

**Carnegie-Stout Public Library  
Board of Trustees  
Meeting Minutes April 22, 2021**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met by teleconferencing based in the Lacy Board Room at 4:04 p.m. on Thursday, April 22, 2021.

Present in Person: President Christy Monk, Vice President Pam Mullin, Secretary Rosemary Kramer, Trustee Robert Armstrong, Trustee Greg Gorton, Trustee Victor Lieberman, Trustee Patty Poggemiller, Director Susan Henricks, and Administrative Assistant Denette Kellogg.

1. President Monk called the meeting to order at 4:04 p.m.

*"Moved to adopt the meeting agenda of April 22, 2021 with the addition under the Board President's Report to add Board and Commission Successes and Initiatives Report."*

*Motion: Kramer  
Second: Poggemiller  
Vote: Aye – 7; Nay – 0*

2. Approval of Library Board of Trustees' Meeting Minutes of March 20, March 22, March 24, and March 25, 2021.

*"Moved to approve the Board Minutes of March 20, March 22, March 24, and March 25, 2021."*

*Motion: Poggemiller  
Second: Armstrong  
Vote: Aye – 7; Nay – 0*

3. Board President's Report:

- A. The Board reviewed the Communication with the Dubuque City Council for February, 2021

*"Moved to receive and file the Communication with the Dubuque City Council from February, 2021."*

*Motion: Poggemiller  
Second: Mullin  
Vote: Aye – 7; Nay – 0*

- B. City Board and Commission Successes and Initiatives Report – Monk asked for input on the City’s report that requests Board successes and initiatives this year. Suggestions of successes included: hiring a new Library Director with plan for a smooth transition; successful Library operations during COVID-19 allowing for providing services to the public including curbside pickup, and in person service; expansion of the While You Wait program to the Dubuque Kennedy Mall; a new Marketing Campaign concentrated on the Library’s online and digital offerings; and, design and implementation of a new web site.

Suggestions for initiatives for 2021-2022 included: New strategic plan; onboarding of Library Director; completion of the Art Audit and Art Video Tour; Storybook Walk; partnership with Dubuque Community School District for “School-Library Cards” project launch.

Monk will complete the report with the information as discussed and share with the Board of Trustees prior to submittal.

- C. Naming Opportunity – Monk reported on a suggestion by the Library’s Direct Reports Danielle Day, Amanda Dolter, Denette Kellogg, Michael Kerth, David March, Amy Muchmore, and Michelle Oberhoffer to consider a naming opportunity at the Library for the outgoing Director Susan Henricks to commemorate Henricks’ 19 years of service. The Board concurred with this recommendation. After discussion, the Board agreed that the second floor Grand Entrance, the area just inside the historic entrance and in front of the Administration offices would be most fitting for this naming opportunity.

*“Moved to name the Library’s second floor Grand Entrance in Library Director’s Susan Henricks name to commemorate her time and service to the Library.”*

*Motion: Mullin  
Second: Gorton  
Vote: Aye – 7; Nay – 0*

A placard with the information of the naming will be placed in the Grand Entrance in honor of Susan Henricks, Library Director.

4. Motion to Receive and File Informational Items:

A. Library Director’s Report Summary and Update:

- 1) Library Financial Report Fiscal Year (FY) 2021 - The end of March marked the closing of the third quarter of the fiscal year, or 75%. Expenditures were at 62% and revenue was at 114% of projections.

Henricks reported that Capital Improvement Project (CIP) funds are partially available. Computer equipment replacements for FY 2020 and FY 2021 are taking place now. CIP projects for the roof on the building addition, the landscaping in the plaza area at the main entrance, and removal of the underground oil tank remain on hold for the time being.

- 2) Library Use – Henricks reported low use among print and non-print use in March. Although year-to-date digital checkouts are up 7% to 9%, the month of March saw the first decrease in use of downloadable materials– by 1%. Use of library databases during the second quarter saw half had increased in use and half had decreased in use.
- 3) Marketing Report – Henricks reported the Library’s Kindles, nearly four years old, that were recently promoted are not being checked out. Several of the Kindles will be repurposed and used on the self-guided art tour by patrons or for preloaded books in support of large book discussions/programs
- 4) Personnel Update – Henricks reported a formal offer was extended to Nick Rossman for the position of Library Director and he accepted. The offer is contingent on a successful background check and physical with plans for Rossman to begin work on May 24<sup>th</sup>. Henricks will work with Rossman the first two weeks and be available on a consulting basis until her retirement date of July 2, 2021.

Henricks reported that the FY-21 operating budget has been unfrozen and advertising is taking place for two full-time Youth Services Library Aides, one for working with children and outreach, and the other to work with teens. Recruitment is also underway for an intern in Information Technology. A recommendation has been made for the vacant part-time Custodian position. Final interviews will take place next week for the position of a full-time Library Aide in Adult Services. This position will fill a vacancy left by Ben Eagle when he was promoted to librarian.

- 5) Project Status – Henricks provided a project update to the Board on the Story Book Walk, the library van wrap, the virtual art tour, the Dubuque Community School District student ID use as library cards partnership, and a local history project.
  - The installation of the Story Book Walk is scheduled to begin on May 11. The date of the ribbon cutting ceremony will be scheduled pending completion of the installation. This project was funded in part by the DRA and the Library Foundation.
  - Henricks reported on funding for the bike peddler position that will be funded from the Library’s temporary help budget line. Timothy Hitzler, a local teacher, has been hired as the bike peddler through Sedona Staffing for this season.

- The library van has a new digital wrap with the Library's "Open" theme. The Library's exterior return boxes located on Bluff Street, Asbury Plaza Hy-Vee, and Eleanor Roosevelt Middle School are next to get new digital wraps and the "Open" themed design has been approved.
- Ninety-seven library owned works of art covering three floors of the library have been photographed. Each work also includes a description and artist information. The content was submitted to Orpheo, the vendor that is creating the app for the self-guided art tour. As part of this project, numbers are placed by each work of art. Visitors can take a complete tour, or simply input a specific number to learn more about an individual work of art. Updating labels, or creating labels where none have existed, is the ideal to have a comprehensive collection. Henricks is asking for consideration of funding from the Enrich Iowa (state aid funding) for this project. The tour is being funded by the Library Foundation.
- A second meeting with the Dubuque Community School District regarding the use of student IDs as library cards is scheduled for Monday, May 19<sup>th</sup>. During this meeting the details of a memorandum of understanding (MOU) will be discussed. When the agreement is completed implementation of this project will take place.
- Henricks attended a virtual meeting with the Center for Dubuque History (CDH) located in Loras College and the National Mississippi River Museum and Aquarium regarding collaboration on a grant proposal. The CDH is interested in creating a "one-stop-shop" for local history. The grant would allow for the planning of such a project.

Two future projects planned for after the new Director arrives are the new strategic plan and the art audit appraisal. Appraisers were hard to find during COVID-19 and as the environment opens up finding one at a competitive price will be much easier.

- 6) Hours – Background Information – Henricks reported that the Library will be fully staff and funded very soon. With the exception of in-library programs, she is recommending returning to pre-COVID operations at 61 hours per week. She provided a historical overview of library hours and hours during COVID-19. Currently, total hours number 61 hours the minimum for accreditation. Henricks provided three options with historical foot traffic and use for hours for the Board's review.

*"Moved to receive and file the informational update from the Library Director including the Library Expenditure, Revenue and Budget Financial Reports, Library Use Report, Marketing Report, Personnel Update, Project Status, and Library Hours."*

*Motion: Armstrong  
Second: Kramer  
Vote: Aye – 7; Nay – 0*

5. Action Items:

- A. FY 2021 Library Expenditures - Henricks provided an itemized report of April 2021, period nine expenditures, that includes both purchase orders and purchase cards expenditures for review. The Gifts Trusts period nine financial report includes both receipts and expenditures for the Board review.

*"Moved to approve expenditures for FY 21 period nine and the FY 21 period nine Library Gifts Trusts expenditures."*

*Motion: Poggemiller  
Second: Mullin  
Vote: Aye – 7; Nay – 0*

- B. Art Project – The Board reviewed the background information provided by Henricks on this project. Henricks reported that this project includes the tour numbered plates, conservation of artworks, and art placards for each art work on the tour. Conservation includes needed frame repair or replacement, new mats, replacement of glass for conservation glass and cleaning for these art works, all as needed. Henricks reported that accessing the art app will be promoted and staff trained on how to help patrons. Henricks is recommending that up to \$5,000 be approved from the State of Iowa Enrich Iowa Funds for this project.

*"Moved to fund the art project not to exceed \$5,000 using the State of Iowa Enrich Iowa Funds."*

*Motion: Poggemiller  
Second: Mullin  
Vote: Aye – 7; Nay – 0*

- C. Library Hours Change – Henricks summarized the detailed background information already provided on library hours. The Library Board reviewed the pros and cons of three options and agreed to maintain the 61 library hours required to meet accreditation. Summer and winter hour alternatives were also reviewed.

Poggemiller exited the meeting at 5:20 p.m.

*"Moved to change Library hours effective June 1 to Monday - Thursday, 9:00 a.m. – 7:00 p.m.; Friday and Saturday 9:00 a.m. – 5:00 p.m. and Sunday Noon – 5:00 p.m."*

*Motion: Armstong  
Second: Mullin*

*Vote: Aye – 5 (Armstrong, Gorton, Kramer, Monk, Mullin)  
Nay – 1 (Lieberman)*

Lieberman asked if the public will be allowed to extend past closing time to finish their meetings. Henricks reported that meetings or programs lasting past 7:00 p.m. will be allowed to finish.

The Board agreed that hours can be reviewed again in six months to review feedback or usage data to support any hour changes.

6. Library Board Adjournment – The Board adjourned at 5:26 p.m.

*“Motion to adjourn.”*

*Motion: Armstrong  
Second: Lieberman  
Vote: Aye – 6; Nay – 0*

*Rosemary Kramer*  

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**Rosemary Kramer, Board Secretary**

*5-27-2021*  

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**Date**