Carnegie-Stout Public Library Board of Trustees' Meeting Minutes of March 26, 2009

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Library Board Room at 4:00 p.m. on Thursday, March 26, 2009.

Present:

President Diann Guns; Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer (arrived at 4:05 p.m.); Trustee Elizabeth Leeper; Trustee Mike Willis; Library Director Susan

Henricks; and Recorder Denette Kellogg

Excused:

Vice President Beverly Kolz

1. President Diann Guns called the meeting to order 4:00 p.m. and the agenda was adopted.

"Moved to adopt the meeting agenda of Thursday, March 26, 2009."

Motion:

Connors

Second:

Leeper

Vote:

Aye - 5; Nay - 0

2. Approval of Library Board of Trustees' Minutes of Thursday, March 26, 2009.

"Moved to approve the Board minutes of Thursday, February 26, 2009."

Motion:

Connors

Second:

Smith

Vote:

Aye - 5; 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, February 26, 2009 Board meeting.

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

Motion:

Leeper

Second:

Connors

Vote:

Aye - 5; Nay - 0

Trustee David Hammer arrived at 4:05 p.m.

- 4. Motion to Receive and File Informational Items:
 - A. Library Director's Report Summary and Update: Henricks reported on long time Library volunteer and past board member Ed Vandermillen's wife, Ann Vandermillen, passing. Henricks reported that the couple had contributed to the Library in many ways over the past years. The Board expressed its sympathy and all agreed that a memorial of books up to \$100.00 be purchased from the General Gift Trust for the Library in Ann's name. Henricks provided each Board member with an updated Trustee's Manual that was written and published by the State Library of Iowa. Henricks provided a written summary of the following items to the Library Board with the following additional comments:
 - Library Financial Report Henricks reported that the month of February represented sixty-seven percent of the fiscal year lapsing. Expenditures through the seventh month were at sixty-five percent and revenue generated year to date was at ninety percent.
 - 2) Library Use Statistics Henricks reported that Library Circulation is up seven percent both year to date and during the month of February compared to last February. Library visits are up three percent, questions up fifteen percent and lap top computer circulation is up eighty-seven percent compared to last February.

Henricks reported Library statistics and revenue are both higher than expected and budgeted and that the robust use of the Library is welcome and defies predictions of a drop in Library use due to construction. The increases are also attributed to the economic times.

3) County Library Meeting Update – Henricks reported that she and Becky Heil, Director of the Dubuque County Library, met with the Asbury Library Committee (ALC) members on March 18, 2009. The need for the County Library to find a new location for their headquarters quickly is separate from our proposed plan of the contract for library management of the County Library. Presenting two plans to the Asbury City Council could be confusing. Postponing the discussion of a more permanent, larger facility also has the advantage of providing an opportunity to collect data and this data can be used in support of planning for a larger facility. If the County Library moves to Asbury, the Carnegie-Stout Board

should discuss this to determine if pursuing a contract for service is in Dubuque's best interests. Carnegie-Stout would realize a significant decline in revenue from the Agency if the County opens a branch in Asbury because that city would contract directly with the County Library for service.

- 4) New Library Web Site Update Henricks provided the Board with a presentation of the Library's new web site and its features. The web design was made possible by funding from the Library Foundation and will replace the existing web site that is the only one the Library has had. One unique feature includes an update of items being returned to the Library on an hourly basis so that patrons can view the items as they are returned.
- 5) Library Construction Report Henricks reported that Library construction of Phase 1 and Phase 2 continues. The third floor construction is behind schedule with the floor covering and painting to be completed. Henricks reported on moving forward with the second floor rotunda glass floor area, part of Phase 2, as the Iowa Great Places grant for this phase should be completed by June 30, 2009.

The work by the Library's front entrance is due to the delivery of the mechanicals to the basement which must be dropped in place under the concrete.

The package for the first of three furnishings bids, for Library shelving, will go out soon and Henricks will keep Kolz and Willis informed of dates and times of these bid openings.

The Board discussed the Mayor's State of the City address that included the City's sustainability efforts. Henricks reported on the Library being the first City owned Leadership in Energy and Environmental Design (LEED) building and first existing Library building in the mid-west to be a LEED building. The Library is hoping to achieve a LEED certification at the third of four levels; the silver level.

Guns asked if the pledge payments for the Library renovation have been received in a timely manner. Henricks reported that, on the whole, payments have been timely with a few being delayed.

The Board discussed in-kind donations and Guns agreed to contact a local vendor to inquire about a furniture donation.

- 6) Policy Update Henricks responded to a question at a previous meeting regarding the reviewing of policies and whether shorter policies are a trend supported by written guidelines or instructions. Henricks reported querying other libraries of similar size in Iowa and reported that they are moving to shorter policies and supplementing them with procedures or guidelines.
- 7) Marketing Update Henricks reported on marketing efforts of the Library. Henricks reported about an article covering the value of the Library and its services and renovation update coming in the May issue of <u>Julien's Journal</u>.

The Library Foundation has been successful in establishing a fundraiser with nine car dealerships in town. For each new or used car purchased by the end of June 2009, \$100 will be donated from each business to the Foundation. Buyers need only present a bookmark to any of the dealers listed for the Library Foundation to receive the donation.

B. Library Comment Cards - The Library Board reviewed the two 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, County Library meeting Update, New Library Web Site Update, Library Construction Update, Policy Update, Marketing Update, and Library Comment Cards."

Motion: Smith Second: Willis

Vote: Aye - 6; Nay - 0

5. Request for Loan of Heade Painting — Henricks reported on the request for loan of its Heade painting to the Middlebury College Art Museum for a period of one year. The Board discussed input received from art dealers reporting that the painting should draw a higher price if it is withdrawn from the market for at least one year. Henricks reported that the original hope was to have the painting sold by June 30, 2010 to reimburse the Library's gift trusts and the balance to go toward the Library renovation project. A bridge loan could be used to cover the renovation cost until the painting is sold. The

Board discussed the benefits and its duty to get the highest price possible for the painting and need for concurrence from the City Manager in this regard as the funds expected for the renovation from the sale would be delayed.

> "Moved to approve loan of the Library's Heade painting, with adequate insurance in transit and on site at the Middlebury College Art Museum, including packing and shipping in transit of the painting by Middlebury College Art Museum, contingent on the City's approval to agree to some type of bridge loan for the period until the artwork is sold,

> > Motion:

Connors

Second:

Hammer

Vote:

Aye - 6; Nay - 0

Willis asked that clarification to the Middlebury College be included so that they are responsible for all costs in regard to package and shipping the artwork back to C-SPL or to the next location after the loan.

6. Decision on Interior Finishes for Library Construction Project – Henricks reviewed the decision needed in regard to finishes for the third floor. The Board toured the third floor to review the stain and paint colors as some wood originally thought to be oak is actually pine. Additional detail in painting of the third floor rotunda is being reviewed for accuracy.

The Board concurred that the original colors and finishes of the historic areas be kept as close as possible to the original decor as previously specified.

- 7. Communications/Public Comment The Board noted the editorial by Trustee Hammer in the Telegraph Herald newspaper. Hammer reported that he has not received the monthly publication from the Iowa Library Association. Henricks reported she would check to make sure he is an ILA member.
- 8. Library Board Adjournment The Board adjourned at 5:05 p.m.

"Motion to adjourn."

Motion:

Smith

Second:

Connors

Vote:

Aye - 6; Nay - 0

Kristen Smith, Board Secretary