

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of December 18, 2008**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Library Board Room at 4:30 p.m. on Thursday, December 18, 2008.

Present: President Diann Guns; Vice President Beverly Kolz, Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer; Trustee Elizabeth Leeper; Trustee Mike Willis; Library Director Susan Henricks; and Recorder Denette Kellogg

1. President Diann Guns called the meeting to order 4:34 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of December 18, 2008."

*Motion: Connors
Second: Leeper
Vote: Aye - 7; Nay - 0*

2. Approval of Library Board of Trustees' Minutes of Monday, November 10, 2008 and Thursday, November 20, 2008.

"Moved to approve the Board minutes of Monday, November 10, 2008 and Thursday, November 20, 2008."

*Motion: Kolz
Second: Connors
Vote: Aye - 7; Nay - 0*

3. Board President's Report - Communication with the Dubuque City Council. Guns reported on the summary report of the Board to the City Council from the Thursday, November 20, 2008 Board meeting.

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

*Motion: Connors
Second: Leeper
Vote: Aye - 7; Nay - 0*

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 the following additional comments:

- 1) Library Financial Report – Henricks reported that the month of November 2008 represented forty-two percent of the fiscal year lapsing. Expenditures through the fifth month were at forty percent and revenue generated year to date was at nearly fifty-four percent. When planning for FY-09 revenue projections from copies, meeting room, fines and fees, etc. the Library was planned for renovation the entire year when in fact it will be approximately six months. It is possible some budget impact will be realized in the third and fourth quarters of FY-09 as the renovation affects library use.
- 2) Library Use Statistics – Henricks reported that statistics for Library use continue to break past records. Visits were up year to date by four percent in November. Circulation of print materials to patrons increased six percent for adults and four percent for children. Circulations to patrons and reference questions both increased by seven percent over the same time last year. The numbers of laptop computers checked out to patrons in the Library continue an upward trend (242 percent increase over the same time last year). This increase use of laptop computers is offset by the decrease in Internet Room computers by nine percent. Henricks reported that meeting room use is down by 34 percent year to date due to the renovation and will continue to decrease substantially until the renovation is complete.

Henricks reported that TV-News station KWWL featured the Library in their "Money Matters" segment on Friday, December 5, 2008. The program emphasized the value of the library during times of economic hardship.

- 3) Library Personnel Update - Henricks reported that Librarian I, Martha Sacchini, is retiring effective December 19, 2008. Twenty-five applications have been received and all but two had the appropriate credentials. An employment offer should be extended prior to the end of the year.

- 4) Library Renovation Project - Henricks reported that construction officially began on December 15, 2008. Henricks reported that moving of 40,000 books took place during a 24-hour period on December 17, 2008 with the help of 73 volunteers and 47 staff members. The books will be in long term storage at the McGraw-Hill warehouse during the renovation. McGraw-Hill has provided the warehouse space, boxes and materials, pallets and the use of pallet jacks at no charge. Art Pape Transfer provided the trucks and drivers at a discounted price of \$100.00 per load. Peosta Warehousing Logistics has donated warehouse space for some of the Library's art, antiques and equipment that will be stored while the Library is under construction.

Guns, on behalf of the Board, thanked both Library Staff and Library Volunteers for their hard work and dedication for this special project.

Henricks reported on the noticeable changes to the Library's layout as the reading room and periodicals have moved to the second floor rotunda and the Genealogy and Audio/Visual collections were moved to the first floor reading room. As the construction moves forward Library collections and services will move accordingly.

Willis asked about the delay in construction beginning. Henricks reported that construction meetings are held every-other Thursday at the Library. At one of these meetings she asked about the delay and the reply was due to contractors meeting the appropriate City requirements such as insurance. Henricks invited Board members to attend these meetings to be kept updated on the construction, and she will send out the schedule to Board members. Henricks reported that the estimated completed date of construction is February 14, 2010.

Henricks reported on one problem occurring due to construction on Wednesday, December 17, 2008. The Library's Iowa Communication Network (ICN) provides connectivity to other agencies in Dubuque, including the Department of Corrections. Shortly after construction started the electricity to ICN equipment room was accidentally interrupted by the construction workers, causing these agencies to be without connectivity to the ICN. This

was an urgent problem because the network is also tied into Homeland Security. Power was restored relatively quickly.

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

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, and Library Renovation Report."

*Motion: Connors
Second: Leeper
Vote: Aye – 7; Nay – 0*

5. Items for Action: Review Price Set for Heade Painting - Henricks reported on the contract about to expire with the art dealer. The Martin J. Heade painting is currently on sale at a New York art gallery through the art dealer James Maroney. Henricks provided some background information from the Artist's Bluebook in regard to auction sales records and how many Heade paintings have been sold since 1989. Henricks reported that based on the sales records, the current asking price of \$350,000 appears to be accurate. Henricks reported on contacting the Dubuque Museum of Art in regard to their recommendations. Museum Director Ed Ritts reported that while he is more informed about contemporary art, museums usually go with auction houses. Ritts suggested a reputable art dealer, who deals with this type of American artworks called Vose Galleries, in Boston, Massachusetts, should the Board wish to change dealers. Henricks provided some information about Vose Galleries to the Board. The Board discussed the current art market that has been affected by the economic downturn. The Board discussed the information and directed Susan to contact the dealer to request a month-to-month agreement to include all offers to purchase under the asking price of \$350,000 be brought to the Library Board for consideration. The Board agreed to closely monitor the month to month agreement while keep options open.

"Moved to charge the Library Director to contact James Maroney and advise him that the Library will continue with his services as the agent to sale the Library's Heade painting, under a new contract on a 30-day or month-to-month basis; and, to include that all offers to purchase under the asking price of \$350,000 be brought to the Library Board for consideration; and, for Mr. Maroney to keep the Library Board advised and up-to-date on efforts or activities to sale the artwork."

Motion: Hammer
Second: Kolz
Vote: Aye – 7; Nay – 0

The Board requested that Henricks provide these provisions as discussed to Maroney and to contact the City Legal Department to draft a new agreement containing the provisions as requested by the Library Board.

"Moved to charge the Library Director to contact the Vose Gallery, Boston Massachusetts to make some inquiries about their services and report back to the Library Board for review."

Motion: Hammer
Second: Kolz
Vote: Aye – 7; Nay – 0

6. Communications/Public Comment – Henricks provided an update of the Library Board's request to the City Council to request that Library Board terms be staggered due to many of the terms currently ending at the same time, due to a change made some time ago changing Library Board terms from six years to four years. Henricks reported receiving a draft from the City Attorney of the change. Henricks reported her duty to make the Board aware that these changes have and are being made without a referendum as indicated in the Iowa of Code section 392.5.

Henricks acknowledged receipt of a \$25,000 pledge for the renovation campaign from the R.D. McDonald Charitable Foundation. Henricks met with Trish McDonald and a second floor reading area will be named for the Mr. McDonald.

7. Library Board Adjournment - The Board adjourned at 5:20 p.m.

"Motion to adjourn."

Motion: Leeper
Second: Kolz
Vote: Aye – 7; Nay – 0



Kristen Smith, Board Secretary