

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes January 28, 2021**

ORIGINAL

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, January 28, 2021.

Present in Person: President Christy Monk, Vice President Pam Mullin, Secretary Rosemary Kramer, Trustee Robert Armstrong, Trustee Greg Gorton, Director Susan Henricks, and Administrative Assistant Denette Kellogg.
Present Virtually: Trustee Victor Lieberman

Excused: Trustee Patty Poggemiller

1. President Monk called the meeting to order at 4:01 p.m.

"Moved to adopt the meeting agenda of January 28, 2021."

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

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, December 17, 2020.

"Moved to approve the Board Minutes of Thursday, December 17, 2020."

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

3. Board President's Report:

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

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

*Motion: Armstrong
Second: Mullin
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) 2021 - Henricks reported that December marked 50% of the fiscal year lapsing. Expenditures were at 38%. Revenue was at 93% of projections.

Henricks reported that the Dubuque Racing Association (DRA) awarded the Library Foundation a \$4,000 grant that will partially pay for a Story Book Walk. A Story Book Walk consists of 16 steel pedestal posts with a framed, waterproof, display mounted at an angle. The display holds two pages of a children's picture book. Each post is installed approximately 30 feet apart. The Story Book Walk invites people with children to stop and read the story along a scenic walk, which has been identified as the greenway along the 22nd Street Bee Branch. Books will change out thematically and seasonally to keep the walk interesting and fresh.

Henricks is working on gathering more information for the Library Foundation for possible funding of a self-guided art tour of the library's artworks.

- 2) Library Use Report – Henricks reported that December library use was very close to that of previous months since the library reopened in mid-June. In-library use is down, online use is up. The decrease experienced by C-SPL isn't as great as its peer libraries. Henricks provided a summary of the Iowa Urban Public Library Association's (IUPLA) Statistical Comparison FY 2020 for Board review. The decrease in checkouts among its peer libraries in FY 2020 compared to FY 2019 range from a mild 4.17% (Cedar Rapids) to a dramatic 40.9% (Waterloo) drop. (C-SPL experienced a 17% decrease). Nine other large libraries in Iowa realized a decrease in the number of visits to their facilities which ranged from an 18.1% to a 49.2% drop. Dubuque's visits did not decrease as much as six other libraries coming in with a 24.8% decrease. Seven other larger cities have experienced more significant decreases than Dubuque.

The report also shows that C-SPL is well funded, with good staffing levels, strong use, and is clearly patron-driven. Resources are dedicated to giving people what they want. Carnegie-Stout is always in first or second place with materials owned per capita and is the leader in the percentage of the overall budget expended on materials. Materials owned per capita is going to be influenced by how often and what number of materials are weeded from the collection and C-SPL does this continuously to keep the collection fresh and up-to-date.

- 3) Marketing Report – Henricks provided a return on investment chart, which she considers a strong estimate, of the library's digital collection promoted in

the past two years. Of the 15 resources evaluated 12 of them realized significant reductions in the cost per hit, ranging from 16% to 90%. The mean average of reductions in cost per use was over 47%. Key to success is after the promotion and increase in use, is whether the database use is maintained at a higher level than prior to its promotion as reported.

The Board reviewed the summary of news appearing in the Telegraph Herald newspaper for the last quarter.

The Bike Library has new brakes and plans are being made to bring this successful marketing tool and service point to the community again this calendar year.

- 4) Staffing Update – Henricks reported that the City has reviewed frozen positions. The Teen Library Aide position in Youth Services that will spend a great deal of time on outreach and programming could be unfrozen if the library could make a compelling case for this position. Typical outreach activities are not taking place now and programs have been reduced. This position will be reviewed again closer to summer when the environment would support hiring for this position.

Henricks reported her announcement of retirement earlier in the month at a Relations Committee meeting.

- 5) Website Update – The new library website is scheduled to debut on March 1, 2021. The Library's meeting room reservations and program event calendar product, Evanced is discontinuing its product. Two other products have been reviewed and the plan is to transition to one of them in time for the library's website to go live. The goal is to keep the cost around the same as allocated for Evanced and have improved features.
 - 6) Giving Tree Report – Susan provided an update on the Giving Tree program, which matches donors with the accounts of children that are frozen due to lost materials. During 2019-2020 the accounts of 34 youth were forgiven through the Giving Tree program, totaling \$1,576.99. Identification of new participants took place, beginning with a list of 818 accounts totaling \$37,256.25. The parents of 288 children, who represent outstanding balances of \$12,349.43, were contacted. Of these 36 said yes to the Giving Tree program, and this total is \$1,615.08.
- B. Comment Cards – The Board reported that three comment cards about great customer service at the Library were received during this period.

"Moved to receive and file the informational update from the Library Director including the Library Expenditure, Revenue and Budget Financial Reports, Library Use Report, Marketing Report, and Staffing Update."

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

5. Action Items:

- A. FY 2021 Library Expenditures - Henricks provided an itemized report of December 2020, period six expenditures, that includes both purchase orders and purchase cards expenditures for review. The Gifts Trusts period six financial report includes both receipts and expenditures for the Board review.

"Moved to approve expenditures for FY 21 period six and the FY 21 period six Library Gifts Trusts expenditures."

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

- B. Library Director Position Description – Monk reported that the Relations Committee met on January 13, 2021 and Library Director Susan Henricks announced her retirement. The Committee reviewed the library director position description. Revisions were made to the position description and the Committee is recommending approval of the description by the Board.

"Moved to approve the Library Director's position description."

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

Monk reported on the detailed hiring process for a search for a new Library Director. Advertising is expected to begin on January 31 and run until February 14. The plan is for the interviewing process to take place starting in late February with final interviews ending by March 25, 2021 with final approval by the Library Board at its March meeting. Library staff and the public will have an opportunity for input as the interview process moves forward.

Monk designated a subcommittee of the board as the Library Director Hiring Committee to interview candidates and make a recommendation on the finalists. Assigned to the subcommittee are three Board of Trustee members: Pam Mullin, Patty Poggemiller, and Greg Gorton; and, Paula Connors, who has served as a past member of the Board of Trustees and the Library Foundation, along with Administrative Assistant Denette Kellogg. Susan Henricks will work as the liaison to Human Resources and serve in an ex-officio manner. Henricks has agreed to

stay on, if needed, to work with her successor and introduce this person to the many aspects of the role as Library Director.

6. Library Board Adjournment – The Board adjourned at 5:22 p.m.

"Motion to adjourn."

Motion: Kramer

Second: Mullin

Vote: Aye – 6; Nay – 0

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| <i>Rosemary Kramer</i> | <i>2/25/2021</i> |
| Rosemary Kramer, Board Secretary | Date |