

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of December 14, 2011**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Lacy Board Room at 4:00 p.m. on Thursday, December 14, 2011.

Present: President Paula Connors, Vice President Mike Willis; Board Secretary Frederick Miller, Trustee John Anderson-Bricker, Trustee Diann Guns; Library Director Susan Henricks; Recorder Denette Kellogg

Excused: Trustee Jenny Harris; Trustee David Hammer

1. President Paula Connors called the meeting to order at 4:07 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, December 14, 2011."

*Motion: Willis
Second: Guns
Vote: Aye – 5 ; Nay – 0*

2. Approval of Library Board of Trustees' Minutes of November 17, 2011.

"Moved to approve the Board minutes of Thursday, November 17, 2011."

*Motion: Willis
Second: Anderson-Bricker
Vote: Aye - 5; Nay – 0*

3. Board President's Report - Communication with Dubuque City Council for November 17, 2011.

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, November 17, 2011."

*Motion: Guns
Second: Willis
Vote: Aye – 5; Nay – 0*

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4. Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update - Henricks provided a written summary of the following items to the Library Board with additional comments:

- 1) Library Financial Report – Henricks reported that forty-two percent of the fiscal year has lapsed with forty-four percent of the budget expended.
- 2) Library Use Statistics – Henricks reported that the most noticeable growth in check-outs has been in the non-print areas: DVDs, e-Books (increase of five times over previous year), and ten of the fourteen databases have realized increased use. Sony e-Readers have been introduced for circulation and have already become popular. Henricks reported that the gate count is not accurately reflected for November 2011 due to the gate being turned off and visits had to be estimated.
- 3) Lending Library Update – Henricks reported on the site visit by Pik Inc., the manufacturer of the library vending machine, on December 6 and 7, 2011 to resolve the number of outstanding since its installation in September 2011. There were many changes made to both the software and hardware and the machine appeared to work as designed on December 7, 2011. All parties, including Brodart the supplier of the machine, agreed to monitor the performance. Pik Inc. reported that they will stand behind the product's warranty. Miller reported that he used the machine recently and it is slow and has its quirks, but it does seem to be working satisfactorily.
- 4) Renovation Update - Construction Renovation Update – There are weekly meetings that the Library Director, President Connors and Trustee Guns attend with City Engineering and other City Staff as needed.
 - a. Outstanding Issues – Connors reported that the City has received a response from Tricon in regard to the list of construction discrepancies. The Board asked that the City's response letter be provided to them for review. Connors next reported on the issues of gaps and slippage in the wainscoting.

Connors wanted a consensus from the Board as to whether they want to have it all removed and replaced, or if possible, repair areas as needed. The Board agreed that the obvious problems need to be fixed appropriately. The Board asked to be provided additional feedback from the contractor who will be reviewing the issues and providing his recommendations to the City before a final decision is made. Henricks noted the two-year warranty on this work.

Henricks provided an update on the Library's heating, ventilation and air-conditioning (HVAC) issues that remain unresolved.

Anderson-Bricker offered, as part of the Operations Committee, to attend the weekly Construction meetings and asked that he be included in the announcement of meeting times and dates.

Miller asked for an update on the mezzanine ceiling failing paint. Henricks reported that City Engineering is working with a professional painter who took paint samples to determine the layer of paint levels and types of paint so that the best action plan can be developed. The funds from this project have been requested from the City Manager as part of the budget process. Guns reported that the schedule for repainting the mezzanine is set for August/September 2012. Henricks reported that the work may be done as early as March 2012.

Miller asked about the status of the glass floor cracks. Henricks reported that the Maintenance Staff are conducting inspections frequently based both on photographs and visual inspections as instructed with no new cracks identified.

Anderson-Bricker asked about the status of the auditorium shade repair. Henricks reported that the one section of the shade has been replaced and is awaiting inspection by the City Engineer.

Henricks reported the shade is not being used due to the defects previously reported.

- b. Leadership in Energy and Environmental Design (LEED) Update – Henricks reported that LEED certification is moving forward and that the Library had a conference call on December 9, 2011 with OPN and KJWW. The performance period ended on November 15, 2011 and all policies and documentation toward certification must be submitted by February 15, 2012.

- B. Library Comment Cards - The Library Board reviewed the two comment cards received and concurred with staff responses. Miller asked about the push carts for patrons. Henricks reported that the Library has ordered additional shopping carts that are small, wheeled carts with baskets for patrons to use when browsing the collection.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Lending Library Update, Renovation Update of Outstanding Issues, Leadership in Energy and Environmental Design (LEED) Update, and Library Comment Cards."

Motion: Anderson-Bricker
Second: Harris
Vote: Aye – 5; Nay – 0

5. Items for Action/Discussion:

- A. Heade Painting: Follow-up Request – Henricks reported on the request from James Maroney to keep the Heade painting, currently at the Debra Fine Art Gallery, in storage at his cost, saving the expense and risk of shipping the artwork. The Board discussed the pros and cons of keeping the painting in storage with Maroney. The Board discussed the contract which allows for the Library to ask for the painting back in thirty days. Willis reported that he supported this request. Anderson-Bricker requested that the proof of the proper insurance and accountability for the painting is provided to the Board. The Board suggested a new contract be provided with the new conditions and information.

"Moved to have James Maroney keep the Library owned Heade painting in his storage facility with the understanding we

would be signing a new contract with him that that we would be clarifying the terms of the storage and insurance."

*Motion: Willis
Second: Anderson-Bricker
Vote: Aye – 5; Nay – 0*

- B. Internet Policy Revisions – Henricks reviewed the revised Internet Policy. Anderson-Bricker and Miller had some questions.

Miller requested that he be provided time to review his recommended revisions with the Library Director for collaboration with the Board. It was agreed that Miller provide his specific revisions to the policy to the Library Director for review prior to the Board's review of the policy.

"Moved to table the Internet Policy revisions to allow time for additional input from the Board."

*Motion: Miller
Second: Guns
Vote: Aye – 5; Nay – 0*

6. Library Board Adjournment - The Board adjourned at 4:56 p.m.

"Motion to adjourn."

*Motion: Willis
Second: Anderson-Bricker
Vote: Aye – 5; Nay – 0*



Frederick K. Miller, Board Secretary