

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of October 25, 2018**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Lacy Board Room at 4:00 p.m. on Wednesday, October 25, 2018.

Present: President Patty Poggemiller; Board Vice President Christy Monk; Board Secretary Pat Maddux; Trustee Robert Armstrong; Trustee Greg Gorton; Trustee Rosemary Kramer; Trustee Pam Mullin; and Director, Susan Henricks.

Staff: Adult Services Manager Bill Carroll; Library Assistants David Green and Garret Hohmann.

- 1) President Poggemiller called the meeting to order at 4:03 p.m.

"Moved to adopt the meeting agenda of October 25, 2018."

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

- 2) Approval of Library Board of Trustees' Meeting Minutes of Wednesday, September 26, 2018.

"Moved to approve the Board Minutes of Wednesday, September 26, 2018 with a correction to the date on the fine-free summary from 32 days to 31 days"

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

- 3) Board President's Report:

The Board reviewed the Communication with the Dubuque City Council for September, 2018.

"Moved to receive and file the Communication with the Dubuque City Council from September, 2018"

*Motion: Maddux
Second: Mullin
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 – September brings to a close the first quarter of Fiscal Year 2019. Expenditures were at 26% and revenue income is at 15% of projections. Budget planning for FY 2020 is completed. An Improvement Package request was made in support of making the fine-free trial permanent. This will serve as a placeholder until complete data is available for the board to consider at its December meeting and then voted upon. A current snapshot of past due materials shows 79.3% are within the loan period. The first three categories that represent up to 21 days overdue are not unexpected in a fine-free environment and were stable compared to other months. Notifications are mailed after 14 days and arrive on day 15 or later depending on the method. When materials are 35-45 days past due, the collection agency steps in along with increasingly assertive notifications; therefore, the number over 60 days, representing the big picture, should be watched to determine if more library materials are being returned. Since the fine-free experiment began, this has happened.
- 2) Library Use Statistics – The number of checkouts during the month of September is down, but attendance to library programs has increased by 5% for adult programs and 22% for youth programs compared to last year. The bicycle library will have a presence in the Halloween Parade and then will officially be off the road for winter with the exception of Saturdays with good weather when it may be taken to the Winter Farmers' Market.
- 3) Marketing Update – If approved by City Council, the advertisement for a part-time Marketing Coordinator will begin on November 10. Red Rokk plans to focus on the Maker Space for the November campaign.
- 4) Facility Update – Requests for estimates to adapt an office to accommodate a sound-deadening space known as a "Whisper Room" and build a room for a new office in the staff workroom have been mailed to contractors. The steps leading up to the Carnegie building were replaced this summer. The sealer has not worked properly. The steps became saturated with water during a heavy rainfall and have never dried out. This has led to a moss-type growth. The contractor is working to remedy this problem.

B. Comment Cards – The Board reviewed the two comment cards received and concurred with the responses to the patrons' comments.

"Moved to receive and file the informational update from the Library Director including the Library Financial Report, Fine Free

Update, Library Use Statistics, Marketing Update, Facility Update and the Library Comment Cards."

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

5) Action Items:

- A. Library Expenditures – Henricks provided an itemized report of expenditures from FY-19 expenditures and the Board reviewed the report.

"Moved to approve Library expenditures for September 19 to October 16, 2018."

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

- B. Community Survey Quotes – Henricks reported that one quote expected did not come in and suggested the Board wait until its November meeting for review.

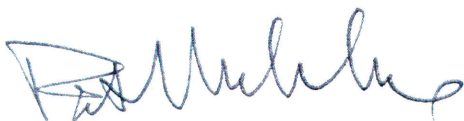
"Moved to table the Community Survey Quotes."

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

6) Library Board Adjournment – The Board adjourned at 4:51 p.m.

"Motion to adjourn."

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



Pat Maddux, Board Secretary

Date

11/29/18