create some type of contest that would allow for top prizes to members of the public who give input. The Board suggested that developing this information for input by others on the web would also be a good idea. Henricks reported that she would investigate these suggestions and see if there is a qualified volunteer to help with this project.

7. Library Board Adjournment - The Board adjourned at 4:39 p.m.

*"Motion to adjourn."*

*Motion:* Hammer  
*Second:* Connors  
*Vote:* Aye -6; Nay - 0

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**Kristen Smith, Board Secretary**