

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes August 26, 2021**

ORIGINAL

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met by teleconferencing based in the Lacy Board Room at 4:02 p.m. on Thursday, August 26, 2021.

Present: President Christy Monk, Vice President Pam Mullin, Secretary Rosemary Kramer, Trustee Robert Armstrong, Trustee Greg Gorton, Trustee Patty Poggemiller, and Director Nick Rossman.

Present Electronically: Administrative Assistant Denette Kellogg.

Excused: Trustee Victor Lieberman

1. President Monk called the meeting to order at 4:02 p.m.

"Moved to adopt the meeting agenda of August 26, 2021."

*Motion: Poggemiller
Second: Gorton
Vote: Aye – 6; Nay – 0*

2. Approval of Library Board of Trustees' Meeting Minutes of July 22, 2021.

"Moved to approve the Board Minutes of July 22, 2021."

*Motion: Gorton
Second: Kramer
Vote: Aye – 6; Nay – 0*

3. Board President's Report:

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

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

*Motion: Mullin
Second: Kramer
Vote: Aye – 6; Nay – 0*

- B. Election of Board Officers: Monk reviewed Board Officer positions of President, Vice President, and Secretary as set forth in the Board of Trustees By-Laws that provides information about officers and the annual meeting elections held each

year. Included in the By-Laws is the limit to no more than two consecutive terms for Board Officers.

- 1) Monk asked for nominations for Board President.

"Moved to nominate Pam Mullin for Board President."

*Motion: Poggemiller
Second: Kramer
Vote: Aye – 6; Nay – 0*

- 2) Monk asked for nominations for Board Vice President.

"Moved to nominate Greg Gorton for Board Vice President."

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

- 3) Monk asked for nominations for Board Secretary.

"Moved to nominate Victor Lieberman for Board Secretary should he accept the nomination."

*Motion: Poggemiller
Second: Mullin
Vote: Aye – 6; Nay – 0*

Newly elected Board President Mullin took over as Chair of the Meeting.

- C. Oath of Office Greg Gorton – Mullin administered Gorton's Oath of Office as a Trustee for a four-year membership period through July 1, 2025 as appointed by Dubuque City Mayor Roy Boul and approved by the Dubuque City Council.
- D. Library Board Committee Appointments – Mullin reviewed the various committee appointments. The President is a standing member of each committee. Mullin made the following appointments:
 - 1) Relations Committee – Trustees Armstrong and Kramer
 - 2) Operations Committee – Trustees Monk and Poggemiller
 - 3) Planning Committee – Trustees Gorton, Lieberman, and Monk
 - 4) 28E Agency – Trustee Victor Lieberman
 - 5) Art Subcommittee – Trustee Armstrong
 - 6) Library Foundation Board – President Mullin and Trustee Monk

4. Motion to Receive and File Informational Items:

A. Library Director's Report Summary and Update:

- 1) Library Financial Report Fiscal Year (FY) 2022 – Rossman reported that July 1st marked the beginning of the FY 2022.
- 2) Library Use – Rossman reported an increase to visitors with a 71% increase over last July. Checkouts over last July also showed an increase; however, compared to pre-Covid data, numbers are still lower. Checkouts of Children's materials realized a 54% increase over last July, while Adult checkouts was up 6%.

Patrons stopping by the Library curbside to pick up their materials numbered 38 in July.

- 3) Library Marketing Report – Rossman reported that during the month of July the children's book digital resource TumbleBook Library was promoted. July saw a large increase with 342 uses, up from 42, a 700% increase from the previous month.
- 4) Project/Events/Programs Update – Rossman reported that attendance to Library programs reached over 2,500 in July.

Rossman reported that the rise in Covid virus cases and the move to high risk for community transmission in Dubuque County could result in a shift in approach for in-person programming for the fall. For now, youth staff are going to continue to offer outdoor story times. More information on fall programming available in the Fall Program Guide.

Over 200 visitors came to see the 1914-1939 bus-museum Iowa history exhibit at the Farmer's Market on August 14.

Rossman provided an update on the Allison furniture loaned to the Ham House. The appraisal is now completed and the value is set at \$950.00. The new loan agreement is now completed, the document will be signed by both parties, and the final loan document will be sent to the Ham House.

- 5) Grants Update – Rossman reported that the McDonough Foundation awarded \$5,000 to the Carnegie-Stout Public Library (C-SPL) Foundation and, the Foundation agreed to contribute up to an additional \$6,800 to complete a C-SPL board book project.

The Dubuque Racing Association awarded the C-SPL Foundation \$7,672 and the Foundation contributed \$2,558 in matching funds to complete the Outreach: Programs to People Project.

- 6) Board Training – Rossman provided information on the State Library of Iowa, IA Learns platform and Boardroom Webinar Series that Trustees can access for a variety of information on a variety of topics.
- 7) Staff Development Day – Rossman reported that his first Staff Development Day with staff would be held on Thursday, September 16, 2021. Plans for the day include review and discussion of barriers to service, organizational development, and learning about practical resources on how to better serve patrons with mental health disabilities.

B. Comment Cards – Rossman reviewed the comment card from a patron requesting that the restrooms be changed to unisex restrooms. The Board reviewed this topic and agreed to change access to the men and women’s restrooms to “all gender” or “family”. The Board charged Rossman with switching over the adult restrooms and post new signage on the restroom doors that adheres to any applicable building codes or laws.

"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, Projects/Events/Programs Update, Grants Update, Board Training, and Comment Card."

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

5. Action Items:

- FY 2022 Library Expenditures – The Board reviewed two itemized reports of July 2021, period two expenditures that includes both purchase orders and purchase cards expenditures for review. The Board reported that the second detailed report that breaks down a sub-total of the expenditures by account code is a good additional report to have from now on. The Gifts Trusts period two financial report includes both receipts and expenditures for the Board review.

"Moved to approve expenditures for FY 22 period two and the FY 22 period one Library Gifts Trusts expenditures."

*Motion: Poggemiller
 Second: Monk
 Vote: Aye – 6; Nay – 0*

6. Library Board Adjournment – The Board adjourned at 4:52 p.m.

"Motion to adjourn."

Motion: Kramer
Second: Gorton
Vote: Aye - 6; Nay - 0

Rosemary Kramer *9-23-2021*

Rosemary Kramer, Board Secretary **Date**