

**Carnegie-Stout Public Library**  
**Board of Trustees**  
**Special Meeting Minutes of February 6, 2014**

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, February 6, 2014.

*Present:* President Mike Willis; Board Secretary Frederick Miller; Trustee Daniel Boice; Trustee Paula Connors; Trustee Diann Guns; Library Director Susan Henricks; Recorder Denette Kellogg, and Secretary Jennifer Long

*Excused:* Vice President Jenny Weiss and Trustee John Anderson-Bricker

1. President Mike Willis called the meeting to order at 4:02 p.m. and the agenda was adopted.

*"Moved to adopt the meeting agenda of Thursday, February 6, 2014."*

*Motion: Connors*

*Second: Guns*

*Vote: Aye – 5; Nay – 0*

2. Action Items – Fiscal Year 2015 (FY15) Budget Request (Recommendations and Approval): Henricks provided the FY15 Budget Request and Annual Report presentation to the Board. The presentation highlighted the addition to the online collection of the following resources:

- OneClickdigital provides downloadable audiobooks for patrons' electronic devices
- Freegal provides access to seven million songs which can be downloaded to patrons' electronic devices
- Home Improvement Center provides a resource for home repairs
- Small Engine Repair provides a resource for repair of generators and other small engines
- Small Business Center provides resources to assist patrons with starting their own businesses
- Zinio provides digital copies of hundreds of magazines for patrons' computers or electronic devices.

The presentation also highlighted the fact that the library anticipated certification in all five categories of the Petal Project: staff education, energy conservation, pollution prevention, water reduction, and water conservation. Also presented was the Portable Digital Media Lab, which is a new program designed for outreach to youth who do not have access to new technologies. The project was made possible by a major grant from the Library Foundation, Best Buy, and smaller grants from the State Library of Iowa and IBM as well as a partnership with Loras College.

The presentation included the Library's new mission statement and the fact that the Library Board will complete the development of a new strategic plan.

Henricks concluded the presentation with the Improvement Level Decision Packages (IP) and Capital Improvement Program (CIP) requests for FY15:

- book drop remediation
- building repair and tuck-pointing
- motors for the air handling units (AHU)
- repair to the first floor sanitary line
- iPads
- epoxy coating for the chiller
- web site refresh

The City Manager's recommendations for funding did not include the epoxy coating for the chiller or the request for the website to be refreshed.

The Board discussed the presentation and recommended that the CIP for the epoxy coating for the chiller be requested at the City Council Meeting. The Board expressed concern that because of the current issue with the chiller, more water must be run through the system and is wasted. The Board also discussed the possibility of including the epoxy coating request in the CIP for the motors for the AHU. The Board also recommended the web site refresh project be requested for funding by the City Council.

*"Moved to approve the budget presentation to include the requests for the epoxy coating for the chiller and website refresh."*

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

Henricks reported she will make the requested changes for the budget presentation to the City Council on Wednesday, February 12, 2014.

3. Library Board Adjournment - The Board adjourned at 4:48 p.m.

*"Motion to adjourn."*

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

  

---

**Frederick K. Miller, Board Secretary**