

ORIGINAL

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes February 25, 2021**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met by teleconferencing based in the Lacy Board Room at 4:04 p.m. on Thursday, February 25, 2021.

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

1. President Monk called the meeting to order at 4:04 p.m.

*"Moved to adopt the meeting agenda of February 25, 2021."*

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

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, January 28, 2021.

*"Moved to approve the Board Minutes of Thursday, January 28, 2021."*

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

3. Board President's Report:

- The Board reviewed the Communication with the Dubuque City Council for January, 2021.

*"Moved to receive and file the Communication with the Dubuque City Council from January, 2021."*

*Motion: Poggemiller  
Second: Gorton  
Vote: Aye – 7; 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 January is the 7<sup>th</sup> month in FY 2021 with 58% of the fiscal year lapsing. Expenditures were at 50% and revenue generated was at 98%.

Henricks reminded the Board that several line items remain frozen. In addition to the one full-time position, other lines include continuing education, travel, all equipment replacements for FY 20 and FY 21, all computer replacements for FY 20 and FY 21, and three Capital Improvement Projects (CIP). CIPs on hold include the roof replacement on the building addition, the removal of the underground oil tank in front of the library, and landscaping of the plaza area at the main entrance area.

- 2) Library Use Report – Henricks reported that Library use remains low due to the pandemic, with the exception of digital materials, which increased in use 10% compared to last January.

A new AmeriCorps member working in Youth Services has been able to incorporate some outreach into her work. Three daycare centers were visited and 101 children reached during the month of January.

This month showed excellent progress in the recovery of long-overdue (60+ days) materials. The percentage of items overdue in this category has not been this low in nearly a year. The impact of closing last year created major challenges in getting materials returned. Past dues up to three weeks overdue increased dramatically in the past month due to problems with the library's notification systems. An upgrade to the operating system prevented print notifications from being sent out. At the same time the city had a phone upgrade and a glitch in the system prevented phone calls and text messages from going out for nearly two weeks. These factors, along with extreme cold temperatures for close to two weeks influenced the number of overdues three weeks and less.

- 3) Projects Update – Henricks reported on the status of three current projects.
  - a. The Story Book Walk, funded in part by the Dubuque Racing Association (DRA) in the amount of \$4,000 and the Library Foundation (up to \$8,000) is on order. Installation is planned for late May, 2021. A reporter from the Telegraph Herald plans to write a story about Story Book Walks as the libraries in Dyersville and the county are also installing them.
  - b. The new library van has been delivered and is at the city garage. Graphics for the new van's wrap have been sent to McCullough Creative to develop a design based on the Library's "Open" theme. The project also includes a new design for the three library material return boxes.

- c. Henricks reported that the Library Foundation met on February 18 and agreed to fund the proposal for a self-guided art tour. This art tour will be an audio tour accessible through an app. The Library Foundation also elected a new board member, Pat Maddux. Maddux is also a former Board of Trustee member.
- 4) Marketing Report – Henricks reported Freegal was advertised in January. Use of this downloadable music service increased and was higher than the previous four months use, and higher than all but four months when reviewing use year-to-date; however, the increase was not significant.
- 5) Staffing Update – Henricks reported that fourteen applications were received for the library director position. Four candidates did not meet minimum qualifications. Six candidates were selected for a first interview.

The Search/Interview Committee conducted interviews on February 19 and February 24 and three candidates were selected to move to the second round of interviews. From these interviews the committee may narrow the candidate pool further. Previously selected questions will be submitted to Human Resources, and when approved, the questions will be asked of the finalists in two different sessions representing all library employees and the community, and direct reports. The interview that includes community questions and employee questions will be recorded and posted on the library's website.

Following all of these interviews the full Library Board of Trustees will interview the finalists and make a decision to recommend the hire of the next library director, or recommend extending the search, at their meeting on March 25.

- 6) Website Update – Henricks reported that the new website is nearly complete and is ready to launch on March 1. The Board of Trustees reviewed the new web site at this meeting to recommend any changes and approve the website to launch on March 1.
- B. Comment Cards – The Board reported that two comment cards with one being about the Library's participation on the Census 2020 and one from Cassie, who said, "I love the library."

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

*Motion: Mullin*  
*Second: Armstrong*

Vote: Aye – 7; Nay – 0

5. Action Items:

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

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

Motion: Poggemiller  
Second: Mullin  
Vote: Aye – 7; Nay – 0

- B. Budget Presentation – Henricks reviewed the FY 22 budget proposal and PowerPoint presentation with the Library Board. A few suggestions to the PowerPoint slides were provided.

*"Moved to approve the FY 22 budget proposal."*

Motion: Armstrong  
Second: Lieberman  
Vote: Aye – 7; Nay – 0

- C. New Library Website – A presentation of the new website was provided by Marketing Coordinator Amanda Dolter. An easier to remember URL will be introduced: [carnegioustout.org](http://carnegioustout.org). The Board provided positive feedback on the new website and the new URL. The new web site is scheduled to launch on March 1.

*"Moved to approve the new Library website and the new URL as presented."*

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

- D. Library Policies Review – The Board reviewed the following policies some with recommended revisions and some for review.

1) Volunteer Policy:

*"Moved to adopt Volunteer Policy as amended."*

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

2) Social Media Policy:

*"Moved to adopt Social Media Policy as amended."*

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

3) Homebound Policy:

*"Moved to adopt Homebound Policy as amended."*

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

4) Patron Behavior Policy:

*"Moved to adopt Patron Behavior Policy as amended."*

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

5) Bulletin Board, Leaflet, and Exhibit Policy:

*"Moved to approve the review of the Bulletin Board, Leaflet, and Exhibit Policy."*

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

6) Circulation Policy for Remote Service:

*"Moved to approve the review of the Circulation Policy for Remote Service."*

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

7) Equipment Loan Policy:

*"Moved to adopt the Equipment Loan Policy as amended."*

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

8) Policy on Children Unaccompanied by an Adult:

*"Moved to approve the review of the Policy on Children Unaccompanied by an Adult."*

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

6. Library Board Adjournment – The Board adjourned at 5:45 p.m.

*"Motion to adjourn."*

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

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*Rosemary Kramer* *3-25-2021*  
**Rosemary Kramer, Board Secretary** **Date**