

ORIGINAL

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes March 26, 2020**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met by teleconferencing based in the Lacy Board Room at 4:00 p.m. on Thursday, March 26, 2020.

Present Electronically: Board President, Christy Monk; Vice President Pam Mullin; Board Secretary, Rosemary Kramer (exited at 4:21 p.m.); Trustee, Greg Gorton; Trustee, Robert Armstrong; Trustee Victor Lieberman; Trustee Patty Poggemiller; Director, Susan Henricks; and, present in person Secretary, Denette Kellogg.

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

*"Moved to adopt the meeting agenda of March 26, 2020."*

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

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, February 20, 2020.

*"Moved to approve the Board Minutes of Thursday, February 20, 2020."*

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

3. Board President's Report:

The Board reviewed the Communication with the Dubuque City Council for February 2020.

*"Moved to receive and file the Communication with the Dubuque City Council from February 2020"*

*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: Henricks reported that the City estimates a shortage of 2.5 million dollars in FY-20 budget due to COVID19. Henricks is reviewing Library budget line items to offer budget cuts in response to the City's request. All positions in the City, which are currently vacant, will be frozen if they are considered non-essential.

- 1) Library Financial Report Fiscal Year (FY) 20 - Henricks reported that the close of February marks 67% of the fiscal year lapsing. The budget is on target with expenditures at 66%. Revenue collected is higher than projected and is currently at 107% of the estimated total.
- 2) Library Use – Henricks reported that much like January, February saw a decrease in checkouts (2%), but an increase in visits by 17%. Attendees to the Maker Space programs increased 95% compared to the previous year, which had already broken a record. Similarly, the overall number of visitors to the Maker Space increased 60.5%. Youth Services had a strong month with a 10% increase in the number of checkouts of books, and a 19% increase in attendance to programs; however, it was not enough to cover the drop in checkouts and program attendance by adults.

Henricks continues to take direction from the City on day to day operations due to COVID19. Services currently offered to the community include taking reference and account phone inquiries, curbside service, digital materials, and database collections. Currently, 16 employees are working from home with more anticipated.

- 3) Personnel Update - Henricks reported that Library User Support Specialist Michael Kerth has been appointed to the Information Technology Systems Manager. Recruitment will begin soon for the vacancy that he leaves. Personnel requests have been delayed in the City's Human Resources department as City Staff are working on setting up employees to work remotely due to COVID19. The Library also had a vacant part-time library assistant and was waiting on a decision. As of the Board meeting these two positions are currently in a hiring freeze due to the COVID19 budget cuts. Henricks will continue to keep the Board updated of these daily changes in Library operations with the goal of keeping as many services open to the public as possible.
- 4) Marketing Update – Henricks reported Freegal (downloadable music to keep) was promoted in February. Use was the highest this fiscal

year by 27%. Only two months were slightly higher since this product was introduced in 2014.

Marketing efforts during COVID19 are being directed to the Library's online collections, databases, and social media.

- 5) Strategic Plan – Henricks reported that due to COVID19 all focus groups were cancelled, which necessitated that the planning retreat be cancelled as well. Consultants at Kimberly Bolan and Associates, LLC reported that their calendar is "wide open" and they can be responsive as soon as the Library is ready to move forward with the strategic planning process.
- 6) Book Drop Update – Henricks provided a follow-up to questions from February's meeting. The library no longer has a book drop in storage as it was used to replace one that was rusted. Funds are in the budget this fiscal year to purchase a new book drop with plans to replace the one at Eleanor Roosevelt Middle School. Return use at the Eleanor Roosevelt Middle School was only 41 items the week of March 6 to March 12. This includes 25 books and 16 DVD/CDs.

Discontinuation of the materials return at the school would provide an opportunity to locate a book drop at a new location. The Board discussed options for locating a book drop on the north or south side of town. The return is a drive-up and this requires a one-way street. The Board agreed to continue to review opportunities of possible high use to place a book drop.

- 7) E-book Update – Henricks provided a report spanning just over 11 years of digital materials to the Board. During this time \$753,138 has been spent on digital materials and platform fees. Holdings as of mid-March were 15,303 resulting in an average cost per title of \$49.22. The average cost per checkout is \$2.07.
- 8) Art Update – Henricks reported that a year ago, the Trustees had asked whether paintings purchased from the interest of the Lull Trust fund could be sold under the terms of the trust. The Board had decided (and remains committed) not to sell any works of art purchased by this fund; however, the subject has come up in the past. Barry Lindahl shared his legal opinion on this issue. Language in the brief reference in the will says that the Board should use the interest from the \$5,000 bequest to purchase artwork of "permanent value." Confusion has arisen from the interpretation of these words.

Does "permanent value" mean works of quality that will last and appreciate, or does "permanent value" mean that the library must keep the art works permanently? After review, Lindahl said that a court must make that decision.

Lieberman noted that the letter from the City Attorney discusses the intent of the donor. Henricks reported if descendants are found, this information would be provided back to the City Attorney for their opinion. The Board agreed to take no further action at this time.

Kramer exited the meeting at 4:21 p.m.

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

*"Moved to receive and file the informational update from the Library Director including the Library Expenditure and Revenue Financial Reports, Library Use Statistics, Personnel Update, Marketing Update, Strategic Planning, Book Drop Update, E-book Update, Art Update and, and Comment Cards."*

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

5. Action Items:

- Library Expenditures - Henricks provided an itemized report of FY 20 City purchase card (P-card) expenditures January 22 through February 20, 2020; and, the purchase order expenditures February 24 through March 20, 2020 for Board review. Henricks reported that the P-cards are credit cards with limitations on use for purchases in addition to the purchase order, typically for online orders. P-cards purchase reports are one month behind as they are paid when the credit card statement is received.

*"Moved to approve library expenditures to include City Purchase Cards and Purchase Orders from January 22 through March 20, 2020."*

*Motion: Gorton  
Second: Lieberman  
Vote: Aye – 6; Nay – 0*

6. Library Board Adjournment – The Board adjourned at 4:45 p.m.

*"Motion to adjourn."*

Motion: Lieberman  
Second: Poggemiller  
Vote: Aye - 6; Nay - 0

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*Rosemary Kramer* *3/26/20*  
**Rosemary Kramer, Board Secretary** **Date**