

ORIGINAL

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

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met by teleconferencing based in the Lacy Board Room at 4:02 p.m. on Thursday, March 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 4:02 p.m.

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

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

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, February 25, 2021.

*"Moved to approve the Board Minutes of Thursday, February 25, 2021."*

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

3. Board President's Report:

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

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

*Motion: Poggemiller  
Second: Lieberman  
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 February marks 67% of the fiscal year lapsing. Expenditures were at 56%. The city is looking forward to some financial relief from the federal government and when this comes through many of the frozen line items are expected to be thawed and purchasing resumed. Revenue is at 105% of projections.
- 2) Library Use Report – Henricks reported that overall library use during February represented the lowest numbers in at least 20 years. Extremely cold weather coupled with several large snowfalls this winter likely influenced the decrease in what was already low use due to the pandemic. Curbside visits numbered 191. Use of downloadable materials showed an increase of 3%. Poggemiller inquired as to whether the use of downloadable materials by children could be reported to the Board. Henricks reported that these statistics are difficult to pull out of the entire use number, but will check on a bi-monthly or quarterly report for the Board.
- 3) Marketing Report – Henricks reported that the Home Improvement Reference Center was promoted during the month of February and was a successful campaign. Use reached 153, a record exceeded by only a few the last time it was advertised (March, 2019), and in February of last year when use was 168.

Henricks reported the self-guided art tour is moving forward with components of the tour being submitted to the vendor. One feature will be photos of the art work in the application as an additional guide.

B. Comment Cards – The Board reported that one comment card was received about exceptional library customer service.

*"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 Comment Card."*

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

5. Action Items:

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

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

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

B. Recommendation for Hire – Monk reported the completion of its interviews with candidates William Carroll, Nicholas Rossman, and Hollie Trenary for the Library Director position.

*"Moved to go into closed session accordance with Professional Evaluation(s), Hiring, and Appointment – Chapter 21.5(1)(i) Code of Iowa."*

*Motion: Gorton  
Second: Mullin  
Vote: Aye - 7; Nay - 0  
Time: 4:22 p.m.*

The Board moved into open session at 5:28 p.m.

*"Moved to recommend candidate Nicholas Rossman for the position of Library Director."*

*Motion: Lieberman  
Second: Poggemiller  
Vote: A roll-call vote was conducted as follows:  
Aye - 7 (Monk, Lieberman, Gorton, Poggemiller, Kramer,  
Armstrong, and Mullin)  
Nay - 0*

The Board directed Henricks to move forward with the steps for the hiring process which includes submitting the required documents and the candidate recommendation by the Library Board to the City Human Resources Department, with City Manager approval; then, the offer of the position to Rossman.

6. Library Board Adjournment – The Board adjourned at 5:32 p.m.

*"Motion to adjourn."*

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

*Rosemary Kramer*

**Rosemary Kramer, Board Secretary**

*4-22-2021*

**Date**