

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of December 19, 2019**

ORIGINAL

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, December 19, 2019

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

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

"Moved to adopt the meeting agenda of December 19, 2019."

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

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, November 21, 2019.

"Moved to approve the Board Minutes of Thursday, November 21, 2019."

*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 November, 2019.

"Moved to receive and file the Communication with the Dubuque City Council from November, 2019"

*Motion: Mullin
Second: Kramer
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-20 - Henricks reported that November marks 42% of the fiscal year lapsing. Expenditures are at 44% and revenue income is at 33.5% of projections.
- 2) Library Use – Henricks reported the number of checkouts is up 5% for November, compared to November of last year. The increase is associated with DVDs, Blu-rays, and digital materials, which were up between 11% and 13% compared to last November. Computer use in the Children’s Department is up 110% and this represents a new group of children that come in every day after school and use the computers. Adult Services has spent \$7,707 to bring the digital collection up to a two-month wait for titles on hold.
- 3) Fine Free Update – Henricks reported that past due materials during the past month have been stable. Past dues in the “up to seven day category” reduced by 4.2% and those in the 60+ past due category increased by one-half of one percent. Poggemiller requested information related to the time saved report for staff time on what staff tasks are being completed with this time.
- 4) Library Accreditation Report - Henricks submitted the Library’s renewal application for the State of Iowa public library accreditation on December 9. The State Library made changes in the standards which now require 3-5 hours of continuing education (CE) for Board Trustees each year, retroactive to 2017. Henricks reported she will focus on Board CE in going forward.

To qualify for accreditation at the highest level the library must meet 47 standards, and 20 of the 38 remaining standards. The Library met the 47 and 36 of the remaining 38 standards.

Henricks reported that she has received her renewal certification as a public librarian in Iowa from the State Library of Iowa this month, which is valid for three years. Certification requires 45 hours of continuing education in a three-year time span.

- 5) Library Foundation Update – Henricks reported the Library Foundation is working on a new logo.

B. Comment Cards – The Board reviewed five comment cards received and concurred with the staff response provided.

"Moved to receive and file the informational update from the Library Director including the Library Expenditure and Revenue Financial Reports, Library Use Statistics, Fine Free Update, Library

Accreditation Report, Library Foundation Update, and Library Comment Cards."

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

5. Action Items:

- A. Library Expenditures - Henricks provided an itemized report of FY-20 expenditures from November 18 to December 12, 2019 for Board review.

"Moved to approve Library expenditures from November 18 to December 12, 2019."

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

- B. Selection of the Strategic Planning Process Tool – Henricks reported since the last meeting, references were obtained for Kimberly Bolan Associates (KBA), which were provided for review. Choices for selecting a planning tool were KBA and the Planning for Results (PFR) model. The Board reviewed the information provided about each of the planning tools available. The Board suggested contacting the Library Foundation for possible funding of focus groups for this project.

"Moved to contract with Kimberly Bolan Associates planning process tool to conduct the Library's Strategic Plan price cap of \$13,000 to be funded by the General Gift Trust Fund, with further additions to be approved by the Board."

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

- C. Library Positions Review – Henricks reported that the Relations Committee met on December 10, 2019 and reviewed her recommendation to upgrade two library positions and agreed to recommend the upgrades to the Library Board for review. Henricks provided a detailed summary for requesting an upgrade of two positions in the Library. Recommended is changing one Maker Space Library Assistant (GE-25) position to Maker Space Lead Library Assistant (GE-27); and, the other is the Maintenance Worker (GE-27) position to Maintenance Supervisor position (GE-29). The funds for these position upgrades will be reallocated from overtime funds. The Board agreed

that should either of these positions come open, that the positions reviewed may revert back to an Assistant or Maintenance Worker depending on the skill level brought to the job.

"Moved to change one Maker Space Library Assistant position (GE-25) to position of Lead Library Assistant (GE-27) effective January 1, 2020, which may revert back to a GE-25 upon rehiring for this position."

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

"Moved to change a Library Maintenance Worker (GE-27) position to Maintenance Supervisor (GE-29) effective January 1, 2020, which may revert to a GE-27 upon rehiring for this position."

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

D. Review Personnel Procedures – Henricks reported that the Relations Committee met on December 10, 2019. The Committee reviewed the ongoing challenges associated with hiring employees in this competitive job market. The following recommendations to the Board were made:

- For positions with a Salary Grade of GE-32 and below, the Library requests that advertising begin within five business days of submission of the requisition.
- For positions with a Salary Grade of GE-32 and below, the Library requests that the process of approval after a recommendation to hire take place within five business days of submission of the recommendation.

The Library Board concurred with these recommendations.

"Moved to approve changes to personnel procedures for hiring of position of GE-32 and below to request that advertising begin within five business days of submission of requisition; and, that the process for approval after recommendation to hire take place within five business days of submission of the recommendation."

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

Monk reported she would draft a letter for Board review that she will send to the City Manager and City Human Resources Director about the Board's decision.

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

"Motion to adjourn."

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

Rosemary Kramer *1-23-2020*
Rosemary Kramer, Board Secretary **Date**