

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

Present in Person: President Christy Monk, Vice President Pam Mullin, Secretary Rosemary Kramer, Trustee Patty Poggemiller, Director Susan Henricks and, Secretary Denette Kellogg.

Present Electronically: Trustee Robert Armstrong, Trustee Greg Gorton and, Trustee Victor Lieberman

1. President Monk called the meeting to order at 4:04 p.m.

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

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

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, June 25, 2020.

"Moved to approve the Board Minutes of Thursday, June 25, 2020."

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

3. Board President's Report:

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

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

*Motion: Poggemiller
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 Fiscal Year (FY) 20 - Henricks reported June marked the end of Fiscal Year (FY) 2020. Revenue came in over predictions by 17%. The additional revenue, along with savings, places the library at about 3.5% under budget for the fiscal year. At least a third of the savings is from wages and benefits and will be more considering the \$23,500 that should be returned to the budget to cover parental and COVID leaves and \$55,883, should be returned for higher health insurance costs.

A \$73,000+ cut (just over 2%) was experienced in April. This cut was not factored into the budget savings nor were the salaries and benefits. Just over \$125,000 remains in the budget. Henricks will request a carryover for a \$50,000 server that was approved two years ago to apply to the purchase of a larger server this year. Also, a request for carryover will include funds to have the building power washed, and \$7,200 planned to go toward a riding vacuum cleaner, which when combined with funds in FY 2021 will make the purchase possible.

If these carry overs are approved, the library will be under budget by 2%; more, if the salaries and benefits lines are covered as anticipated. The library once again played a positive role in helping to return money to the city's general fund.

Henricks reported that most library positions that become vacant are frozen, which means most vacant positions cannot be filled. One exception is the Library Clerk position that can be filled as vacancies occur and for which there is a current recruitment.

Henricks reported on the Library Expenditures report provided to the Board for monthly approval is currently the purchase order expenditure listing. A new expenditure report will be provided starting at the August 2020 meeting that provides more detail. Lieberman suggested the report be in vendor order so more than one expenditure to a vendor can be reviewed easily.

- 2) Library Use and Marketing – Henricks reported that in June, 2019 the Library was open 30 days. This June the library was open 16 days. Reviewing a comparison to last June will show a 55% decrease in circulations, but a review per day, as opposed to a months' total, shows the decrease is closer to 11%. Looking at the number of library visitors by day instead of the total for the month, the decrease is still significant – 73%. That the circulation is only

down 11% points to the success of curbside check out. Business has picked up in July and the average is nearly 100 more visits per day than in June.

During the month of May and June, e-books and e-audio were promoted and use of these digital formats hit an all-time high. The use for FY 2020 was 202% higher than six years ago. May use was the highest ever recorded since the formats were introduced mid-year FY 2009.

Beginning in early July, Transparent Languages has been promoted and it had 109 sessions in just under three weeks. To put this in perspective, January, February, and March had 12, 20, and 11 sessions respectively.

Consumer Reports ended the year with a near 6% increase compared to FY19, and Ebsco (a general informational database with thousands of full-text journal articles) was 31% ahead of last fiscal year.

Flipster (digital magazines) was advertised several times during FY 2020 and closed the fiscal year with a 53% increase. Freegal (downloadable music) was promoted a few times and ended the year with 16,508 downloads, which represents a 124% increase compared to six years ago and about a 4% increase compared to FY 2019.

Kanopy movie streaming was suspended for the month of June due to a budget reduction. During the 11 months of FY 2020, however, Kanopy's use was 49% greater than the previous 12 months. This has become a very popular electronic resource.

A summary of library related articles that have appeared in the Dubuque Telegraph Herald was provided for the Board's review.

- 3) Potential Donation – Henricks reported on an anonymous donor who will give the Library \$50,000, to be accepted through the Library Foundation. The donor wishes for \$5,000 to be earmarked for entertainment for Art @ your library® receptions, and a small sum for an endowment. The remainder can be used for projects and programs above and beyond our typical operations. The donor likes the idea of another All Community Reads.
- 4) Dubuque Racing Association (DRA) Grant – Henricks reported that the DRA was to announce grant awards in mid-May. Due to COVID-19 this was postponed until August, 2020, and now again postponed until October, 2020.

The grant written under the Foundation's non-profit umbrella was for the Storybook Walk, a fun and educational activity that places pages from a children's story in pedestal frames along a trail in the community. The Foundation has expressed interest in funding this project if the DRA does not. With this in mind samples of the product were ordered that will hold the books on the pedestal. Henricks is reviewing samples from vendors and an update on this project will be provided at the August, 2020 board meeting.

- B. Comment Cards – The Board reviewed one comment card received thanking the Library for its safety and quality of services to the public during COVID-19.

"Moved to receive and file the informational update from the Library Director including the Library Expenditure and Revenue Financial Reports, Library Use Statistics and Marketing; Potential Donation, Dubuque Racing Association (DRA) Grant; and, Comment Card."

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

5. Action Items:

- A. Library Expenditures - Henricks provided an itemized report of FY 20 City purchase order expenditures from June 23 through July 17, 2020, and purchase card (PCards) expenditures from May 22, 2020 through June 19, 2020 for Board review. P-cards expenditures are paid when the credit card statement is received each month typically the 22nd of each month.

"Moved to approve purchase order expenditures from June 23 through July 17, 2020; and, purchase card expenditures from May 22 through June 19, 2020."

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

- B. Mask Requirement – Henricks reported on a requirement for masks at all city buildings when they reopen for business. Beginning July 1, 2020 the Library Board set a face covering requirement for specific seating areas in the Library including the internet computers. Henricks reported that just over 100 masks have been provided to patrons to date. The Board discussed a mask or face covering requirement for all patrons in keeping with the City's policy and agreed to approve this requirement.

The Board discussed options for those who are not able to wear a mask. Henricks reported that curbside service is available for picking up materials. She will review other patron service opportunities to provide more flexibility for patron service at curbside, by phone, and by electronic services.

The Board requested that curbside and other services for patrons be promoted as alternative services for those patrons not wanting to come in the library or who cannot wear a mask.

"Moved to follow the City of Dubuque mask requirement guidelines including the minimum age requirement for wearing a mask; and, to approve a mask or face covering requirement for all areas in the Library effective Monday, July 27, 2020."

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

- C. Limit Time in Library – Henricks reported that school resumes in August, but children will not attend daily. With COVID-19 restrictions and requirements, the Library will not be able to accommodate children that are dropped off and left for the day and asked for the Board to review this potential problem. Henricks provided some past examples of children left at closing and the procedures taken in accordance with the Patron Behavior Policy and the Unattended Children Policy. The Board discussed the need to wait to review this item until school resumes in order to better identify problems.

"Moved to table the agenda item Limit Time in Library."

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

- D. Marketing Coordinator Hours – Henricks reported that she is requesting that the Board consider approving up to an additional five hours per week, equating to up to an additional \$8,810 per year, for the temporary Marketing Coordinator that is funded from the Mutschler Trust Fund. Henricks provided background on the Library's websites. The Library has had two websites in 20+ years. The Library Foundation funded the Library's second website and its refresh. To maintain the current website is around \$6,000 per year. The Library's Information Technology (IT) department has been working on a new web site for several years. It can benefit from introducing a theme, or design, that connects all the web pages as well as branding. The Library has also been looking at a web-based content management system (CMS) called

Stacks by Ebsco created specifically for libraries that provides the template for a new website that the Library would then build. The cost is estimated at \$7,300 per year. The current website is done by Civic Plus and a new website by them is estimated at \$30,000, with annual fees estimated at \$6,000 per year. All of these options require staff resources. Henricks reported that the Marketing Coordinator has the skill set to help build on and incorporate design options in the site that I.T. has created. This would allow for this project to be completed in a short amount of time, and for the website to have consistent branding to all of its pages. Once completed, I.T. staff and each department would enter their own input for pages following the template for branding that includes format and design guidelines.

Monk suggested that there may be other options. The Board agreed and Monk called for an ad hoc Committee to meet to review and discuss all of the options, cost, and resources. The Committee will then make any needed recommendations to the Board. The ad hoc Website Committee made up of Monk, Gorton and Mullin will meet with Staff to review at 4:00 p.m. on August 5, 2020.

"Moved to table the agenda item Marketing Coordinator."

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

6. Library Board Adjournment – The Board adjourned at 5:23 p.m.

"Motion to adjourn."

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

Rosemary Kramer
Rosemary Kramer, Board Secretary

8-27-2020
Date