

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of April 23, 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, April 23, 2009.

Present: President Diann Guns; Vice President Beverly Kolz; Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer (arrived at 4:06 p.m.); Trustee Mike Willis; Library Director Susan Henricks; and Recorder Denette Kellogg

Excused: Trustee Elizabeth Leeper

Public Present: Fred Miller, 2462 Central Avenue, Dubuque, Iowa

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

"Moved to adopt the meeting agenda of Thursday, April 23, 2009."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, March 26, 2009 and Wednesday, April 15, 2009.

"Moved to approve the Board minutes of Thursday, March 26 and Wednesday, April 15, 2009 and to reflect in the attendance of April 15, 2009 that Leeper and Smith were excused and Kolz was present."

*Motion: Connors
Second: Willis
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, March 26, 2009 Board meeting.

"Moved to receive and file the Communication with the Dubuque City Council of March 26, 2009."

*Motion: Kolz
Second: Connors*

Vote: Aye – 5; Nay – 0

Smith asked when the Library's new web site would be launched for the public. Henricks reported some delays with the new launch date of Monday April 27, 2009.

Library Board Trustee David Hammer arrived at 4:06 p.m.

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 March represented seventy-five percent of the fiscal year lapsing. Expenditures were at seventy-three percent. Revenue generated year to date was at ninety-nine percent of budget projections.
- 2) Library Use Statistics – Henricks reported that the number of items checked out during the month of March is up six percent over the same time last year. Use of Library lap top computers is up 131 percent. Use of computers in the Internet Room is up ten percent. The trend until this month was a reduction in use of the Internet Room computers but a dramatic increase in the circulating lap top computers.

Henricks reported that the number of visitors to the Library is up three percent and the number of library card registrations is up six percent over the same time last year. Increases in library use come at a time when estimates were lower due to the inconvenience caused by construction.

- 3) Library Construction Report – Henricks reported on the construction update meeting held this morning with the architect, project manager and construction vendors. Henricks reported that Library construction of Phase One and Phase Two continues. The third floor construction is behind schedule with the floor covering, staining and painting to be completed. Phase Two - the south side of the second floor rotunda areas is moving along with a temporary wall erected, dividing the north and south side of second floor in half so work is behind the scenes. The parts

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Henricks invited the Board members to attend the Leadership in Energy and Environmental Design (LEED) update meeting on May 5, 2009 and/or the regular construction meeting on May 14, 2009. Henricks shared a sample of the recycled blue jean material, far superior to standard insulation, that is being used as building insulation for the project.

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- 4) Marketing Update - Henricks reported that, along with the new web site and Library renovation projects transforming the facility, the next step is to update the Library's logo and create a tag line. The Library is working with a graphic artist to develop a new logo that reflects what we are: a blend of past and future. Henricks has asked Library employees to submit ideas for a new tag line. Once the logo drafts and tag line ideas have been narrowed down, they will be brought to the Relations Committee for review and selection for Board approval. Henricks noted that any stock of letterhead or envelopes would be used before ordering any new logo stock.

- B. Library Comment Cards - The Library Board reviewed the thank you card received.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Library Construction Update, Marketing Update, and Library Comment Card."

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

5. Items for Action:

- A. Special Library Volunteer Recognition Awards - Henricks reported that the Annual Volunteer Recognition Event is scheduled for Thursday, May 28, 2009. Henricks reported the Board's tradition in previous years of recognizing certain volunteers at the Annual Volunteer Dinner based on their service. Henricks provided the recommended recipients for this year's award that includes three recipients along with the recommendation of expending up to \$200.00 from the General Gift Trust for recognition specialty items.

"Moved to recognize Friends of the Library Board Member Sandra Parrett, Library Foundation Board Member Kristen Smith and Library Volunteer Bryan Porter as the 2009 Special Library Volunteer Recognition Recipients; and, to approve the expenditure of up to \$200.00 from the Library General Gift Trust for Library volunteer recognition items."

Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

- B. Review of Library Policies - Henricks reported that the following policies are due for review by the Library Board and she reviewed recommended revisions as outlined in the policies provided:
- 1) Library Bulletin Board Policy - Additional clarification was provided on types of items to be posted and limiting postings to the tri-state community.
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 - 3) Policy on Citizen Input and Citizen Conduct at Library Board Meetings - Inclusion of input for items both on the agenda and items not on the agenda.
 - 4) Library Food and Beverage - Clarification on beverages not being allowed near computers and types of beverages for sale in the coffee area. The Board recommended that the price of the beverages for sale be removed from the policy.
 - 5) Examination of Public Records Policy - Addition of adding scanning of documents.
 - 6) Library Fine Arts Policy - Discussion was held on the policy and it was recommended that the policy be held until review of the Art Subcommittee guidelines has occurred.
 - 7) Listening/Viewing Policy - Removal of the procedures in the policy. The Board recommended further removal of the procedure in regard to age guidelines for use of the stations.

"Moved to adopt the following policies as reviewed and with revisions as recommended: Library Bulletin Board Policy, Library Volunteer Policy, Policy on Citizen Input and Citizen Conduct at Library Board Meetings, Library Food and Beverage Policy, Examination of Public Records Policy and Listening/Viewing Policy; and, move to table the Library Fine Arts Policy for future review in conjunction with the Art Subcommittee Guidelines."

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

6. Communications/Public Comment:

- All Board members were invited to a Iowa Communications Network session, "Evaluating the Library Director" training sponsored by the State Library of Iowa for Library Trustees. The session will be held on April 21, 2009 from 5:30 p.m. to 7:00 p.m. at the Dubuque Community School District Forum, 2300 Chaney Dubuque, Iowa 52001. Guns reported that she, Kolz and Connors are scheduled to attend the session.
- Guns reported she would be representing the Library Board at the Elisha Darlin Arts Awards dinner on April 24, 2009.
- Fred Miller addressed the Board and asked how items of historical or other value being removed during the renovation such as the old paneling were being handled. Henricks reported that all items possible are being reused or put in storage. Items not being reused in the renovation that are not of historical significance will be handled by following LEED guidelines with preference given to sale or donation to other organizations.

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

"Motion to adjourn."

*Motion: Hammer
Second: Kolz
Vote: Aye – 6; Nay – 0*



Kristen Smith, Board Secretary

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Motion: Connors

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- B. Library Comment Cards - The Library Board reviewed the thank you card received.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Library Construction Update, Marketing Update, and Library Comment Card."

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

5. Items for Action:

- A. Special Library Volunteer Recognition Awards - Henricks reported that the Annual Volunteer Recognition Event is scheduled for Thursday, May 28, 2009. Henricks reported the Board's tradition in previous years of recognizing certain volunteers at the Annual Volunteer Dinner based on their service. Henricks provided the recommended recipients for this year's award that includes three recipients along with the recommendation of expending up to \$200.00 from the General Gift Trust for recognition specialty items.

"Moved to recognize Friends of the Library Board Member Sandra Parrett, Library Foundation Board Member Kristen Smith and Library Volunteer Bryan Porter as the 2009 Special Library Volunteer Recognition Recipients; and, to approve the expenditure of up to \$200.00 from the Library General Gift Trust for Library volunteer recognition items."

Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

- B. Review of Library Policies - Henricks reported that the following policies are due for review by the Library Board and she reviewed recommended revisions as outlined in the policies provided:
- 1) Library Bulletin Board Policy - Additional clarification was provided on types of items to be posted and limiting postings to the tri-state community.
 - 2) Library Volunteer Policy - Removal of procedures in regard to the Volunteer Coordinator.
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 - 5) Examination of Public Records Policy - Addition of adding scanning of documents.
 - 6) Library Fine Arts Policy - Discussion was held on the policy and it was recommended that the policy be held until review of the Art Subcommittee guidelines has occurred.
 - 7) Listening/Viewing Policy - Removal of the procedures in the policy. The Board recommended further removal of the procedure in regard to age guidelines for use of the stations.

"Moved to adopt the following policies as reviewed and with revisions as recommended: Library Bulletin Board Policy, Library Volunteer Policy, Policy on Citizen Input and Citizen Conduct at Library Board Meetings, Library Food and Beverage Policy, Examination of Public Records Policy and Listening/Viewing Policy; and, move to table the Library Fine Arts Policy for future review in conjunction with the Art Subcommittee Guidelines."

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

6. Communications/Public Comment:

- All Board members were invited to a Iowa Communications Network session, "Evaluating the Library Director" training sponsored by the State Library of Iowa for Library Trustees. The session will be held on April 21, 2009 from 5:30 p.m. to 7:00 p.m. at the Dubuque Community School District Forum, 2300 Chaney Dubuque, Iowa 52001. Guns reported that she, Kolz and Connors are scheduled to attend the session.
- Guns reported she would be representing the Library Board at the Elisha Darlin Arts Awards dinner on April 24, 2009.
- Fred Miller addressed the Board and asked how items of historical or other value being removed during the renovation such as the old paneling were being handled. Henricks reported that all items possible are being reused or put in storage. Items not being reused in the renovation that are not of historical significance will be handled by following LEED guidelines with preference given to sale or donation to other organizations.

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

"Motion to adjourn."

*Motion: Hammer
Second: Kolz
Vote: Aye – 6; Nay – 0*



Kristen Smith, Board Secretary

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of April 23, 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, April 23, 2009.

Present: President Diann Guns; Vice President Beverly Kolz; Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer (arrived at 4:06 p.m.); Trustee Mike Willis; Library Director Susan Henricks; and Recorder Denette Kellogg

Excused: Trustee Elizabeth Leeper

Public Present: Fred Miller, 2462 Central Avenue, Dubuque, Iowa

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

"Moved to adopt the meeting agenda of Thursday, April 23, 2009."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, March 26, 2009 and Wednesday, April 15, 2009.

"Moved to approve the Board minutes of Thursday, March 26 and Wednesday, April 15, 2009 and to reflect in the attendance of April 15, 2009 that Leeper and Smith were excused and Kolz was present."

*Motion: Connors
Second: Willis
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, March 26, 2009 Board meeting.

"Moved to receive and file the Communication with the Dubuque City Council of March 26, 2009."

*Motion: Kolz
Second: Connors*

Vote: Aye – 5; Nay – 0

Smith asked when the Library's new web site would be launched for the public. Henricks reported some delays with the new launch date of Monday April 27, 2009.

Library Board Trustee David Hammer arrived at 4:06 p.m.

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 March represented seventy-five percent of the fiscal year lapsing. Expenditures were at seventy-three percent. Revenue generated year to date was at ninety-nine percent of budget projections.
- 2) Library Use Statistics – Henricks reported that the number of items checked out during the month of March is up six percent over the same time last year. Use of Library lap top computers is up 131 percent. Use of computers in the Internet Room is up ten percent. The trend until this month was a reduction in use of the Internet Room computers but a dramatic increase in the circulating lap top computers.

Henricks reported that the number of visitors to the Library is up three percent and the number of library card registrations is up six percent over the same time last year. Increases in library use come at a time when estimates were lower due to the inconvenience caused by construction.

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Guns asked if the glass block walkways would be staying as part of the glass floor. Henricks reported that the glass floor is staying with areas of carpeted walkways and an area in the center opened to allow for the natural light to flow through to the area below the stacks.

Henricks invited the Board members to attend the Leadership in Energy and Environmental Design (LEED) update meeting on May 5, 2009 and/or the regular construction meeting on May 14, 2009. Henricks shared a sample of the recycled blue jean material, far superior to standard insulation, that is being used as building insulation for the project.

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- 4) Marketing Update - Henricks reported that, along with the new web site and Library renovation projects transforming the facility, the next step is to update the Library's logo and create a tag line. The Library is working with a graphic artist to develop a new logo that reflects what we are: a blend of past and future. Henricks has asked Library employees to submit ideas for a new tag line. Once the logo drafts and tag line ideas have been narrowed down, they will be brought to the Relations Committee for review and selection for Board approval. Henricks noted that any stock of letterhead or envelopes would be used before ordering any new logo stock.

- B. Library Comment Cards - The Library Board reviewed the thank you card received.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Library Construction Update, Marketing Update, and Library Comment Card."

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

5. Items for Action:

- A. Special Library Volunteer Recognition Awards - Henricks reported that the Annual Volunteer Recognition Event is scheduled for Thursday, May 28, 2009. Henricks reported the Board's tradition in previous years of recognizing certain volunteers at the Annual Volunteer Dinner based on their service. Henricks provided the recommended recipients for this year's award that includes three recipients along with the recommendation of expending up to \$200.00 from the General Gift Trust for recognition specialty items.

"Moved to recognize Friends of the Library Board Member Sandra Parrett, Library Foundation Board Member Kristen Smith and Library Volunteer Bryan Porter as the 2009 Special Library Volunteer Recognition Recipients; and, to approve the expenditure of up to \$200.00 from the Library General Gift Trust for Library volunteer recognition items."

Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

- B. Review of Library Policies - Henricks reported that the following policies are due for review by the Library Board and she reviewed recommended revisions as outlined in the policies provided:
- 1) Library Bulletin Board Policy - Additional clarification was provided on types of items to be posted and limiting postings to the tri-state community.
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*Motion: Hammer
Second: Willis
Vote: Aye – 6; Nay – 0*

6. Communications/Public Comment:

- All Board members were invited to a Iowa Communications Network session, "Evaluating the Library Director" training sponsored by the State Library of Iowa for Library Trustees. The session will be held on April 21, 2009 from 5:30 p.m. to 7:00 p.m. at the Dubuque Community School District Forum, 2300 Chaney Dubuque, Iowa 52001. Guns reported that she, Kolz and Connors are scheduled to attend the session.
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8. Library Board Adjournment - The Board adjourned at 4:56 p.m.

"Motion to adjourn."

*Motion: Hammer
Second: Kolz
Vote: Aye – 6; Nay – 0*



Kristen Smith, Board Secretary

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of April 23, 2009**

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Present: President Diann Guns; Vice President Beverly Kolz; Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer (arrived at 4:06 p.m.); Trustee Mike Willis; Library Director Susan Henricks; and Recorder Denette Kellogg

Excused: Trustee Elizabeth Leeper

Public Present: Fred Miller, 2462 Central Avenue, Dubuque, Iowa

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

"Moved to adopt the meeting agenda of Thursday, April 23, 2009."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, March 26, 2009 and Wednesday, April 15, 2009.

"Moved to approve the Board minutes of Thursday, March 26 and Wednesday, April 15, 2009 and to reflect in the attendance of April 15, 2009 that Leeper and Smith were excused and Kolz was present."

*Motion: Connors
Second: Willis
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, March 26, 2009 Board meeting.

"Moved to receive and file the Communication with the Dubuque City Council of March 26, 2009."

*Motion: Kolz
Second: Connors*

Vote: Aye – 5; Nay – 0

Smith asked when the Library's new web site would be launched for the public. Henricks reported some delays with the new launch date of Monday April 27, 2009.

Library Board Trustee David Hammer arrived at 4:06 p.m.

4. Motion to Receive and File Informational Items:

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

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Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

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Second: Willis
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"Motion to adjourn."

*Motion: Hammer
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*Motion: Kolz
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- 4) Marketing Update - Henricks reported that, along with the new web site and Library renovation projects transforming the facility, the next step is to update the Library's logo and create a tag line. The Library is working with a graphic artist to develop a new logo that reflects what we are: a blend of past and future. Henricks has asked Library employees to submit ideas for a new tag line. Once the logo drafts and tag line ideas have been narrowed down, they will be brought to the Relations Committee for review and selection for Board approval. Henricks noted that any stock of letterhead or envelopes would be used before ordering any new logo stock.

- B. Library Comment Cards - The Library Board reviewed the thank you card received.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Library Construction Update, Marketing Update, and Library Comment Card."

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

5. Items for Action:

- A. Special Library Volunteer Recognition Awards - Henricks reported that the Annual Volunteer Recognition Event is scheduled for Thursday, May 28, 2009. Henricks reported the Board's tradition in previous years of recognizing certain volunteers at the Annual Volunteer Dinner based on their service. Henricks provided the recommended recipients for this year's award that includes three recipients along with the recommendation of expending up to \$200.00 from the General Gift Trust for recognition specialty items.

"Moved to recognize Friends of the Library Board Member Sandra Parrett, Library Foundation Board Member Kristen Smith and Library Volunteer Bryan Porter as the 2009 Special Library Volunteer Recognition Recipients; and, to approve the expenditure of up to \$200.00 from the Library General Gift Trust for Library volunteer recognition items."

Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

- B. Review of Library Policies - Henricks reported that the following policies are due for review by the Library Board and she reviewed recommended revisions as outlined in the policies provided:
- 1) Library Bulletin Board Policy - Additional clarification was provided on types of items to be posted and limiting postings to the tri-state community.
 - 2) Library Volunteer Policy - Removal of procedures in regard to the Volunteer Coordinator.
 - 3) Policy on Citizen Input and Citizen Conduct at Library Board Meetings - Inclusion of input for items both on the agenda and items not on the agenda.
 - 4) Library Food and Beverage - Clarification on beverages not being allowed near computers and types of beverages for sale in the coffee area. The Board recommended that the price of the beverages for sale be removed from the policy.
 - 5) Examination of Public Records Policy - Addition of adding scanning of documents.
 - 6) Library Fine Arts Policy - Discussion was held on the policy and it was recommended that the policy be held until review of the Art Subcommittee guidelines has occurred.
 - 7) Listening/Viewing Policy - Removal of the procedures in the policy. The Board recommended further removal of the procedure in regard to age guidelines for use of the stations.

"Moved to adopt the following policies as reviewed and with revisions as recommended: Library Bulletin Board Policy, Library Volunteer Policy, Policy on Citizen Input and Citizen Conduct at Library Board Meetings, Library Food and Beverage Policy, Examination of Public Records Policy and Listening/Viewing Policy; and, move to table the Library Fine Arts Policy for future review in conjunction with the Art Subcommittee Guidelines."

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

6. Communications/Public Comment:

- All Board members were invited to a Iowa Communications Network session, "Evaluating the Library Director" training sponsored by the State Library of Iowa for Library Trustees. The session will be held on April 21, 2009 from 5:30 p.m. to 7:00 p.m. at the Dubuque Community School District Forum, 2300 Chaney Dubuque, Iowa 52001. Guns reported that she, Kolz and Connors are scheduled to attend the session.
- Guns reported she would be representing the Library Board at the Elisha Darlin Arts Awards dinner on April 24, 2009.
- Fred Miller addressed the Board and asked how items of historical or other value being removed during the renovation such as the old paneling were being handled. Henricks reported that all items possible are being reused or put in storage. Items not being reused in the renovation that are not of historical significance will be handled by following LEED guidelines with preference given to sale or donation to other organizations.

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

"Motion to adjourn."

*Motion: Hammer
Second: Kolz
Vote: Aye – 6; Nay – 0*



Kristen Smith, Board Secretary

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of April 23, 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, April 23, 2009.

Present: President Diann Guns; Vice President Beverly Kolz; Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer (arrived at 4:06 p.m.); Trustee Mike Willis; Library Director Susan Henricks; and Recorder Denette Kellogg

Excused: Trustee Elizabeth Leeper

Public Present: Fred Miller, 2462 Central Avenue, Dubuque, Iowa

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

"Moved to adopt the meeting agenda of Thursday, April 23, 2009."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, March 26, 2009 and Wednesday, April 15, 2009.

"Moved to approve the Board minutes of Thursday, March 26 and Wednesday, April 15, 2009 and to reflect in the attendance of April 15, 2009 that Leeper and Smith were excused and Kolz was present."

*Motion: Connors
Second: Willis
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, March 26, 2009 Board meeting.

"Moved to receive and file the Communication with the Dubuque City Council of March 26, 2009."

*Motion: Kolz
Second: Connors*

Vote: Aye – 5; Nay – 0

Smith asked when the Library's new web site would be launched for the public. Henricks reported some delays with the new launch date of Monday April 27, 2009.

Library Board Trustee David Hammer arrived at 4:06 p.m.

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 March represented seventy-five percent of the fiscal year lapsing. Expenditures were at seventy-three percent. Revenue generated year to date was at ninety-nine percent of budget projections.
- 2) Library Use Statistics – Henricks reported that the number of items checked out during the month of March is up six percent over the same time last year. Use of Library lap top computers is up 131 percent. Use of computers in the Internet Room is up ten percent. The trend until this month was a reduction in use of the Internet Room computers but a dramatic increase in the circulating lap top computers.

Henricks reported that the number of visitors to the Library is up three percent and the number of library card registrations is up six percent over the same time last year. Increases in library use come at a time when estimates were lower due to the inconvenience caused by construction.

- 3) Library Construction Report – Henricks reported on the construction update meeting held this morning with the architect, project manager and construction vendors. Henricks reported that Library construction of Phase One and Phase Two continues. The third floor construction is behind schedule with the floor covering, staining and painting to be completed. Phase Two - the south side of the second floor rotunda areas is moving along with a temporary wall erected, dividing the north and south side of second floor in half so work is behind the scenes. The parts

of the historic stacks on the upper part of the glass floor which are being dismantled will be stored in the basement in a secure and dry area. The Library's Technical Services activity, now located in the south side of second floor, will be temporarily relocated to the third floor and will work out of the staff lounge, the board room and the room in the northwest corner next to the auditorium.

Guns asked if the glass block walkways would be staying as part of the glass floor. Henricks reported that the glass floor is staying with areas of carpeted walkways and an area in the center opened to allow for the natural light to flow through to the area below the stacks.

Henricks invited the Board members to attend the Leadership in Energy and Environmental Design (LEED) update meeting on May 5, 2009 and/or the regular construction meeting on May 14, 2009. Henricks shared a sample of the recycled blue jean material, far superior to standard insulation, that is being used as building insulation for the project.

Henricks reported that Iowa Department of Cultural Affairs representative Francis Boggus, who oversees the Iowa Great Places grants, was in Dubuque on April 14 and toured the Library. Mr. Boggus was impressed with the extensive Library renovation project. The Library was awarded an Iowa Great Places grant for the second floor rotunda glass floor area, part of the original renovation project. Mr. Boggus announced that a second round of Great Places grants totaling \$1.4 million will be available for thirteen communities that have the Iowa Great Places designation. Guidelines for the grant applications will be available the first week in May with a June submission date. Awards will be announced the last week of July. Henricks reported the grant is attractive for the Library's areas of the renovation project not yet funded as construction costs are covered.

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- 4) Marketing Update - Henricks reported that, along with the new web site and Library renovation projects transforming the facility, the next step is to update the Library's logo and create a tag line. The Library is working with a graphic artist to develop a new logo that reflects what we are: a blend of past and future. Henricks has asked Library employees to submit ideas for a new tag line. Once the logo drafts and tag line ideas have been narrowed down, they will be brought to the Relations Committee for review and selection for Board approval. Henricks noted that any stock of letterhead or envelopes would be used before ordering any new logo stock.

- B. Library Comment Cards - The Library Board reviewed the thank you card received.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Library Construction Update, Marketing Update, and Library Comment Card."

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

5. Items for Action:

- A. Special Library Volunteer Recognition Awards - Henricks reported that the Annual Volunteer Recognition Event is scheduled for Thursday, May 28, 2009. Henricks reported the Board's tradition in previous years of recognizing certain volunteers at the Annual Volunteer Dinner based on their service. Henricks provided the recommended recipients for this year's award that includes three recipients along with the recommendation of expending up to \$200.00 from the General Gift Trust for recognition specialty items.

"Moved to recognize Friends of the Library Board Member Sandra Parrett, Library Foundation Board Member Kristen Smith and Library Volunteer Bryan Porter as the 2009 Special Library Volunteer Recognition Recipients; and, to approve the expenditure of up to \$200.00 from the Library General Gift Trust for Library volunteer recognition items."

Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

- B. Review of Library Policies - Henricks reported that the following policies are due for review by the Library Board and she reviewed recommended revisions as outlined in the policies provided:
- 1) Library Bulletin Board Policy - Additional clarification was provided on types of items to be posted and limiting postings to the tri-state community.
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*Motion: Hammer
Second: Willis
Vote: Aye – 6; Nay – 0*

6. Communications/Public Comment:

- All Board members were invited to a Iowa Communications Network session, "Evaluating the Library Director" training sponsored by the State Library of Iowa for Library Trustees. The session will be held on April 21, 2009 from 5:30 p.m. to 7:00 p.m. at the Dubuque Community School District Forum, 2300 Chaney Dubuque, Iowa 52001. Guns reported that she, Kolz and Connors are scheduled to attend the session.
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8. Library Board Adjournment - The Board adjourned at 4:56 p.m.

"Motion to adjourn."

*Motion: Hammer
Second: Kolz
Vote: Aye – 6; Nay – 0*



Kristen Smith, Board Secretary

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of April 23, 2009**

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Present: President Diann Guns; Vice President Beverly Kolz; Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer (arrived at 4:06 p.m.); Trustee Mike Willis; Library Director Susan Henricks; and Recorder Denette Kellogg

Excused: Trustee Elizabeth Leeper

Public Present: Fred Miller, 2462 Central Avenue, Dubuque, Iowa

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

"Moved to adopt the meeting agenda of Thursday, April 23, 2009."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, March 26, 2009 and Wednesday, April 15, 2009.

"Moved to approve the Board minutes of Thursday, March 26 and Wednesday, April 15, 2009 and to reflect in the attendance of April 15, 2009 that Leeper and Smith were excused and Kolz was present."

*Motion: Connors
Second: Willis
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, March 26, 2009 Board meeting.

"Moved to receive and file the Communication with the Dubuque City Council of March 26, 2009."

*Motion: Kolz
Second: Connors*

Vote: Aye – 5; Nay – 0

Smith asked when the Library's new web site would be launched for the public. Henricks reported some delays with the new launch date of Monday April 27, 2009.

Library Board Trustee David Hammer arrived at 4:06 p.m.

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 March represented seventy-five percent of the fiscal year lapsing. Expenditures were at seventy-three percent. Revenue generated year to date was at ninety-nine percent of budget projections.
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"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Library Construction Update, Marketing Update, and Library Comment Card."

Motion: Kolz
Second: Willis
Vote: Aye – 6; Nay – 0

5. Items for Action:

- A. Special Library Volunteer Recognition Awards - Henricks reported that the Annual Volunteer Recognition Event is scheduled for Thursday, May 28, 2009. Henricks reported the Board's tradition in previous years of recognizing certain volunteers at the Annual Volunteer Dinner based on their service. Henricks provided the recommended recipients for this year's award that includes three recipients along with the recommendation of expending up to \$200.00 from the General Gift Trust for recognition specialty items.

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Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

- B. Review of Library Policies - Henricks reported that the following policies are due for review by the Library Board and she reviewed recommended revisions as outlined in the policies provided:
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*Motion: Hammer
Second: Willis
Vote: Aye – 6; Nay – 0*

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

"Motion to adjourn."

*Motion: Hammer
Second: Kolz
Vote: Aye – 6; Nay – 0*



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Excused: Trustee Elizabeth Leeper

Public Present: Fred Miller, 2462 Central Avenue, Dubuque, Iowa

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

"Moved to adopt the meeting agenda of Thursday, April 23, 2009."

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

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*Motion: Connors
Second: Willis
Vote: Aye - 5; Nay - 0*

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*Motion: Kolz
Second: Connors*

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Smith asked when the Library's new web site would be launched for the public. Henricks reported some delays with the new launch date of Monday April 27, 2009.

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

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Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

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 - 7) Listening/Viewing Policy - Removal of the procedures in the policy. The Board recommended further removal of the procedure in regard to age guidelines for use of the stations.

"Moved to adopt the following policies as reviewed and with revisions as recommended: Library Bulletin Board Policy, Library Volunteer Policy, Policy on Citizen Input and Citizen Conduct at Library Board Meetings, Library Food and Beverage Policy, Examination of Public Records Policy and Listening/Viewing Policy; and, move to table the Library Fine Arts Policy for future review in conjunction with the Art Subcommittee Guidelines."

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

6. Communications/Public Comment:

- All Board members were invited to a Iowa Communications Network session, "Evaluating the Library Director" training sponsored by the State Library of Iowa for Library Trustees. The session will be held on April 21, 2009 from 5:30 p.m. to 7:00 p.m. at the Dubuque Community School District Forum, 2300 Chaney Dubuque, Iowa 52001. Guns reported that she, Kolz and Connors are scheduled to attend the session.
- Guns reported she would be representing the Library Board at the Elisha Darlin Arts Awards dinner on April 24, 2009.
- Fred Miller addressed the Board and asked how items of historical or other value being removed during the renovation such as the old paneling were being handled. Henricks reported that all items possible are being reused or put in storage. Items not being reused in the renovation that are not of historical significance will be handled by following LEED guidelines with preference given to sale or donation to other organizations.

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

"Motion to adjourn."

*Motion: Hammer
Second: Kolz
Vote: Aye – 6; Nay – 0*



Kristen Smith, Board Secretary

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of April 23, 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, April 23, 2009.

Present: President Diann Guns; Vice President Beverly Kolz; Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer (arrived at 4:06 p.m.); Trustee Mike Willis; Library Director Susan Henricks; and Recorder Denette Kellogg

Excused: Trustee Elizabeth Leeper

Public Present: Fred Miller, 2462 Central Avenue, Dubuque, Iowa

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

"Moved to adopt the meeting agenda of Thursday, April 23, 2009."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, March 26, 2009 and Wednesday, April 15, 2009.

"Moved to approve the Board minutes of Thursday, March 26 and Wednesday, April 15, 2009 and to reflect in the attendance of April 15, 2009 that Leeper and Smith were excused and Kolz was present."

*Motion: Connors
Second: Willis
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, March 26, 2009 Board meeting.

"Moved to receive and file the Communication with the Dubuque City Council of March 26, 2009."

*Motion: Kolz
Second: Connors*

Vote: Aye – 5; Nay – 0

Smith asked when the Library's new web site would be launched for the public. Henricks reported some delays with the new launch date of Monday April 27, 2009.

Library Board Trustee David Hammer arrived at 4:06 p.m.

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 March represented seventy-five percent of the fiscal year lapsing. Expenditures were at seventy-three percent. Revenue generated year to date was at ninety-nine percent of budget projections.
- 2) Library Use Statistics – Henricks reported that the number of items checked out during the month of March is up six percent over the same time last year. Use of Library lap top computers is up 131 percent. Use of computers in the Internet Room is up ten percent. The trend until this month was a reduction in use of the Internet Room computers but a dramatic increase in the circulating lap top computers.

Henricks reported that the number of visitors to the Library is up three percent and the number of library card registrations is up six percent over the same time last year. Increases in library use come at a time when estimates were lower due to the inconvenience caused by construction.

- 3) Library Construction Report – Henricks reported on the construction update meeting held this morning with the architect, project manager and construction vendors. Henricks reported that Library construction of Phase One and Phase Two continues. The third floor construction is behind schedule with the floor covering, staining and painting to be completed. Phase Two - the south side of the second floor rotunda areas is moving along with a temporary wall erected, dividing the north and south side of second floor in half so work is behind the scenes. The parts

of the historic stacks on the upper part of the glass floor which are being dismantled will be stored in the basement in a secure and dry area. The Library's Technical Services activity, now located in the south side of second floor, will be temporarily relocated to the third floor and will work out of the staff lounge, the board room and the room in the northwest corner next to the auditorium.

Guns asked if the glass block walkways would be staying as part of the glass floor. Henricks reported that the glass floor is staying with areas of carpeted walkways and an area in the center opened to allow for the natural light to flow through to the area below the stacks.

Henricks invited the Board members to attend the Leadership in Energy and Environmental Design (LEED) update meeting on May 5, 2009 and/or the regular construction meeting on May 14, 2009. Henricks shared a sample of the recycled blue jean material, far superior to standard insulation, that is being used as building insulation for the project.

Henricks reported that Iowa Department of Cultural Affairs representative Francis Boggus, who oversees the Iowa Great Places grants, was in Dubuque on April 14 and toured the Library. Mr. Boggus was impressed with the extensive Library renovation project. The Library was awarded an Iowa Great Places grant for the second floor rotunda glass floor area, part of the original renovation project. Mr. Boggus announced that a second round of Great Places grants totaling \$1.4 million will be available for thirteen communities that have the Iowa Great Places designation. Guidelines for the grant applications will be available the first week in May with a June submission date. Awards will be announced the last week of July. Henricks reported the grant is attractive for the Library's areas of the renovation project not yet funded as construction costs are covered.

Kolz asked about the flyer being distributed to patrons outside the Library in regard to the construction firm, Tricon, who is the general contractor for the Library project. Henricks reported that a union in Chicago is protesting Tricon's not being unionized and has hired some Labor Ready workers to hand out flyers. Handing out the flyers is

not illegal, but loitering is not acceptable when it impedes access to the Library. There have also been reports of inappropriate comments by the workers handing out the flyers. Henricks reported she has contacted the Chicago union to discuss this behavior as well as City Legal and the Police for guidance on this issue. She will continue to keep a close watch on the problem as some complaints from patrons have also been received.

- 4) Marketing Update - Henricks reported that, along with the new web site and Library renovation projects transforming the facility, the next step is to update the Library's logo and create a tag line. The Library is working with a graphic artist to develop a new logo that reflects what we are: a blend of past and future. Henricks has asked Library employees to submit ideas for a new tag line. Once the logo drafts and tag line ideas have been narrowed down, they will be brought to the Relations Committee for review and selection for Board approval. Henricks noted that any stock of letterhead or envelopes would be used before ordering any new logo stock.

- B. Library Comment Cards - The Library Board reviewed the thank you card received.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Library Construction Update, Marketing Update, and Library Comment Card."

Motion: Kolz
Second: Willis
Vote: Aye – 6; Nay – 0

5. Items for Action:

- A. Special Library Volunteer Recognition Awards - Henricks reported that the Annual Volunteer Recognition Event is scheduled for Thursday, May 28, 2009. Henricks reported the Board's tradition in previous years of recognizing certain volunteers at the Annual Volunteer Dinner based on their service. Henricks provided the recommended recipients for this year's award that includes three recipients along with the recommendation of expending up to \$200.00 from the General Gift Trust for recognition specialty items.

"Moved to recognize Friends of the Library Board Member Sandra Parrett, Library Foundation Board Member Kristen Smith and Library Volunteer Bryan Porter as the 2009 Special Library Volunteer Recognition Recipients; and, to approve the expenditure of up to \$200.00 from the Library General Gift Trust for Library volunteer recognition items."

Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

- B. Review of Library Policies - Henricks reported that the following policies are due for review by the Library Board and she reviewed recommended revisions as outlined in the policies provided:
- 1) Library Bulletin Board Policy - Additional clarification was provided on types of items to be posted and limiting postings to the tri-state community.
 - 2) Library Volunteer Policy - Removal of procedures in regard to the Volunteer Coordinator.
 - 3) Policy on Citizen Input and Citizen Conduct at Library Board Meetings - Inclusion of input for items both on the agenda and items not on the agenda.
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"Moved to adopt the following policies as reviewed and with revisions as recommended: Library Bulletin Board Policy, Library Volunteer Policy, Policy on Citizen Input and Citizen Conduct at Library Board Meetings, Library Food and Beverage Policy, Examination of Public Records Policy and Listening/Viewing Policy; and, move to table the Library Fine Arts Policy for future review in conjunction with the Art Subcommittee Guidelines."

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

6. Communications/Public Comment:

- All Board members were invited to a Iowa Communications Network session, "Evaluating the Library Director" training sponsored by the State Library of Iowa for Library Trustees. The session will be held on April 21, 2009 from 5:30 p.m. to 7:00 p.m. at the Dubuque Community School District Forum, 2300 Chaney Dubuque, Iowa 52001. Guns reported that she, Kolz and Connors are scheduled to attend the session.
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- Fred Miller addressed the Board and asked how items of historical or other value being removed during the renovation such as the old paneling were being handled. Henricks reported that all items possible are being reused or put in storage. Items not being reused in the renovation that are not of historical significance will be handled by following LEED guidelines with preference given to sale or donation to other organizations.

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

"Motion to adjourn."

*Motion: Hammer
Second: Kolz
Vote: Aye – 6; Nay – 0*



Kristen Smith, Board Secretary

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of April 23, 2009**

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Present: President Diann Guns; Vice President Beverly Kolz; Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer (arrived at 4:06 p.m.); Trustee Mike Willis; Library Director Susan Henricks; and Recorder Denette Kellogg

Excused: Trustee Elizabeth Leeper

Public Present: Fred Miller, 2462 Central Avenue, Dubuque, Iowa

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

"Moved to adopt the meeting agenda of Thursday, April 23, 2009."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, March 26, 2009 and Wednesday, April 15, 2009.

"Moved to approve the Board minutes of Thursday, March 26 and Wednesday, April 15, 2009 and to reflect in the attendance of April 15, 2009 that Leeper and Smith were excused and Kolz was present."

*Motion: Connors
Second: Willis
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, March 26, 2009 Board meeting.

"Moved to receive and file the Communication with the Dubuque City Council of March 26, 2009."

*Motion: Kolz
Second: Connors*

Vote: Aye – 5; Nay – 0

Smith asked when the Library's new web site would be launched for the public. Henricks reported some delays with the new launch date of Monday April 27, 2009.

Library Board Trustee David Hammer arrived at 4:06 p.m.

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 March represented seventy-five percent of the fiscal year lapsing. Expenditures were at seventy-three percent. Revenue generated year to date was at ninety-nine percent of budget projections.
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Henricks reported that the number of visitors to the Library is up three percent and the number of library card registrations is up six percent over the same time last year. Increases in library use come at a time when estimates were lower due to the inconvenience caused by construction.

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of the historic stacks on the upper part of the glass floor which are being dismantled will be stored in the basement in a secure and dry area. The Library's Technical Services activity, now located in the south side of second floor, will be temporarily relocated to the third floor and will work out of the staff lounge, the board room and the room in the northwest corner next to the auditorium.

Guns asked if the glass block walkways would be staying as part of the glass floor. Henricks reported that the glass floor is staying with areas of carpeted walkways and an area in the center opened to allow for the natural light to flow through to the area below the stacks.

Henricks invited the Board members to attend the Leadership in Energy and Environmental Design (LEED) update meeting on May 5, 2009 and/or the regular construction meeting on May 14, 2009. Henricks shared a sample of the recycled blue jean material, far superior to standard insulation, that is being used as building insulation for the project.

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- B. Library Comment Cards - The Library Board reviewed the thank you card received.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Library Construction Update, Marketing Update, and Library Comment Card."

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

5. Items for Action:

- A. Special Library Volunteer Recognition Awards - Henricks reported that the Annual Volunteer Recognition Event is scheduled for Thursday, May 28, 2009. Henricks reported the Board's tradition in previous years of recognizing certain volunteers at the Annual Volunteer Dinner based on their service. Henricks provided the recommended recipients for this year's award that includes three recipients along with the recommendation of expending up to \$200.00 from the General Gift Trust for recognition specialty items.

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Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

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

6. Communications/Public Comment:

- All Board members were invited to a Iowa Communications Network session, "Evaluating the Library Director" training sponsored by the State Library of Iowa for Library Trustees. The session will be held on April 21, 2009 from 5:30 p.m. to 7:00 p.m. at the Dubuque Community School District Forum, 2300 Chaney Dubuque, Iowa 52001. Guns reported that she, Kolz and Connors are scheduled to attend the session.
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8. Library Board Adjournment - The Board adjourned at 4:56 p.m.

"Motion to adjourn."

*Motion: Hammer
Second: Kolz
Vote: Aye – 6; Nay – 0*



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Excused: Trustee Elizabeth Leeper

Public Present: Fred Miller, 2462 Central Avenue, Dubuque, Iowa

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

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

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*Motion: Connors
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Vote: Aye - 5; Nay - 0*

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Second: Connors*

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Motion: Connors

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Vote: Aye – 6; Nay – 0

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"Motion to adjourn."

*Motion: Hammer
Second: Kolz
Vote: Aye – 6; Nay – 0*



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Excused: Trustee Elizabeth Leeper

Public Present: Fred Miller, 2462 Central Avenue, Dubuque, Iowa

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

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*Motion: Connors
Second: Willis
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, March 26, 2009 Board meeting.

"Moved to receive and file the Communication with the Dubuque City Council of March 26, 2009."

*Motion: Kolz
Second: Connors*

Vote: Aye – 5; Nay – 0

Smith asked when the Library's new web site would be launched for the public. Henricks reported some delays with the new launch date of Monday April 27, 2009.

Library Board Trustee David Hammer arrived at 4:06 p.m.

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 March represented seventy-five percent of the fiscal year lapsing. Expenditures were at seventy-three percent. Revenue generated year to date was at ninety-nine percent of budget projections.
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- 4) Marketing Update - Henricks reported that, along with the new web site and Library renovation projects transforming the facility, the next step is to update the Library's logo and create a tag line. The Library is working with a graphic artist to develop a new logo that reflects what we are: a blend of past and future. Henricks has asked Library employees to submit ideas for a new tag line. Once the logo drafts and tag line ideas have been narrowed down, they will be brought to the Relations Committee for review and selection for Board approval. Henricks noted that any stock of letterhead or envelopes would be used before ordering any new logo stock.

- B. Library Comment Cards - The Library Board reviewed the thank you card received.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Library Construction Update, Marketing Update, and Library Comment Card."

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

5. Items for Action:

- A. Special Library Volunteer Recognition Awards - Henricks reported that the Annual Volunteer Recognition Event is scheduled for Thursday, May 28, 2009. Henricks reported the Board's tradition in previous years of recognizing certain volunteers at the Annual Volunteer Dinner based on their service. Henricks provided the recommended recipients for this year's award that includes three recipients along with the recommendation of expending up to \$200.00 from the General Gift Trust for recognition specialty items.

"Moved to recognize Friends of the Library Board Member Sandra Parrett, Library Foundation Board Member Kristen Smith and Library Volunteer Bryan Porter as the 2009 Special Library Volunteer Recognition Recipients; and, to approve the expenditure of up to \$200.00 from the Library General Gift Trust for Library volunteer recognition items."

Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

- B. Review of Library Policies - Henricks reported that the following policies are due for review by the Library Board and she reviewed recommended revisions as outlined in the policies provided:
- 1) Library Bulletin Board Policy - Additional clarification was provided on types of items to be posted and limiting postings to the tri-state community.
 - 2) Library Volunteer Policy - Removal of procedures in regard to the Volunteer Coordinator.
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 - 5) Examination of Public Records Policy - Addition of adding scanning of documents.
 - 6) Library Fine Arts Policy - Discussion was held on the policy and it was recommended that the policy be held until review of the Art Subcommittee guidelines has occurred.
 - 7) Listening/Viewing Policy - Removal of the procedures in the policy. The Board recommended further removal of the procedure in regard to age guidelines for use of the stations.

"Moved to adopt the following policies as reviewed and with revisions as recommended: Library Bulletin Board Policy, Library Volunteer Policy, Policy on Citizen Input and Citizen Conduct at Library Board Meetings, Library Food and Beverage Policy, Examination of Public Records Policy and Listening/Viewing Policy; and, move to table the Library Fine Arts Policy for future review in conjunction with the Art Subcommittee Guidelines."

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

6. Communications/Public Comment:

- All Board members were invited to a Iowa Communications Network session, "Evaluating the Library Director" training sponsored by the State Library of Iowa for Library Trustees. The session will be held on April 21, 2009 from 5:30 p.m. to 7:00 p.m. at the Dubuque Community School District Forum, 2300 Chaney Dubuque, Iowa 52001. Guns reported that she, Kolz and Connors are scheduled to attend the session.
- Guns reported she would be representing the Library Board at the Elisha Darlin Arts Awards dinner on April 24, 2009.
- Fred Miller addressed the Board and asked how items of historical or other value being removed during the renovation such as the old paneling were being handled. Henricks reported that all items possible are being reused or put in storage. Items not being reused in the renovation that are not of historical significance will be handled by following LEED guidelines with preference given to sale or donation to other organizations.

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

"Motion to adjourn."

*Motion: Hammer
Second: Kolz
Vote: Aye – 6; Nay – 0*



Kristen Smith, Board Secretary

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of April 23, 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, April 23, 2009.

Present: President Diann Guns; Vice President Beverly Kolz; Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer (arrived at 4:06 p.m.); Trustee Mike Willis; Library Director Susan Henricks; and Recorder Denette Kellogg

Excused: Trustee Elizabeth Leeper

Public Present: Fred Miller, 2462 Central Avenue, Dubuque, Iowa

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

"Moved to adopt the meeting agenda of Thursday, April 23, 2009."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, March 26, 2009 and Wednesday, April 15, 2009.

"Moved to approve the Board minutes of Thursday, March 26 and Wednesday, April 15, 2009 and to reflect in the attendance of April 15, 2009 that Leeper and Smith were excused and Kolz was present."

*Motion: Connors
Second: Willis
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, March 26, 2009 Board meeting.

"Moved to receive and file the Communication with the Dubuque City Council of March 26, 2009."

*Motion: Kolz
Second: Connors*

Vote: Aye – 5; Nay – 0

Smith asked when the Library's new web site would be launched for the public. Henricks reported some delays with the new launch date of Monday April 27, 2009.

Library Board Trustee David Hammer arrived at 4:06 p.m.

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Henricks invited the Board members to attend the Leadership in Energy and Environmental Design (LEED) update meeting on May 5, 2009 and/or the regular construction meeting on May 14, 2009. Henricks shared a sample of the recycled blue jean material, far superior to standard insulation, that is being used as building insulation for the project.

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- B. Library Comment Cards - The Library Board reviewed the thank you card received.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Library Construction Update, Marketing Update, and Library Comment Card."

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

5. Items for Action:

- A. Special Library Volunteer Recognition Awards - Henricks reported that the Annual Volunteer Recognition Event is scheduled for Thursday, May 28, 2009. Henricks reported the Board's tradition in previous years of recognizing certain volunteers at the Annual Volunteer Dinner based on their service. Henricks provided the recommended recipients for this year's award that includes three recipients along with the recommendation of expending up to \$200.00 from the General Gift Trust for recognition specialty items.

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Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

- B. Review of Library Policies - Henricks reported that the following policies are due for review by the Library Board and she reviewed recommended revisions as outlined in the policies provided:
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*Motion: Hammer
Second: Willis
Vote: Aye – 6; Nay – 0*

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- All Board members were invited to a Iowa Communications Network session, "Evaluating the Library Director" training sponsored by the State Library of Iowa for Library Trustees. The session will be held on April 21, 2009 from 5:30 p.m. to 7:00 p.m. at the Dubuque Community School District Forum, 2300 Chaney Dubuque, Iowa 52001. Guns reported that she, Kolz and Connors are scheduled to attend the session.
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8. Library Board Adjournment - The Board adjourned at 4:56 p.m.

"Motion to adjourn."

*Motion: Hammer
Second: Kolz
Vote: Aye – 6; Nay – 0*



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Excused: Trustee Elizabeth Leeper

Public Present: Fred Miller, 2462 Central Avenue, Dubuque, Iowa

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

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*Motion: Kolz
Second: Connors
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*Motion: Connors
Second: Willis
Vote: Aye - 5; Nay - 0*

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*Motion: Kolz
Second: Connors*

Vote: Aye – 5; Nay – 0

Smith asked when the Library's new web site would be launched for the public. Henricks reported some delays with the new launch date of Monday April 27, 2009.

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Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

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*Motion: Hammer
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- 4) Marketing Update - Henricks reported that, along with the new web site and Library renovation projects transforming the facility, the next step is to update the Library's logo and create a tag line. The Library is working with a graphic artist to develop a new logo that reflects what we are: a blend of past and future. Henricks has asked Library employees to submit ideas for a new tag line. Once the logo drafts and tag line ideas have been narrowed down, they will be brought to the Relations Committee for review and selection for Board approval. Henricks noted that any stock of letterhead or envelopes would be used before ordering any new logo stock.

- B. Library Comment Cards - The Library Board reviewed the thank you card received.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Library Construction Update, Marketing Update, and Library Comment Card."

Motion: Kolz
Second: Willis
Vote: Aye – 6; Nay – 0

5. Items for Action:

- A. Special Library Volunteer Recognition Awards - Henricks reported that the Annual Volunteer Recognition Event is scheduled for Thursday, May 28, 2009. Henricks reported the Board's tradition in previous years of recognizing certain volunteers at the Annual Volunteer Dinner based on their service. Henricks provided the recommended recipients for this year's award that includes three recipients along with the recommendation of expending up to \$200.00 from the General Gift Trust for recognition specialty items.

"Moved to recognize Friends of the Library Board Member Sandra Parrett, Library Foundation Board Member Kristen Smith and Library Volunteer Bryan Porter as the 2009 Special Library Volunteer Recognition Recipients; and, to approve the expenditure of up to \$200.00 from the Library General Gift Trust for Library volunteer recognition items."

Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

- B. Review of Library Policies - Henricks reported that the following policies are due for review by the Library Board and she reviewed recommended revisions as outlined in the policies provided:
- 1) Library Bulletin Board Policy - Additional clarification was provided on types of items to be posted and limiting postings to the tri-state community.
 - 2) Library Volunteer Policy - Removal of procedures in regard to the Volunteer Coordinator.
 - 3) Policy on Citizen Input and Citizen Conduct at Library Board Meetings - Inclusion of input for items both on the agenda and items not on the agenda.
 - 4) Library Food and Beverage - Clarification on beverages not being allowed near computers and types of beverages for sale in the coffee area. The Board recommended that the price of the beverages for sale be removed from the policy.
 - 5) Examination of Public Records Policy - Addition of adding scanning of documents.
 - 6) Library Fine Arts Policy - Discussion was held on the policy and it was recommended that the policy be held until review of the Art Subcommittee guidelines has occurred.
 - 7) Listening/Viewing Policy - Removal of the procedures in the policy. The Board recommended further removal of the procedure in regard to age guidelines for use of the stations.

"Moved to adopt the following policies as reviewed and with revisions as recommended: Library Bulletin Board Policy, Library Volunteer Policy, Policy on Citizen Input and Citizen Conduct at Library Board Meetings, Library Food and Beverage Policy, Examination of Public Records Policy and Listening/Viewing Policy; and, move to table the Library Fine Arts Policy for future review in conjunction with the Art Subcommittee Guidelines."

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

6. Communications/Public Comment:

- All Board members were invited to a Iowa Communications Network session, "Evaluating the Library Director" training sponsored by the State Library of Iowa for Library Trustees. The session will be held on April 21, 2009 from 5:30 p.m. to 7:00 p.m. at the Dubuque Community School District Forum, 2300 Chaney Dubuque, Iowa 52001. Guns reported that she, Kolz and Connors are scheduled to attend the session.
- Guns reported she would be representing the Library Board at the Elisha Darlin Arts Awards dinner on April 24, 2009.
- Fred Miller addressed the Board and asked how items of historical or other value being removed during the renovation such as the old paneling were being handled. Henricks reported that all items possible are being reused or put in storage. Items not being reused in the renovation that are not of historical significance will be handled by following LEED guidelines with preference given to sale or donation to other organizations.

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

"Motion to adjourn."

*Motion: Hammer
Second: Kolz
Vote: Aye – 6; Nay – 0*



Kristen Smith, Board Secretary

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of April 23, 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, April 23, 2009.

Present: President Diann Guns; Vice President Beverly Kolz; Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer (arrived at 4:06 p.m.); Trustee Mike Willis; Library Director Susan Henricks; and Recorder Denette Kellogg

Excused: Trustee Elizabeth Leeper

Public Present: Fred Miller, 2462 Central Avenue, Dubuque, Iowa

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

"Moved to adopt the meeting agenda of Thursday, April 23, 2009."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, March 26, 2009 and Wednesday, April 15, 2009.

"Moved to approve the Board minutes of Thursday, March 26 and Wednesday, April 15, 2009 and to reflect in the attendance of April 15, 2009 that Leeper and Smith were excused and Kolz was present."

*Motion: Connors
Second: Willis
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, March 26, 2009 Board meeting.

"Moved to receive and file the Communication with the Dubuque City Council of March 26, 2009."

*Motion: Kolz
Second: Connors*

Vote: Aye – 5; Nay – 0

Smith asked when the Library's new web site would be launched for the public. Henricks reported some delays with the new launch date of Monday April 27, 2009.

Library Board Trustee David Hammer arrived at 4:06 p.m.

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 March represented seventy-five percent of the fiscal year lapsing. Expenditures were at seventy-three percent. Revenue generated year to date was at ninety-nine percent of budget projections.
- 2) Library Use Statistics – Henricks reported that the number of items checked out during the month of March is up six percent over the same time last year. Use of Library lap top computers is up 131 percent. Use of computers in the Internet Room is up ten percent. The trend until this month was a reduction in use of the Internet Room computers but a dramatic increase in the circulating lap top computers.

Henricks reported that the number of visitors to the Library is up three percent and the number of library card registrations is up six percent over the same time last year. Increases in library use come at a time when estimates were lower due to the inconvenience caused by construction.

- 3) Library Construction Report – Henricks reported on the construction update meeting held this morning with the architect, project manager and construction vendors. Henricks reported that Library construction of Phase One and Phase Two continues. The third floor construction is behind schedule with the floor covering, staining and painting to be completed. Phase Two - the south side of the second floor rotunda areas is moving along with a temporary wall erected, dividing the north and south side of second floor in half so work is behind the scenes. The parts

of the historic stacks on the upper part of the glass floor which are being dismantled will be stored in the basement in a secure and dry area. The Library's Technical Services activity, now located in the south side of second floor, will be temporarily relocated to the third floor and will work out of the staff lounge, the board room and the room in the northwest corner next to the auditorium.

Guns asked if the glass block walkways would be staying as part of the glass floor. Henricks reported that the glass floor is staying with areas of carpeted walkways and an area in the center opened to allow for the natural light to flow through to the area below the stacks.

Henricks invited the Board members to attend the Leadership in Energy and Environmental Design (LEED) update meeting on May 5, 2009 and/or the regular construction meeting on May 14, 2009. Henricks shared a sample of the recycled blue jean material, far superior to standard insulation, that is being used as building insulation for the project.

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- 4) Marketing Update - Henricks reported that, along with the new web site and Library renovation projects transforming the facility, the next step is to update the Library's logo and create a tag line. The Library is working with a graphic artist to develop a new logo that reflects what we are: a blend of past and future. Henricks has asked Library employees to submit ideas for a new tag line. Once the logo drafts and tag line ideas have been narrowed down, they will be brought to the Relations Committee for review and selection for Board approval. Henricks noted that any stock of letterhead or envelopes would be used before ordering any new logo stock.

- B. Library Comment Cards - The Library Board reviewed the thank you card received.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Library Construction Update, Marketing Update, and Library Comment Card."

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

5. Items for Action:

- A. Special Library Volunteer Recognition Awards - Henricks reported that the Annual Volunteer Recognition Event is scheduled for Thursday, May 28, 2009. Henricks reported the Board's tradition in previous years of recognizing certain volunteers at the Annual Volunteer Dinner based on their service. Henricks provided the recommended recipients for this year's award that includes three recipients along with the recommendation of expending up to \$200.00 from the General Gift Trust for recognition specialty items.

"Moved to recognize Friends of the Library Board Member Sandra Parrett, Library Foundation Board Member Kristen Smith and Library Volunteer Bryan Porter as the 2009 Special Library Volunteer Recognition Recipients; and, to approve the expenditure of up to \$200.00 from the Library General Gift Trust for Library volunteer recognition items."

Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

- B. Review of Library Policies - Henricks reported that the following policies are due for review by the Library Board and she reviewed recommended revisions as outlined in the policies provided:
- 1) Library Bulletin Board Policy - Additional clarification was provided on types of items to be posted and limiting postings to the tri-state community.
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*Motion: Hammer
Second: Willis
Vote: Aye – 6; Nay – 0*

6. Communications/Public Comment:

- All Board members were invited to a Iowa Communications Network session, "Evaluating the Library Director" training sponsored by the State Library of Iowa for Library Trustees. The session will be held on April 21, 2009 from 5:30 p.m. to 7:00 p.m. at the Dubuque Community School District Forum, 2300 Chaney Dubuque, Iowa 52001. Guns reported that she, Kolz and Connors are scheduled to attend the session.
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8. Library Board Adjournment - The Board adjourned at 4:56 p.m.

"Motion to adjourn."

*Motion: Hammer
Second: Kolz
Vote: Aye – 6; Nay – 0*



Kristen Smith, Board Secretary

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of April 23, 2009**

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Present: President Diann Guns; Vice President Beverly Kolz; Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer (arrived at 4:06 p.m.); Trustee Mike Willis; Library Director Susan Henricks; and Recorder Denette Kellogg

Excused: Trustee Elizabeth Leeper

Public Present: Fred Miller, 2462 Central Avenue, Dubuque, Iowa

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

"Moved to adopt the meeting agenda of Thursday, April 23, 2009."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, March 26, 2009 and Wednesday, April 15, 2009.

"Moved to approve the Board minutes of Thursday, March 26 and Wednesday, April 15, 2009 and to reflect in the attendance of April 15, 2009 that Leeper and Smith were excused and Kolz was present."

*Motion: Connors
Second: Willis
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, March 26, 2009 Board meeting.

"Moved to receive and file the Communication with the Dubuque City Council of March 26, 2009."

*Motion: Kolz
Second: Connors*

Vote: Aye – 5; Nay – 0

Smith asked when the Library's new web site would be launched for the public. Henricks reported some delays with the new launch date of Monday April 27, 2009.

Library Board Trustee David Hammer arrived at 4:06 p.m.

4. Motion to Receive and File Informational Items:

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Motion: Kolz
Second: Willis
Vote: Aye – 6; Nay – 0

5. Items for Action:

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Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

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

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"Motion to adjourn."

*Motion: Hammer
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Excused: Trustee Elizabeth Leeper

Public Present: Fred Miller, 2462 Central Avenue, Dubuque, Iowa

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

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

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*Motion: Connors
Second: Willis
Vote: Aye - 5; Nay - 0*

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

5. Items for Action:

- A. Special Library Volunteer Recognition Awards - Henricks reported that the Annual Volunteer Recognition Event is scheduled for Thursday, May 28, 2009. Henricks reported the Board's tradition in previous years of recognizing certain volunteers at the Annual Volunteer Dinner based on their service. Henricks provided the recommended recipients for this year's award that includes three recipients along with the recommendation of expending up to \$200.00 from the General Gift Trust for recognition specialty items.

"Moved to recognize Friends of the Library Board Member Sandra Parrett, Library Foundation Board Member Kristen Smith and Library Volunteer Bryan Porter as the 2009 Special Library Volunteer Recognition Recipients; and, to approve the expenditure of up to \$200.00 from the Library General Gift Trust for Library volunteer recognition items."

Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

- B. Review of Library Policies - Henricks reported that the following policies are due for review by the Library Board and she reviewed recommended revisions as outlined in the policies provided:
- 1) Library Bulletin Board Policy - Additional clarification was provided on types of items to be posted and limiting postings to the tri-state community.
 - 2) Library Volunteer Policy - Removal of procedures in regard to the Volunteer Coordinator.
 - 3) Policy on Citizen Input and Citizen Conduct at Library Board Meetings - Inclusion of input for items both on the agenda and items not on the agenda.
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 - 5) Examination of Public Records Policy - Addition of adding scanning of documents.
 - 6) Library Fine Arts Policy - Discussion was held on the policy and it was recommended that the policy be held until review of the Art Subcommittee guidelines has occurred.
 - 7) Listening/Viewing Policy - Removal of the procedures in the policy. The Board recommended further removal of the procedure in regard to age guidelines for use of the stations.

"Moved to adopt the following policies as reviewed and with revisions as recommended: Library Bulletin Board Policy, Library Volunteer Policy, Policy on Citizen Input and Citizen Conduct at Library Board Meetings, Library Food and Beverage Policy, Examination of Public Records Policy and Listening/Viewing Policy; and, move to table the Library Fine Arts Policy for future review in conjunction with the Art Subcommittee Guidelines."

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

6. Communications/Public Comment:

- All Board members were invited to a Iowa Communications Network session, "Evaluating the Library Director" training sponsored by the State Library of Iowa for Library Trustees. The session will be held on April 21, 2009 from 5:30 p.m. to 7:00 p.m. at the Dubuque Community School District Forum, 2300 Chaney Dubuque, Iowa 52001. Guns reported that she, Kolz and Connors are scheduled to attend the session.
- Guns reported she would be representing the Library Board at the Elisha Darlin Arts Awards dinner on April 24, 2009.
- Fred Miller addressed the Board and asked how items of historical or other value being removed during the renovation such as the old paneling were being handled. Henricks reported that all items possible are being reused or put in storage. Items not being reused in the renovation that are not of historical significance will be handled by following LEED guidelines with preference given to sale or donation to other organizations.

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

"Motion to adjourn."

*Motion: Hammer
Second: Kolz
Vote: Aye – 6; Nay – 0*



Kristen Smith, Board Secretary

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of April 23, 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, April 23, 2009.

Present: President Diann Guns; Vice President Beverly Kolz; Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer (arrived at 4:06 p.m.); Trustee Mike Willis; Library Director Susan Henricks; and Recorder Denette Kellogg

Excused: Trustee Elizabeth Leeper

Public Present: Fred Miller, 2462 Central Avenue, Dubuque, Iowa

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

"Moved to adopt the meeting agenda of Thursday, April 23, 2009."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, March 26, 2009 and Wednesday, April 15, 2009.

"Moved to approve the Board minutes of Thursday, March 26 and Wednesday, April 15, 2009 and to reflect in the attendance of April 15, 2009 that Leeper and Smith were excused and Kolz was present."

*Motion: Connors
Second: Willis
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, March 26, 2009 Board meeting.

"Moved to receive and file the Communication with the Dubuque City Council of March 26, 2009."

*Motion: Kolz
Second: Connors*

Vote: Aye – 5; Nay – 0

Smith asked when the Library's new web site would be launched for the public. Henricks reported some delays with the new launch date of Monday April 27, 2009.

Library Board Trustee David Hammer arrived at 4:06 p.m.

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 March represented seventy-five percent of the fiscal year lapsing. Expenditures were at seventy-three percent. Revenue generated year to date was at ninety-nine percent of budget projections.
- 2) Library Use Statistics – Henricks reported that the number of items checked out during the month of March is up six percent over the same time last year. Use of Library lap top computers is up 131 percent. Use of computers in the Internet Room is up ten percent. The trend until this month was a reduction in use of the Internet Room computers but a dramatic increase in the circulating lap top computers.

Henricks reported that the number of visitors to the Library is up three percent and the number of library card registrations is up six percent over the same time last year. Increases in library use come at a time when estimates were lower due to the inconvenience caused by construction.

- 3) Library Construction Report – Henricks reported on the construction update meeting held this morning with the architect, project manager and construction vendors. Henricks reported that Library construction of Phase One and Phase Two continues. The third floor construction is behind schedule with the floor covering, staining and painting to be completed. Phase Two - the south side of the second floor rotunda areas is moving along with a temporary wall erected, dividing the north and south side of second floor in half so work is behind the scenes. The parts

of the historic stacks on the upper part of the glass floor which are being dismantled will be stored in the basement in a secure and dry area. The Library's Technical Services activity, now located in the south side of second floor, will be temporarily relocated to the third floor and will work out of the staff lounge, the board room and the room in the northwest corner next to the auditorium.

Guns asked if the glass block walkways would be staying as part of the glass floor. Henricks reported that the glass floor is staying with areas of carpeted walkways and an area in the center opened to allow for the natural light to flow through to the area below the stacks.

Henricks invited the Board members to attend the Leadership in Energy and Environmental Design (LEED) update meeting on May 5, 2009 and/or the regular construction meeting on May 14, 2009. Henricks shared a sample of the recycled blue jean material, far superior to standard insulation, that is being used as building insulation for the project.

Henricks reported that Iowa Department of Cultural Affairs representative Francis Boggus, who oversees the Iowa Great Places grants, was in Dubuque on April 14 and toured the Library. Mr. Boggus was impressed with the extensive Library renovation project. The Library was awarded an Iowa Great Places grant for the second floor rotunda glass floor area, part of the original renovation project. Mr. Boggus announced that a second round of Great Places grants totaling \$1.4 million will be available for thirteen communities that have the Iowa Great Places designation. Guidelines for the grant applications will be available the first week in May with a June submission date. Awards will be announced the last week of July. Henricks reported the grant is attractive for the Library's areas of the renovation project not yet funded as construction costs are covered.

Kolz asked about the flyer being distributed to patrons outside the Library in regard to the construction firm, Tricon, who is the general contractor for the Library project. Henricks reported that a union in Chicago is protesting Tricon's not being unionized and has hired some Labor Ready workers to hand out flyers. Handing out the flyers is

not illegal, but loitering is not acceptable when it impedes access to the Library. There have also been reports of inappropriate comments by the workers handing out the flyers. Henricks reported she has contacted the Chicago union to discuss this behavior as well as City Legal and the Police for guidance on this issue. She will continue to keep a close watch on the problem as some complaints from patrons have also been received.

- 4) Marketing Update - Henricks reported that, along with the new web site and Library renovation projects transforming the facility, the next step is to update the Library's logo and create a tag line. The Library is working with a graphic artist to develop a new logo that reflects what we are: a blend of past and future. Henricks has asked Library employees to submit ideas for a new tag line. Once the logo drafts and tag line ideas have been narrowed down, they will be brought to the Relations Committee for review and selection for Board approval. Henricks noted that any stock of letterhead or envelopes would be used before ordering any new logo stock.

- B. Library Comment Cards - The Library Board reviewed the thank you card received.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Library Construction Update, Marketing Update, and Library Comment Card."

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

5. Items for Action:

- A. Special Library Volunteer Recognition Awards - Henricks reported that the Annual Volunteer Recognition Event is scheduled for Thursday, May 28, 2009. Henricks reported the Board's tradition in previous years of recognizing certain volunteers at the Annual Volunteer Dinner based on their service. Henricks provided the recommended recipients for this year's award that includes three recipients along with the recommendation of expending up to \$200.00 from the General Gift Trust for recognition specialty items.

"Moved to recognize Friends of the Library Board Member Sandra Parrett, Library Foundation Board Member Kristen Smith and Library Volunteer Bryan Porter as the 2009 Special Library Volunteer Recognition Recipients; and, to approve the expenditure of up to \$200.00 from the Library General Gift Trust for Library volunteer recognition items."

Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

- B. Review of Library Policies - Henricks reported that the following policies are due for review by the Library Board and she reviewed recommended revisions as outlined in the policies provided:
- 1) Library Bulletin Board Policy - Additional clarification was provided on types of items to be posted and limiting postings to the tri-state community.
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*Motion: Hammer
Second: Willis
Vote: Aye – 6; Nay – 0*

6. Communications/Public Comment:

- All Board members were invited to a Iowa Communications Network session, "Evaluating the Library Director" training sponsored by the State Library of Iowa for Library Trustees. The session will be held on April 21, 2009 from 5:30 p.m. to 7:00 p.m. at the Dubuque Community School District Forum, 2300 Chaney Dubuque, Iowa 52001. Guns reported that she, Kolz and Connors are scheduled to attend the session.
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8. Library Board Adjournment - The Board adjourned at 4:56 p.m.

"Motion to adjourn."

*Motion: Hammer
Second: Kolz
Vote: Aye – 6; Nay – 0*



Kristen Smith, Board Secretary

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Board of Trustees'
Meeting Minutes of April 23, 2009**

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Present: President Diann Guns; Vice President Beverly Kolz; Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer (arrived at 4:06 p.m.); Trustee Mike Willis; Library Director Susan Henricks; and Recorder Denette Kellogg

Excused: Trustee Elizabeth Leeper

Public Present: Fred Miller, 2462 Central Avenue, Dubuque, Iowa

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

"Moved to adopt the meeting agenda of Thursday, April 23, 2009."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, March 26, 2009 and Wednesday, April 15, 2009.

"Moved to approve the Board minutes of Thursday, March 26 and Wednesday, April 15, 2009 and to reflect in the attendance of April 15, 2009 that Leeper and Smith were excused and Kolz was present."

*Motion: Connors
Second: Willis
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, March 26, 2009 Board meeting.

"Moved to receive and file the Communication with the Dubuque City Council of March 26, 2009."

*Motion: Kolz
Second: Connors*

Vote: Aye – 5; Nay – 0

Smith asked when the Library's new web site would be launched for the public. Henricks reported some delays with the new launch date of Monday April 27, 2009.

Library Board Trustee David Hammer arrived at 4:06 p.m.

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:

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

5. Items for Action:

- A. Special Library Volunteer Recognition Awards - Henricks reported that the Annual Volunteer Recognition Event is scheduled for Thursday, May 28, 2009. Henricks reported the Board's tradition in previous years of recognizing certain volunteers at the Annual Volunteer Dinner based on their service. Henricks provided the recommended recipients for this year's award that includes three recipients along with the recommendation of expending up to \$200.00 from the General Gift Trust for recognition specialty items.

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Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

- B. Review of Library Policies - Henricks reported that the following policies are due for review by the Library Board and she reviewed recommended revisions as outlined in the policies provided:
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*Motion: Hammer
Second: Willis
Vote: Aye – 6; Nay – 0*

6. Communications/Public Comment:

- All Board members were invited to a Iowa Communications Network session, "Evaluating the Library Director" training sponsored by the State Library of Iowa for Library Trustees. The session will be held on April 21, 2009 from 5:30 p.m. to 7:00 p.m. at the Dubuque Community School District Forum, 2300 Chaney Dubuque, Iowa 52001. Guns reported that she, Kolz and Connors are scheduled to attend the session.
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8. Library Board Adjournment - The Board adjourned at 4:56 p.m.

"Motion to adjourn."

*Motion: Hammer
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Excused: Trustee Elizabeth Leeper

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

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

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Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

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

"Motion to adjourn."

*Motion: Hammer
Second: Kolz
Vote: Aye – 6; Nay – 0*



Kristen Smith, Board Secretary

**Carnegie-Stout Public Library
Board of Trustees'
Meeting Minutes of April 23, 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, April 23, 2009.

Present: President Diann Guns; Vice President Beverly Kolz; Secretary Kristen Smith; Trustee Paula Connors; Trustee David Hammer (arrived at 4:06 p.m.); Trustee Mike Willis; Library Director Susan Henricks; and Recorder Denette Kellogg

Excused: Trustee Elizabeth Leeper

Public Present: Fred Miller, 2462 Central Avenue, Dubuque, Iowa

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

"Moved to adopt the meeting agenda of Thursday, April 23, 2009."

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

2. Approval of Library Board of Trustees' Minutes of Thursday, March 26, 2009 and Wednesday, April 15, 2009.

"Moved to approve the Board minutes of Thursday, March 26 and Wednesday, April 15, 2009 and to reflect in the attendance of April 15, 2009 that Leeper and Smith were excused and Kolz was present."

*Motion: Connors
Second: Willis
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, March 26, 2009 Board meeting.

"Moved to receive and file the Communication with the Dubuque City Council of March 26, 2009."

*Motion: Kolz
Second: Connors*

Vote: Aye – 5; Nay – 0

Smith asked when the Library's new web site would be launched for the public. Henricks reported some delays with the new launch date of Monday April 27, 2009.

Library Board Trustee David Hammer arrived at 4:06 p.m.

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 March represented seventy-five percent of the fiscal year lapsing. Expenditures were at seventy-three percent. Revenue generated year to date was at ninety-nine percent of budget projections.
- 2) Library Use Statistics – Henricks reported that the number of items checked out during the month of March is up six percent over the same time last year. Use of Library lap top computers is up 131 percent. Use of computers in the Internet Room is up ten percent. The trend until this month was a reduction in use of the Internet Room computers but a dramatic increase in the circulating lap top computers.

Henricks reported that the number of visitors to the Library is up three percent and the number of library card registrations is up six percent over the same time last year. Increases in library use come at a time when estimates were lower due to the inconvenience caused by construction.

- 3) Library Construction Report – Henricks reported on the construction update meeting held this morning with the architect, project manager and construction vendors. Henricks reported that Library construction of Phase One and Phase Two continues. The third floor construction is behind schedule with the floor covering, staining and painting to be completed. Phase Two - the south side of the second floor rotunda areas is moving along with a temporary wall erected, dividing the north and south side of second floor in half so work is behind the scenes. The parts

of the historic stacks on the upper part of the glass floor which are being dismantled will be stored in the basement in a secure and dry area. The Library's Technical Services activity, now located in the south side of second floor, will be temporarily relocated to the third floor and will work out of the staff lounge, the board room and the room in the northwest corner next to the auditorium.

Guns asked if the glass block walkways would be staying as part of the glass floor. Henricks reported that the glass floor is staying with areas of carpeted walkways and an area in the center opened to allow for the natural light to flow through to the area below the stacks.

Henricks invited the Board members to attend the Leadership in Energy and Environmental Design (LEED) update meeting on May 5, 2009 and/or the regular construction meeting on May 14, 2009. Henricks shared a sample of the recycled blue jean material, far superior to standard insulation, that is being used as building insulation for the project.

Henricks reported that Iowa Department of Cultural Affairs representative Francis Boggus, who oversees the Iowa Great Places grants, was in Dubuque on April 14 and toured the Library. Mr. Boggus was impressed with the extensive Library renovation project. The Library was awarded an Iowa Great Places grant for the second floor rotunda glass floor area, part of the original renovation project. Mr. Boggus announced that a second round of Great Places grants totaling \$1.4 million will be available for thirteen communities that have the Iowa Great Places designation. Guidelines for the grant applications will be available the first week in May with a June submission date. Awards will be announced the last week of July. Henricks reported the grant is attractive for the Library's areas of the renovation project not yet funded as construction costs are covered.

Kolz asked about the flyer being distributed to patrons outside the Library in regard to the construction firm, Tricon, who is the general contractor for the Library project. Henricks reported that a union in Chicago is protesting Tricon's not being unionized and has hired some Labor Ready workers to hand out flyers. Handing out the flyers is

not illegal, but loitering is not acceptable when it impedes access to the Library. There have also been reports of inappropriate comments by the workers handing out the flyers. Henricks reported she has contacted the Chicago union to discuss this behavior as well as City Legal and the Police for guidance on this issue. She will continue to keep a close watch on the problem as some complaints from patrons have also been received.

- 4) Marketing Update - Henricks reported that, along with the new web site and Library renovation projects transforming the facility, the next step is to update the Library's logo and create a tag line. The Library is working with a graphic artist to develop a new logo that reflects what we are: a blend of past and future. Henricks has asked Library employees to submit ideas for a new tag line. Once the logo drafts and tag line ideas have been narrowed down, they will be brought to the Relations Committee for review and selection for Board approval. Henricks noted that any stock of letterhead or envelopes would be used before ordering any new logo stock.

- B. Library Comment Cards - The Library Board reviewed the thank you card received.

"Moved to receive and file the informational update from the Library Director on the Library Financial Report, Library Use Statistics, Library Construction Update, Marketing Update, and Library Comment Card."

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

5. Items for Action:

- A. Special Library Volunteer Recognition Awards - Henricks reported that the Annual Volunteer Recognition Event is scheduled for Thursday, May 28, 2009. Henricks reported the Board's tradition in previous years of recognizing certain volunteers at the Annual Volunteer Dinner based on their service. Henricks provided the recommended recipients for this year's award that includes three recipients along with the recommendation of expending up to \$200.00 from the General Gift Trust for recognition specialty items.

"Moved to recognize Friends of the Library Board Member Sandra Parrett, Library Foundation Board Member Kristen Smith and Library Volunteer Bryan Porter as the 2009 Special Library Volunteer Recognition Recipients; and, to approve the expenditure of up to \$200.00 from the Library General Gift Trust for Library volunteer recognition items."

Motion: Connors

Second: Kolz

Vote: Aye – 6; Nay – 0

- B. Review of Library Policies - Henricks reported that the following policies are due for review by the Library Board and she reviewed recommended revisions as outlined in the policies provided:
- 1) Library Bulletin Board Policy - Additional clarification was provided on types of items to be posted and limiting postings to the tri-state community.
 - 2) Library Volunteer Policy - Removal of procedures in regard to the Volunteer Coordinator.
 - 3) Policy on Citizen Input and Citizen Conduct at Library Board Meetings - Inclusion of input for items both on the agenda and items not on the agenda.
 - 4) Library Food and Beverage - Clarification on beverages not being allowed near computers and types of beverages for sale in the coffee area. The Board recommended that the price of the beverages for sale be removed from the policy.
 - 5) Examination of Public Records Policy - Addition of adding scanning of documents.
 - 6) Library Fine Arts Policy - Discussion was held on the policy and it was recommended that the policy be held until review of the Art Subcommittee guidelines has occurred.
 - 7) Listening/Viewing Policy - Removal of the procedures in the policy. The Board recommended further removal of the procedure in regard to age guidelines for use of the stations.

"Moved to adopt the following policies as reviewed and with revisions as recommended: Library Bulletin Board Policy, Library Volunteer Policy, Policy on Citizen Input and Citizen Conduct at Library Board Meetings, Library Food and Beverage Policy, Examination of Public Records Policy and Listening/Viewing Policy; and, move to table the Library Fine Arts Policy for future review in conjunction with the Art Subcommittee Guidelines."

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

6. Communications/Public Comment:

- All Board members were invited to a Iowa Communications Network session, "Evaluating the Library Director" training sponsored by the State Library of Iowa for Library Trustees. The session will be held on April 21, 2009 from 5:30 p.m. to 7:00 p.m. at the Dubuque Community School District Forum, 2300 Chaney Dubuque, Iowa 52001. Guns reported that she, Kolz and Connors are scheduled to attend the session.
- Guns reported she would be representing the Library Board at the Elisha Darlin Arts Awards dinner on April 24, 2009.
- Fred Miller addressed the Board and asked how items of historical or other value being removed during the renovation such as the old paneling were being handled. Henricks reported that all items possible are being reused or put in storage. Items not being reused in the renovation that are not of historical significance will be handled by following LEED guidelines with preference given to sale or donation to other organizations.

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

"Motion to adjourn."

*Motion: Hammer
Second: Kolz
Vote: Aye – 6; Nay – 0*



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Motion: Connors

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