

ORIGINAL

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes September 24, 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, September 24, 2020.

Present in Person: President Christy Monk, Vice President Pam Mullin, Secretary Rosemary Kramer, Trustee Robert Armstrong, Trustee Victor Lieberman, Trustee Patty Poggemiller (entered 4:04 p.m.), Director Susan Henricks and, Administrative Assistant Denette Kellogg.
Excused: Trustee Greg Gorton

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

"Moved to adopt the meeting agenda of September 24, 2020."

*Motion: Mullin
Second: Lieberman
Vote: Aye – 5; Nay – 0*

- 2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, August 27, 2020.

"Moved to approve the Board Minutes of Thursday, August 27, 2020."

*Motion: Lieberman
Second: Mullin
Vote: Aye – 5; Nay – 0*

- 3. Board President's Report:

- A. The Board reviewed the Communication with the Dubuque City Council for August, 2020.

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

*Motion: Kramer
Second: Armstrong
Vote: Aye – 5; Nay – 0*

4. Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update:

Poggemiller arrived at 4:04 p.m.

- 1) Library Financial Report Fiscal Year (FY) 2021 - Henricks reported the end of August marked the passing of 16% of FY 2021. Expenditures were at 16% and revenue collected was at 10% of projections. Revenue is low as the largest funding is received from the State of Iowa for the Open Access and Interlibrary Loan programs and these funds will not arrive until next calendar year.

The expenditure sheet shows that Technical Services is at 131% of its budget for the year. This is due to a line item error. All personnel costs in Technical Services were moved to the Adult Services budget because this Activity reports to Adult Services. Moving all employee lines was not successful and some wages are coming from the Technical Services budget, which is not funded for salaries. We will need to identify the employee in the Technical Services budget and request a correction from the City Finance Department.

Henricks reported that the Giving Tree Program that asks others to donate toward forgiving library account charges for children has been a success. This program raised enough funds to clear all eligible children's accounts to date with balances and will continue as accounts are reviewed and identified for the program. (A child is eligible when a parent requests to join the Giving Tree).

- 2) Library Use Report – Henricks reported use of the library is down in all measurable areas except digital materials. Visits inside the library have increased compared to the previous months. The number of curbside deliveries has decreased, although we do not know if this is related to the increase in foot traffic in the building. August curbside pickups numbered 367 and July was 484 (24% decrease). Morning curbside pickups is the most popular time.

The number of long overdue items decreased in September by just over 1%.

- 3) Marketing Report – Henricks reported that the Morningstar Investment Center database was promoted during the month of August with increased use of 135% averaging nearly 12 hits every day of the month.
- 4) Strategic Planning Update – Henricks reviewed the Plan of Service for 2019. There were 79 objectives in support of the strategic plan for calendar year 2019 and of these, 76% either met or exceeded the goals. Of the 24% not met, they are actively being worked on; for example, the Story Book Walk, a new website, and a solution for staffing in the Teen Zone.

Henricks reviewed the Plan of Service draft to cover FY 2021 and the Planning Committee met on September 16 with a recommendation for the plan for Board review under Action Items.

- 5) Staffing Update – Henricks reported that a recommendation for hire has been made for the Library Information Technology User Support Specialist. Advertising to fill the Adult Services Manager position ends on September 27, 2020 and interviews will start soon after. A member of the Relations Committee will participate in the interview process. Also, a half-time Circulation Library Assistant has been approved for recruitment.

Frozen positions are currently a full-time Library Aide in Youth Services and the new full-time position approved last FY to work with teens.

- 6) Library Hours Summary: Background Information – Henricks reported that updates from the City Manager and the City Finance Director express confidence that we will not experience a further budget reduction outside of frozen line items already in place, such as continuing education, conference and travel, and some positions.

The Planning Committee met on September 16 to discuss expansion of hours to better match the funding level for FY 2021. Challenges associated with returning to 61 hours include a full-time position shortage in Youth Services and maintenance of curbside service, which requires one part-time employee; therefore, 54 open hours is recommended.

- B. Comment Cards – The Board reviewed one comment card thanking the Library for its helpful and friendly service.

"Moved to receive and file the informational update from the Library Director including the Library Expenditure and Revenue Financial Reports, Library Use Report, Marketing Report, Strategic Planning Update, Staffing Update, Library Hours Background Information Summary, and Comment Card."

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

5. Action Items:

- A. FY 2021 Library Expenditures - Henricks provided an itemized report of two purchase order expenditures, and purchase card (P-cards) expenditures, from July 21 through August 20, 2020 for Board review. P-cards expenditures are paid when the credit card statement is received about the 22nd of each month. Henricks noted the separate report of the Gift Trusts financial report that includes both receipts and expenditures for the Board review.

"Moved to approve purchase order expenditures for FY 21 period two; the purchase card expenditures from July 21 through August 20, 2020; and, the FY 21 period two Library Gifts Trusts financial report."

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

- B. Equipment Loan Policy – Henricks reported the Planning Committee met to review the policy. Monk reported that the Committee is recommending approval of one title revision changing Circulation Supervisor to Circulation Manager in the fourth paragraph of the policy. Accompanying the policy is the reformatted Equipment List and Iowa Code, section 714.5 which refers to Library materials and equipment.

"Moved to adopt the revision to the Equipment Loan Policy changing the title of the Circulation Supervisor to Circulation Manager in the fourth paragraph of the policy."

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

- C. Plan of Service for FY 2021 – Henricks provided a draft of the plan of service with new objectives identified in support of the goals taking into consideration the current service options. Poggemiller requested that an objective be added to reach and support families with homework help now that many students are doing their class work from home.

"Moved to approve the FY 2021 Plan of Service."

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

- D. Library Hours – Monk reported that the Planning Committee met on September 16 to discuss the proposal of expansion of hours to better match the funding level for FY 2021 along with the staffing challenges with a full-time position frozen in Youth Services and the ability to offer curbside with expanded hours. The library has been operating at 43 hours since mid-June. The Committee reviewed two plans, one resuming the 61 open service hours and the second, with 54 open service hours. The Committee recommended 54 service hours a week with maintenance of curbside service.

"Moved to approve the following Library open services hours effective October 5, 2020: Monday - Thursday 10:00 a.m. – 7:00 p.m.; Friday – Saturday 10:00 – 5:00, and Sunday 1:00 – 5:00. Curbside service hours set at Monday – Friday, 10:00 – 2:00, and Saturday and Sunday, noon – 2:00 p.m."

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

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

"Motion to adjourn."

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

Rosemary Kramer

Rosemary Kramer, Board Secretary

11-19-20

Date