

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes October 22, 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, October 22, 2020.

Present in Person: Vice President Pam Mullin, Trustee Robert Armstrong, Trustee Victor Lieberman, Director Susan Henricks and, Administrative Assistant Denette Kellogg.

Excused: President Christy Monk; Trustee Rosemary Kramer; and, Trustee Patty Poggemiller

1. Vice President Mullin called the meeting to order at 4:05 p.m.

"Moved to adopt the meeting agenda of October 22, 2020."

*Motion: Armstrong
Second: Lieberman
Vote: Aye – 4; Nay – 0*

2. Approval of Library Board of Trustees' Meeting Minutes of Thursday, September 24, 2020.

"Moved to approve the Board Minutes of Thursday, September 24, 2020."

*Motion: Lieberman
Second: Gorton
Vote: Aye – 4; Nay – 0*

3. Board President's Report:

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

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

*Motion: Gorton
Second: Lieberman
Vote: Aye – 4; Nay – 0*

4. Motion to Receive and File Informational Items: Henricks provided information on the November and December 2020 Board meetings that will be one week early due to the holidays.

A. Library Director's Report Summary and Update:

- 1) Library Financial Report Fiscal Year (FY) 2021 - Henricks reported the end of the first quarter, or 25% of the fiscal year, has lapsed with expenditures at 23% and revenue generated at 17% of projections.

Henricks reported submitting the FY 2022 operating budget on Friday, October 16. Knowing that city revenue is down and remains a challenge, no improvement packages or capital improvement requests were made. Henricks will focus on the full restoration of the Library's budget from FY 2020 and FY 2021. Full restoration would provide for two full-time employees in Youth Services, and capital improvements for a new roof, removal of the underground oil tank, and landscaping afterwards. Continuing education and the travel conference lines would also become available with a restored budget, as would about \$30,000 in equipment replacement.

- 2) Library Use Report – Henricks reported use of the library continues with lower visits and checkouts with the exception of digital materials.

Although library visits in the building are down, success has been realized through virtual programs. Adult had seven virtual programs with average attendance of 29 for Adults in September, and Youth had 15 virtual programs with an average of 9-10 people at each. Maker Space staff are working on a variety of project "take it and make it" kits. YouTube videos accompany the kits. As of October 14th, 55 kits were sold. You Tube hits last month increased 109%.

Henricks reported that at the end of the first quarter, 10 of 20 databases increased in use, 19 decreased, and one remained the same. Use of all genealogical resources and historic newspapers increased significantly. Tutor.com did not become available until September 10 and had 163 sessions in just under three weeks.

Henricks announced an online discount Book Fair planned by Youth Services at the end of the month. The Library will earn 20% of all sales during this time. Books are priced as low as \$2.00 with free shipping for purchases over \$35.00.

- 3) Marketing Report – Henricks reported that September was Library Card Sign up month. During the month Circulation Services offered free replacements for lost or damaged library cards and 79 cards were

issued. In addition, an effort was made to reach patrons who have not checked out materials since January and had e-mail accounts. E-mails were sent to 478 people and of these, 307 opened the message. Of the 307, 208 visited the library and checked out items. This is a success rate of 43.5%. The 208 people who checked out materials were eligible for a drawing for a \$50 Hy-Vee gift card. The winners were James Burdt, Zackary Armfield, Tamisha Colbert and Collin Nissen.

Henricks announced the new library van is expected to arrive in January 2021. The van provides the opportunity to promote the library all over the community by having a wrap installed. The Library Foundation met on October 15 and expressed interested in funding a new wrap for the van and a similar one for the book drop on Bluff Street.

- 4) Staffing Update – Youth Service part-time Library Aide Hannah Petersen's is moving and her last day is November 6, 2020. Full-time custodian, Don Friedman, is retiring and his last day is October 31, 2020. Hiring replacement paperwork for both has been sent to City Human Resources.

Henricks provided an update on the Adult Services Manager interviews with the top two candidates being interviewed by herself, Trustee Kramer, and retired Adult Services Manager Ann Straley. The next step in the process is interviews with the library's management team and Adult Service Staff. Henricks hopes to have a recommendation to Human Resources by October 23, 2020.

- 5) School Partnership – Henricks reported that the Dubuque Community School District has asked the Library to consider allowing increased access to the Library by allowing them to use their student identification (ID) cards as a library card. Many students do not have library cards because a parent or guardian is required to come into the Library with the child and sign as the responsible party. A student ID card would not require a parent's signature. This agreement would expand the library's mission to enhance youth literacy and break down barriers to access more than any current program. The Iowa City Public Library and Cedar Rapids Public Library both have memorandum of understandings (MOUs) with their local school districts for this program. Students can check out three books at one time as well as having access to databases. This limits the potential loss to about \$45.00, about the cost of three books. The most complicated part of this process would be the technology challenges.

Henricks contacted Michael Wright, the Director of the County Library District and he expressed interest in pursuing this proposal. The Board agreed to move forward in learning more about this project.

- B. Comment Cards – The Board reported no comments cards were received during this period.

"Moved to receive and file the informational update from the Library Director including the Library Expenditure, Revenue and Budget Financial Reports, Library Use Report, Marketing Report, Staffing Update, and School Partnership."

*Motion: Gorton
Second: Lieberman
Vote: Aye – 4; Nay – 0*

5. Action Items:

- A. FY 2021 Library Expenditures - Henricks provided an itemized report of period three expenditures that includes both purchase orders and purchase cards for review. The Gifts Trusts period three financial report includes both receipts and expenditures for the Board review.

"Moved to approve expenditures for FY 21 period three; and, the FY 21 period three Library Gifts Trusts expenditure financial report."

*Motion: Gorton
Second: Lieberman
Vote: Aye – 4; Nay – 0*

6. Library Board Adjournment – The Board adjourned at 4:40 p.m.

"Motion to adjourn."

*Motion: Gorton
Second: Armstrong
Vote: Aye – 4; Nay – 0*

Rosemary Kramer
Rosemary Kramer, Board Secretary

11-19-20
Date