

**Carnegie-Stout Public Library  
Board of Trustees'  
Meeting Minutes of October 22, 2009**

ORIGINAL

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Library Board Room at 4:30 p.m. on Thursday, October 22, 2009.

*Present:* President Diann Guns (arrived 4:35 p.m.), Vice President Beverly Kolz; Secretary Kristen Smith; Trustee Paula Connors; Trustee Mike Willis; Library Director Susan Henricks (via conference phone); and Recorder Denette Kellogg  
*Excused:* Trustee David Hammer and Trustee Elizabeth Leeper

1. Vice President Beverly Kolz called the meeting to order at 4:30 p.m. and the agenda was adopted.

*"Moved to adopt the meeting agenda of Thursday, October 22, 2009."*

*Motion: Connors  
Second: Willis  
Vote: Aye – 4; Nay – 0*

2. Approval of Library Board of Trustees' Minutes of Thursday, September 24, 2009.

*"Moved to approve the Board minutes of Thursday, September 24, 2009"*

*Motion: Connors  
Second: Willis  
Vote: Aye - 4; Nay - 0*

Guns entered the meeting at 4:35 p.m.

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, September 24, 2009 Board meeting.

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

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

4. Motion to Receive and File Informational Items:

- A. Library Director's Report Summary and Update: Connors asked that the Board consider moving the November Board meeting as she has a standing meeting the third Thursday of each month. Guns asked that Staff contact the Board members to see if the November meeting could be rescheduled to best fit everyone's schedule.

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 twenty-five percent of the fiscal year as lapsed. Expenditures through the third month were at twenty-six percent and revenue generated year to date was at twenty-three percent of projections.

Henricks noted the expenditures from the Lacy Gift Trust. The use of this trust is dictated by the terms provided by the Lacy family which is that the money be used for books on geography, art, travel, or biographies. Monies currently being saved in the operating budget are supplementing the purchase of multiple copies of popular materials in an effort to reduce the waiting period of patrons who have holds.

Henricks noted that salary expenditures year to date is high due to extra staff needed during the renovation to move collections, monitor the temporary front entrance during all open library hours, and for higher than usual sick hours for on-call hours to fill in when regular staff has called in sick.

Willis asked if existing staff could fill in when the Library realizes staff absences. Henricks reported that this is not always possible and on-calls typically cover the vacancies.

- 2) Library Use Statistics – Henricks reported that although September was one of the most inconvenient months for visitors to come to the Library, due to the entrance and street under construction, there was a six percent increase

in the number of visits to the Library over last year at this time.

Circulation is holding steady with last year at just over 49,000 items circulated for the month of September. The number of borrowers registering for library cards is up ten percent year-to-date over last year.

Henricks provided a detailed reported of the database use in her written report to the Board. Use will continue to be closely monitored to ensure this service meets the needs of patrons.

- 3) Personnel Update - A Library Aide in Youth Services resigned, and recruitment to fill this part-time position in has begun.
- 4) Security Update - Henricks provided the Board with a detailed report of her approach to Library security since she has become Director, that included information on training for staff, security guards and police presence at the Library, security cameras and the Library's "zero tolerance" for inappropriate behavior. The report was in response to a recent exit interview completed by an employee who cited the stress of dealing with problem patrons as one of the reasons for leaving.

Connors asked if staff had met with the Theresa Shelter representatives. Henricks reported on a meeting that included expectations from all library patrons. The director said that she will begin including our Patron Behavior Policy in packets of information that is provided to incoming guests at the shelter. Working with the Multi-Cultural Center also was discussed as they have access to computers as well as Americorps members who work with the children.

Henricks reported on her detailed proposed action plan in regard to Library security that includes continuing to be proactive in this area. This will be implemented with ongoing training for staff, enforcing policy regarding patron behavior, and working with the Community Oriented Police who have an office in the Library - which will be located near Youth Services in the renovated facility.



Willis asked if other public libraries use security guards. Henricks responded that some libraries do have security guards. They have realized greater success when security guards are employees of the Library.

- 5) Library Construction Report – Henricks provided an update on expected dates and issues of current work to be done that including the following summary:
- The re-opening of the main entrance has been delayed. The bridges of glass on the mezzanine were removed and are scheduled to be reinstalled; they did not pass the inspection for quality and performance.
  - The Children's area, on first floor, is scheduled to be done by Christmas.
  - The ongoing issues with the floor of the auditorium are not resolved and the Construction Manager continues to review this issue.
  - The Fire Department is requiring a gate to be run across the historic steps that will go to first floor, which will be a design challenge not easily accomplished.
  - The serpentine glass installed in the children's area has to be taken out and redone due to quality problems.

Willis asked about the effects of the rusting that occurred in the new first floor window frames. Henricks reported that oil based paint has now been used, but the architect is requesting an answer of why the problem occurred in the first place.

- 6) Holiday Party - Henricks requested that the Library Board of Trustees host a holiday reception for staff and volunteers. This year's reception is scheduled for Thursday, December 17 from 3:00 p.m. to 4:00 p.m. in the third floor auditorium.
- B. Library Comment Cards - The Library Board reviewed the one comment card received and concurred with the response provided.

*"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Personnel Update, Security Update, Library Construction Update, Holiday Reception and Library Comment Card."*

Motion: Kolz  
Second: Smith  
Vote: Aye – 5; Nay – 0

5. Items for Action:

- A. Direction to the Director for Schedule of Holiday Hours and After Hours Program: Guns reported on providing the authority to the Director to develop the Library's annual schedule of holiday hours and authority to approve after hour programs and events at the Library. This information would be provided to the Library Board as a "receive and file" item in the Director's report section of the Board agenda.

*"Moved to charge the Library Director with the authority to develop the Library's annual holiday schedule of holiday hours, and the authority to approve after hour programs and events at the Library; and for this information to be provided to the Library Board as part of the receive and file items of the Director's report of the Board agenda."*

Motion: Smith  
Second: Connors  
Vote: Aye – 5; Nay – 0

- B. Library FY-2011 Proposed Budget - Henricks reviewed her memorandum to the Board regarding the Library's FY-2011 proposed budget requests. The memorandum provided an outline and schedule of the Capital Improvement Program (CIP) budget, the Operating or Maintenance budget, and the Improvement Decision Package budget to be submitted to City Staff and to the City Council. Henricks reported that she meets with the City Manager and Budget Director first to review the budgets and then the City Council reviews the City Manager's recommendations, usually in February of each year. Connors reported she may attend the operating budget meeting with the City Manager and Budget Director on November 12, 2009.

Willis noted the need for tuckpointing expenses as work was done four year ago. Henricks reported that she met with OPN Architects and Durrant on Tuesday, October 20, 2009 in regard to water infiltration on the east side of the building near the outside maintenance closet. After investigation, the problem appears to be caused by water getting down behind the roof flashing in that area. OPN Architects will be looking at the problem closer as work is done in that area.

*"Moved to approve the Director's memorandum dated October 16, 2009 including in the Board packets."*

*Motion: Kolz  
Second: Smith  
Vote: Aye – 5; Nay – 0*

6. Communications/Public Comment:

- Henricks reported on attending the recognition event for Iowa Great Places in Des Moines, Iowa on October 16, 2009 and provided a brochure for Board members to look at from the reception.
- The Board was provided with promotional flyers for the upcoming Friends of the Library Book Sale and Silent Auction on November 7 and 8, 2009.
- Henricks invited the Board to the Dubuque Cultural Alliance, *Arts and Humanities Month Reception*, to be hosted by the Library in the auditorium from 5:00 to 7:00 p.m. on Friday, October 23, 2009.

7. Library Board Adjournment - The Board adjourned at 5:06 p.m.

*"Motion to adjourn."*

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

  

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**Kristen Smith, Board Secretary**