

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of January 26, 2017**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Lacy Board Room at 4:00 p.m. on Thursday, January 26, 2017.

Present: President Jenny Weiss; Vice President Patty Poggemiller (entered 4:05 p.m.); Trustee Robert Armstrong; Trustee Pat Maddux; Trustee Christy Monk; Trustee Jon Trotter; Trustee Michael Willis; Director Susan Henricks and Recorder Denette Kellogg.

Public Present: Jeanne Quann, Board Member, Dubuque Museum of Art and David Schmitz, Executive Director, Dubuque Museum of Art

1. Board President Jenny Weiss called the meeting to order at 4:04 p.m.

"Moved to adopt the meeting agenda of January 26, 2017 with moving item 4.A.5) to follow agenda item 3."

*Motion: Willis
Second: Maddux
Vote: Aye – 6; Nay – 0*

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, December 15, 2016."

"Moved to approve the Board Minutes of Thursday, December 15, 2016."

*Motion: Trotter
Second: Monk
Vote: Aye – 6; Nay – 0*

3. Board President's Report:

- A. President Weiss reviewed the Communication with the Dubuque City Council for December, 2016.

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, December 15, 2016."

*Motion: Monk
Second: Maddux*

Vote: Aye – 6; Nay – 0

Trustee Patty Poggemiller entered the meeting at 4:05 p.m.

4. Motion to Receive and File Informational Items:

A. Library Art – The Board discussed the Library’s works of art with two representatives from the Dubuque Museum of Art. The representatives shared that they are in the process of conducting appraisals on the Library-owned Grant Wood paintings.

B. Library Director’s Report Summary and Update:

- 1) Library Financial Report FY 2017– The Board reviewed the operational revenue and expenditure reports. Henricks reported that 50% percent of the fiscal year lapsed at the end of December. Expenditures were at 48% of the budget, and revenue collected was at 57% of projections.
- 2) Library Use Statistics – Henricks reported that additional errors were discovered with the statistics and a comprehensive review beginning July 2016 to now is taking place to insure accuracy. After the review and any corrections are completed, the statistics will be provided to the Board.

Henricks did report on the quarterly statistics for database use with ten of the 17 databases experiencing significant increases in use during the second quarter of FY 2017 compared to FY 2016. Also, access to digital eBooks and eAudio continues to grow and has increased 30% compared to FY 2016.

- 3) County Library Update – Henricks reported on the survey seeking input into a proposed City-County library partnership. The survey will be launched on the C-SPL and the County Library web sites using Survey Monkey. The survey will be available for the month of February. A press release will be sent just before the survey goes live. Hard copies of the survey will be available at C-SPL and all branches of the County Library District.
- 4) Maker Space Update – Henricks provided evaluations from patrons who have used the Maker Space. Eleven programs were held in January and covered 3D printing, sewing, jewelry-making, using a green screen, using a Raspberry Pi, digital conversion, and button-making. The space is being used and has been well-received with attendance in November (open 13 days) at 100 and

attendance in December (open 28 days) 233. The official grand opening day featuring a "How-to Festival" had attendance of 970 people.

Henricks reported that she waited to recommend policy for the Maker Space room rental until demand for use was realized. She recommended that the space not be offered as a public meeting space in order to continue to provide uninterrupted service from the room. An exception can be made for a group that is contributing significantly to the Maker Space.

- 5) Dubuque Racing Association (DRA) Grant Ideas – Henricks reviewed the DRA grant ideas that will be considered by the Library Foundation and Friends of the Library for this year's DRA grant application. The project ideas are: 1) providing outreach in the way of uploading books on Kindle Fires to offer them to local nursing homes and residential care facilities; 2) Child's early literacy project; 3) Mobile Bicycle Library; 4) Playaways – a portable device that holds and plays an audio book.

- C. Library Comment Cards Received – The Board reviewed the six comment cards received and concurred with the response.

"Moved to receive and file the informational update from the Library Director including the Library Art, Library Financial Report, Library Use Statistics, County Library Update, Maker Space Update, the Dubuque Racing Association Grant Ideas and Library Comment Cards"

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

5. Action Items:

- A. Library Expenditures – Henricks provided an itemized report of FY-17 expenditures from December 13, 2016 to January 20, 2017.

"Moved to approve Library expenditures for December 13, 2016 to January 20, 2017."

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

- B. Plan of Service - Henricks reported the Planning Committee's review of the outcomes of the 2016 Plan of Service and the proposed objectives to support a Plan of Service for 2017. The Committee recommended changes to the 2017 Plan of Service and the final revision was provided for the Board's review.

Trotter exited the meeting at 4:55 p.m. and re-entered the meeting at 4:57 p.m.

"Moved to approve the Library's 2017 Plan of Service as reviewed."

Motion: Willis
Second: Armstrong
Vote: Aye - 6; Nay - 0

- C. Fiscal Year (FY) 2018 Budget Presentation – Henricks showed the Library's budget presentation that will be provided to the City Council at the Library's budget hearing scheduled for Monday, February 13, 2017 in Council Chambers at the Historic Federal Building, starting at 6:00 p.m. The presentation includes highlights of 2016, the budget request for FY 2018 that includes Capital Improvement Projects (CIPS), and Improvement Package (IP) requests. Henricks reported that the presentation may change pending budget recommendations made by the City Manager and if so, will send the any revisions to the Board. The Board provided feedback on the presentation.

"Moved to approve the FY 2018 Budget Presentation to be modified pending recommendations by the City Manager."

Motion: Poggemiller
Second: Monk
Vote: Aye - 7; Nay - 0

6. Library Board Adjournment – The Board adjourned at 5:01 p.m.

"Motion to adjourn."

Motion: Trotter
Second: Maddux
Vote: Aye - 7; Nay - 0



Michael Willis, Secretary of the Board

2/23/2017

Date