

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes of August 22, 2013**

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, August 22, 2013.

Present: President Paula Connors; Vice President Mike Willis; Board Secretary Frederick Miller; Trustee Daniel Boice; Trustee Diann Guns; Trustee Jenny Weiss (entered at 4:15 p.m.); Library Director Susan Henricks; Recorder Denette Kellogg, and Secretary Jennifer Long

Excused: Trustee John Anderson-Bricker

1. President Paula Connors called the meeting to order at 4:08 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, August 22, 2013."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, July 25, 2013.

"Moved to approve the Board minutes of Thursday, July 25, 2013."

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

Weiss entered the meeting at 4:15 p.m.

3. Board President's Report:

A. Election of Officers:

"Moved to nominate Mike Willis for Library Board President."

*Motion: Connors
Second: Weiss
Vote: Aye – 6; Nay – 0*

Paula Connors then turned over the chairing of the meeting to the new President, Mike Willis.

"Moved to nominate Jenny Weiss for Library Board Vice President."

*Motion: Connors
Second: Willis
Vote: Aye – 6; Nay – 0*

"Moved to nominate Frederick Miller for Library Board Secretary."

*Motion: Connors
Second: Guns
Vote: Aye – 6; Nay – 0*

- B. Library Board Committee Appointments: Discussion was held about membership on the different committees, the responsibilities of each, and then assignments were made as follows:
- 1) Relations Committee – Diann Guns/Dan Boice
 - 2) Operations Committee – John Anderson-Bricker/Paula Connors
 - 3) Planning Committee – Jenny Weiss/Frederick Miller
 - 4) 28E Agency – Dan Boice
 - 5) Art Subcommittee – John Anderson-Bricker/Jenny Weiss
 - 6) Library Foundation – Diann Guns
- C. Review of Tentative Library Board Meeting Dates through August 2014: The Board reviewed the tentative dates for the upcoming year, concurred with all the dates submitted, and verified that the December meeting will be held on Thursday, December 19, 2013.
- D. Board President's Report - Communication with the Dubuque City Council for July 25, 2013.

"Moved to receive and file the Communication with the Dubuque City Council from Thursday, July 25, 2013."

*Motion: Guns
Second: Willis
Vote: Aye – 6; Nay – 0*

4. Motion to Receive and File Informational Items:

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

- 1) Library Financial Report Fiscal Year (FY 14) – Henricks reported that the first month, representing eight percent of the fiscal year, closed on July 31 with expenditures at nine percent and revenue income at 13.9 percent of projections.
- 2) Library Use Statistics – Henricks reported that Library use rebounded in July with an increase of six percent in the number of visitors when compared to July 2012. The Youth Services department hosted several popular events and programs which were very well attended. Summer reading program registrations numbered 2,231, which is about 18 percent lower than the Library's record-breaking summer of 2010. Internet use and check-outs of laptop computers has decreased; however, the new statistic of wireless access use has increased by 32 percent.

Henricks also reported that library visits between the hours of 5:00 and 9:00 p.m. were tracked. The results showed that about 8 percent of all library visits are between 5:00 and 6:00 p.m. It was also noted that library visits drop by half between the hours of 8:00 and 9:00 p.m. Henricks stated that this would be reviewed again once school was back in session and it starts getting dark earlier.

- 3) Facility Update – Henricks reported that a meeting with OPN Architects, KJWW Engineering Consultants, Total Maintenance Inc. (TMI) and the maintenance staff will be held on Tuesday, August 27, 2013, to discuss the remaining issues with the Heating Ventilation and Air Conditioning (HVAC) system. Henricks also reported that the Library continues to experience major plumbing issues, with costly solutions, which will also be discussed at the Tuesday meeting. Guns requested that Henricks address the extra money paid to KJWW for consulting. Weiss questioned if there was a statute of limitations in regard to the ongoing issues, and encouraged Henricks to discuss this with City Legal Services.
- 4) Marketing Update – Henricks reported that the Geek the Library campaign launched on August 1, 2013, and there has been a great deal of interest and support for the poster campaign.

September 8 is the first Sunday the library opens for the school year and a celebration is planned around the "geek" theme with the *Sugar Free All-stars* performing an outdoor concert in front of the library. Henricks also reported that on September 14, to celebrate National Library Card sign-up month, the library will staff a kiosk at Kennedy Mall and issue library cards. The "geek" theme will dominate this event with signs, giveaways, and boards for people to write what they geek on the black background.

- 5) Library Services Advisory Committee (LSAC) Update – Henricks reported that the Committee met and approved the final survey for Dubuque County residents and each library will have a link to this survey on their websites. Iowa State Extension Services is hosting the survey for the LSCA using Survey Monkey and will forward the data when the survey closes. The survey will launch during the second week of September and hard copies are available for people coming to the library who do not have internet access. Focus groups should be held mid-September to mid-October and plans and locations will be finalized at the next Committee meeting.

- B. Library Comment Cards - The Library Board reviewed the four comment cards received and concurred with the responses.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Facility Update, Marketing Update, Library Services Advisory Commission Update, and Library Comment Cards."

*Motion: Connors
Second: Guns
Vote: Aye – 6; Nay – 0*

5. Action Items – Board of Trustee By-Laws Review: The Board reviewed the Board of Trustees By-Laws as submitted.

"Moved to accept the Board of Trustees By-Laws in their modified form to include the new president."

*Motion: Weiss
Second: Guns
Vote: Aye – 6; Nay – 0*

6. Library Board Adjournment - The Board adjourned at 5:16 p.m.

"Motion to adjourn."

Motion: Guns
Second: Weiss
Vote: Aye – 6; Nay – 0

Frederick K. Miller

Frederick K. Miller, Board Secretary