

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes June 25, 2020**

ORIGINAL

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, June 25, 2020.

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

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

"Moved to adopt the meeting agenda of June 25, 2020."

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

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, May 28, 2020.

"Moved to approve the Board Minutes of Thursday, May 28, 2020."

*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 May 2020.

"Moved to receive and file the Communication with the Dubuque City Council from May 2020."

*Motion: Lieberman
Second: Mullin
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 (FY) 20 - Henricks reported May marked 92% of the fiscal year lapsing. Expenditures were at 87% and revenue exceeded projections at nearly 112%.
- 2) Library Use – Henricks reported that curbside service has been popular with approximately 500 items waiting for pick up at any given time. The library opened on June 15 for browsing, checking out, and limited computer use. During this first week, Monday – Thursday visits numbered 932. The library did not come close to the recommended 50% capacity. To put the 932 in perspective, one typical summer day in June would see a count of at least 1,100 people.

Social media maintained its increase in engagements as staff continued to present creative content. Of interest, and not mentioned last month, is that the library continued to provide wireless internet access. Seeing people outside the library using their internet-connected devices was a common occurrence. During the month of May, 2,325 sessions were held.

A review of remote use of digital materials in May reveals strong access. Ancestry.com offered remote access that ended May 31. Access to this resource showed a 46% increase compared to the last full month of operation (February, 2020) when it was only available for in-library use. Other increases comparing February when resources were available in-library as well as remotely, and May, when resources were only available remotely:

Consumer Reports	60%
Chilton Car Repair	50%
Morning Star	9%
E-books, E-audio	46%
Heritage Quest	49%
Transparent Languages	155%

- 3) Heating, Ventilation, Air Conditioning (HVAC) Bids – Henricks provided background information on the HVAC system bid process for a three year contract. The request for bids includes preventative maintenance as well as the repair and replacement of failing or failed parts on the HVAC system. The contract also provides for emergency service 365 days a year at no additional cost.

The 44 page bid document was reviewed and approved by City Staff and the City Attorney. On June 15, 2020 the bids were opened and a comparison chart of listed requirements was made to review bid submissions for City Legal review. The Operations Committee met to review the bids.

- 4) Reopening Plan – Next Phase – Henricks reported that the Governor has lifted the building capacity restrictions with the recommendation that people in public places maintain social distancing.

Henricks is asking for consideration by the Board to open some seating for people to check out lap top computers, read a magazine, or newspaper. The seating would keep the six-foot distance by either physically removing light-weight furniture, removing seat cushions, or using tape with “do not sit” signs on the furniture. Additionally, frequent cleaning of these areas along with use of an ultraviolet sanitizing wand will help keep these areas sanitized.

Curbside service was discussed and it was agreed that this service should continue to be offered with future review should the Library realize a budget cut. Henricks reported that if the library realizes a 30% budget cut, curbside service would be difficult to maintain.

- 5) Budget Reduction Hours – Henricks reported on the Board’s approval of the overall plan for three scenarios of budget cuts at its May 21 meeting. Specific line item details were identified with each supervisor. The line items were reviewed at an ad-hoc committee meeting on June 22 and the committee agreed with this plan.

The ad-hoc committee also reviewed the library’s hours listed in the budget cut scenarios as supervisors asked for the hours to be revised and Henricks agreed. The recommendation from the committee is under action items.

- 6) Face Masks in the Library – Henricks reported that patrons have been very good regarding the social distancing guidelines. Similar to other public places, many patrons wear masks in the library and some choose not to do this. Recently, a patron wearing a mask and using a computer had a person sitting near him at a computer, turn and cough in his direction. He was very upset and is in a vulnerable population group, so reported this incident to her. Another patron expressed her opinion that masks be required. The City Attorney reported the Library Board has the authority to make a decision in regard to mask requirements. Henricks recommended that masks be required when visitors spend time in the building until social

distancing recommendations are lifted. This would include computer use (not for children), Maker Space, and public seating as designated.

- B. Comment Cards – The Board reviewed four comment cards received and concurred with 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, Heating, Ventilation, Air Conditioning (HVAC) Bids Background, Reopening Plan Background Information, Budget Reduction Hours Background Information, Face Masks in the Library Background Information, and Comment Cards."

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

5. Action Items:

- A. Library Expenditures - Henricks provided an itemized report of FY 20 City purchase order expenditures from May 27, 2020 through June 17, 2020 for Board review. P-cards expenditures are paid when the credit card statement is received each month.

"Moved to approve library expenditures to include Purchase Orders from May 27 through June 17, 2020."

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

- B. HVAC Contract Award – Monk reported on the bid opening on June 15, 2020. The Library received five bids with Northwest Mechanical bid document the lowest, followed by Total Maintenance, Inc. and then Giese Sheet Metal. A comparison chart was prepared that listed the requirements of bidders, which was then sent to the City Legal Department for review. Exceptions by Northwest Mechanical that were contrary to the bid document were noted. The City Attorney reported that due to these exceptions not included in the bid, Northwest Mechanical's bid could be rejected by the Library Board. The Operations Committee recommended that Total Maintenance, Inc. be awarded the bid.

"Moved to award the HVAC bid for fiscal years 2021, 2022 and 2023 to Total Maintenance, Inc. as set forth in their bid document."

Motion: Lieberman
Second: Poggemiller
Vote: Aye – 4; Armstrong, Kramer, Lieberman,
Poggemiller
Nay – 2; Monk, Mullin

C. Reopening Plan – Next Phase – The Board reviewed the possibility of opening the Library up for patrons to sit and read, and use laptops for a short period of time when the Library is open. Consideration of specific areas were discussed including one seating area on the first floor and one on the second floor. The Board agreed:

- 1) They would need to closely monitor open seating and respond appropriately if restrictions are reinstated by the Governor, or lifted.
- 2) Seating would be limited and arranged to meet the six foot social distancing guidelines.
- 3) Lift the requirement for advance computer reservations.
- 4) Lift the need for a staff member at the main entrance.
- 5) Scheduling of more frequent cleaning and sanitizing is required.

"Moved to approve moving into the next phase of the reopening plan to include limited six-foot social distance seating for patrons, lift the requirement for advance computer reservations, lift the requirement for a staff member to be at the main entrance, and scheduling of more frequent cleaning and sanitizing of the seating areas."

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

Henricks reported that she will coordinate with staff to implement this next phase of the plan.

D. Budget Reduction Hours – Henricks reported that for now the Library can maintain both curbside and in house hours for the public with morning curbside currently more popular with patrons. The Operations Committee reviewed the need for revised hours at the 30% budget reduction cut. The new hours would provide for morning story times, daytime hours, evening hours and weekend hours. Henricks reported the complication of scheduling staff to cover hours on weekends should a 20% or 30% worst case scenario

budget cut occur. The Board will need to review hours should either scenario occur. The Board discussed offering hours on a Saturday versus a Sunday.

The Operations Committee reviewed its recommendation of hours to the Board should a 30% budget reduction take place.

"Moved to approve a 30% budget cut scenario for library hours as Monday and Tuesday 9:00 a.m. to 5:00 p.m.; Wednesday and Thursday 1:00 p.m. to 7:00 p.m. and Sunday 1:00 p.m. to 5:00 p.m.; and, curbside Monday through Thursday 11:00 a.m. to 1:00 p.m."

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

- E. Face Mask Requirements for Certain Activities – The Board reviewed the requirement for the wearing of face masks by visitors for certain activities in the Library. It was agreed that patrons must wear masks if using the Adult and Teen computers, the Maker Space, and in two of the three small seating areas to open. Library staff will offer free masks while supplies last.

Henricks suggested the coffee bar area as the mask free area as this is where patrons eat. There will be two seating areas – one on first floor, one on second floor where the wearing of masks is required. The Board agreed that at this time, it would not require that all patrons wear a mask when browsing and checking out materials, but will continue to encourage visitors to wear a mask.

"Moved to recommend patrons to wear a face mask when using Adult and Teen computers or use the Maker Space, and designate seating areas in the Library that require face masks; areas to be determined by the Library Director."

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

6. Communications/Public Comment – Trustee Armstrong was appointed to a term on the Library Board of Trustees that expires on July 1, 2024. Monk conducted the swearing in of Trustee Armstrong. Trustee Monk was appointed to a term on the Library Board of Trustees that expires July 1, 2024. Kramer conducted the swearing in of Trustee President Monk.

7. Library Board Adjournment – The Board adjourned at 5:21 p.m.

“Motion to adjourn.”

Motion: Kramer

Second: Mullin

Vote: Aye – 6; Nay – 0

Rosemary Kramer
Rosemary Kramer, Board Secretary

6-25-2020
Date