

ORIGINAL

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of January 23, 2020**

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 23, 2020.

Present: Board President Christy Monk; Vice President Pam Mullin; Board Secretary Rosemary Kramer; Trustee Greg Gorton (arrived at 4:01 p.m.); Trustee Robert Armstrong; Trustee Victor Lieberman; Director, Susan Henricks and Secretary Denette Kellogg.

Excused: Trustee Patty Poggemiller

1. President Monk called the meeting to order at 4:00 p.m.

"Moved to adopt the meeting agenda of January 23, 2020."

*Motion: Armstrong
Second: Mullin
Vote: Aye – 6; Nay – 0*

Trustee Gorton entered the meeting.

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, December 19, 2019.

"Moved to approve the Board Minutes of Thursday, December 19, 2019."

*Motion: Mullin
Second: Armstrong
Vote: Aye – 6; Nay – 0*

3. Board President's Report:

- The Board reviewed the Communication with the Dubuque City Council for December, 2019.

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

*Motion: Gorton
Second: Armstrong
Vote: Aye – 6; 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 December marked 50% of the fiscal year lapsing. Expenditures are at 50% and revenue is at 94% of projections. Monday, February 24 is the budget hearing to the Mayor and City Council. Hearings begin at 6:00 p.m. The library is the third presentation scheduled.
- 2) Library Use – Henricks reported that checkout of materials was stable in December; however, visits to the library were up 12%. The Maker Space recorded a record number of visits in December with a count of 602. This represents a 39% increase over December 2018. Twelve of 18 databases showed an increase in use, which may be associated with increased digital marketing.
- 3) Fine Free Update – Henricks provided a table comparing two months with and without fines. A comparison of a day in a month of past dues with library fines (March 2019) was compared to a day in a month without fines (January 2020). Materials checked out that were up to seven days overdue increased 5.7%, however, past dues that were over 60 days decreased by 13.6%. These statistics show that the library is getting back more materials long term, which is a boost to the budget.

Henricks reported meeting with County Attorney, C.J. May, to discuss the process of getting library materials returned without having to press charges for theft. The County Attorney suggested that having the final restricted certified letter notice served in person by the Sheriff's Office could result in getting more materials back before the affidavit of theft is turned over to the County Attorney. Henricks and May agreed to try this as an experiment and review the outcome of the test cases.

- 4) Marketing Update – Henricks provided a summary of achievements for 2019 for Marketing Coordinator Amanda Dolter with her one year anniversary approaching. Monk suggested that this position be requested in the City's budget to fund when it expires at the end of 2020. Henricks provided an update on social media, email, and website promotion.
- 5) Mobile Applications – Henricks provided a summary of the Apps for libraries, with a comparison sheet. Ebsco is the recommended product. Bibliocommons has a good product, but is not compatible

with the library's operating system. Funding will determine when an App is purchased.

- 6) Library Foundation – Henricks reported the Foundation Board met on January 16, 2020, and agreed to support a grant request to the Dubuque Racing Association for a Story Book Walk that the library would like to install along the Bee Branch walk. The Foundation also committed up to \$5,000 to support a Hispanic population Focus Group for the Strategic Plan.

The Library Foundation has discussed the development of a new logo and requested permission to use the existing Library logo with the Foundation name below the logo. Similar logos will help brand the Foundation as part of the Library. The Board agreed.

- 7) Strategic Planning – Henricks reported that she has contacted Kimberly Bolan Associates (KBA) to begin the strategic planning process. Additional focus groups can take place with the current contract price as long they are held on two consecutive days. The Board discussed plans for the target audiences for focus groups. The Board will comprise one of the focus groups. The last step in the process is a strategic planning retreat for Board members. The Board will discuss inviting other interested parties to participate in the planning retreat at their next meeting.

B. Comment Cards – No comment cards were received for review.

"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, Marketing Update, Mobile Applications, Library Foundation Update, and the Strategic Planning Launch."

*Motion: Kramer
Second: Mullin
Vote: Aye – 6; Nay – 0*

5. Action Items:

- A. Library Expenditures - Henricks provided an itemized report of FY-20 expenditures from December 20, 2019 to January 16, 2020 for Board review.

"Moved to approve Library expenditures from December 20, 2019 to January 16, 2020."

Motion: Kramer
Second: Mullin
Vote: Aye – 6; Nay – 0

- B. Outdoor Banners: Second Draft – Henricks provided the second draft of the revisions of the outdoor banners suggested by the Board. The Board reviewed this draft and noted the following: that the smaller clip art pieces be replaced with consistent images; increase the size of the Library’s logo making it more prominent and remove the tag line; center the word “TO”; move the word “WRITERS” slightly up to match the other words; and make all of the clip art used the same teal color. The Board agreed to table this item and request these revisions for review.

"Moved to table the Outdoor Banners artwork."

Motion: Kramer
Second: Mullin
Vote: Aye – 6; Nay – 0

- C. Personnel Manual Adoption – Henricks reported that the Planning Committee met to review the Personnel Manual and suggested revisions were made and provided to the Board for review. The Board agreed with the recommended changes.

"Moved to adopt the Personnel Manual revisions."

Motion: Gorton
Second: Kramer
Vote: Aye – 6; Nay – 0

- D. Animals in the Library Policy - Henricks reported this policy has been developed in response to problems that have occurred with animals in the Library. Henricks worked with City Attorney Crenna Brumwell to create the new policy. The Planning Committee reviewed the policy and is recommending the policy for Board’s approval.

"Moved to adopt the Animals in the Library policy."

Motion: Mullin
Second: Armstrong
Vote: Aye – 6; Nay – 0

- E. Budget Presentation Fiscal Year 2021 - Henricks reported she is waiting on some additional information to add to the presentation. She requested that the Board table the agenda item until its February 20, 2020 Board meeting.

"Moved to table Budget Presentation Fiscal Year 2020."

*Motion: Armstrong
Second: Mullin
Vote: Aye – 6; Nay – 0*

6. Library Board Adjournment – The Board adjourned at 5:25 p.m.

"Motion to adjourn."

*Motion: Mullin
Second: Armstrong
Vote: Aye – 6; Nay – 0*

Rosemary Kramer

Rosemary Kramer, Board Secretary

2-20-2020

Date