

**Carnegie-Stout Public Library
Board of Trustees
Meeting Minutes January 27, 2022**

The Board of Trustees of the Carnegie-Stout Public Library (C-SPL) met in the Lacy Board Room at 4:03 p.m. on Thursday, January 27, 2022.

Present: Secretary Rose Kramer; Trustee Robert Armstrong, Trustee Victor Lieberman, Trustee Christy Monk, Trustee Patty Poggemiller, Director Nick Rossman, and Administrative Assistant Denette Kellogg.

Present Electronically: President Pam Mullin

Excused: Vice President Greg Gorton

1. President Mullin called the meeting to order at 4:03 p.m.

"Moved to adopt the meeting agenda of January 27, 2022."

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

2. Approval of Library Board of Trustees' Meeting Minutes of December 16, 2021.

"Moved to approve the Board Minutes of December 16, 2021."

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

3. Board President's Report:

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

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

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

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 the end of December marks halfway through the fiscal year. Expenditures were at 46% and revenue generated was at 72% of projections.

Rossman reported on a meeting with City Manager Mike Van Milligan for a department update. One issue discussed was not getting enough candidates to fill the vacant clerk positions, and the need for review of the clerk wage schedule for this position so wages are more competitive in the current market. Van Milligan reported that the City Human Resources Department is reviewing the salary study later in 2022. There is a process for requesting a wage increase sooner in emergency situations. The Library would need to absorb any wage increase in its current budget. The Board agreed to move forward with the request to Human Resources for the clerk position.

Rossman reported that the audio visual equipment is scheduled to be replaced in the Lacy Board room and reviewed the different options. The Board voiced its concerns with maintaining the integrity of the building, prefer the projection screen and projector setup versus large screen television (TV), ability to see is a must, better sound capabilities, and not to consider having the equipment on a cart. A concern of depth of the viewing was also a concern with large screen TVs. The Board requested to review the proposals for equipment for this project.

- 2) Library Use – Rossman reported compared to December 2020, this December saw a 19% increase in the number of visitors, a 13% increase in computer and Wi-Fi use, however circulation numbers are trending down. The contributing factors to the decrease in circulation is a significant decrease in DVD/Blu-ray use, as well as a decrease in downloadable materials use. Rossman identified the Library's downloadable materials collection as digital or streaming versions of books (including audio), movies, music, and magazines. Circulation of the book collection, while slightly down over December 2020, is still trending positive in year-to-date comparisons.

Discussion was held on one possible contributing factor for the decrease in use could be the new release streaming movies that are now available at the same time movies are released in theatres. More people could be accessing these through Netflix or one of the other personal subscription based services. Rossman noted the DVD/Blu-ray use has been decreasing for the past three months and another contributing factor could be the higher level of COVID cases during these months. Rossman reported more time and marketing efforts will indicate whether this decline continues and the need to review patron collection needs and the possibility of moving funds to purchase in a specific area.

Curbside pickups were 142 in December.

- 3) Library Marketing Report – Rossman reported that in December, the online Consumer Reports database was promoted as a service to library patrons. Over the 5 months from July through November, the online Consumer Reports saw an average of 520 uses each month. Through promoting the service, December saw a total 1,054 uses. During the month of January, plans are to use the same marketing efforts to promote the Library's DVD/Blu-ray collection.
- 4) Project/Events/Programs Update – Rossman reported on the following:
 - Sign up is now open for the annual year-long Great Reading Challenge book club and logging of books read and hours can now also be done online.
 - The Library has partnered with the Dubuque County Library District and the James Kennedy Public Library in Dyersville to present JanFanCon (January Fandom Convention). Highlights include, a virtual concert, themed escape rooms, and a create-your-own comic contest.
 - On recommendation from the City of Dubuque's Health Department, Carnegie-Stout Public Library cancelled or shifted to virtual all library programming through February 4, 2022. This could extend longer, based on the community spread.
 - The art tour application is going to be launched as a virtual tour of the Carnegie-Stout Public Library's art collection and will be available through a link on the Library's website. Discussion was held on adding language about the Library's Grant Wood paintings, on loan to the Dubuque Museum of Art, and that they can be viewed there.
 - Friday, February 4 is opening of next Art @ your library® show. Featured artists are mixed media artist Stephanie Funke and painter Pamela Hiatt.
- 5) Grants Update – Rossman reported the Dubuque Racing Association is delaying their grant application this year while they are reconsidering their methods and considerations for the application process and distribution methods.
- 6) Strategic Plan Update – Rossman reported communication with Rob and Janet Cullen of ReThinking Libraries included discussion about potentially resuming the strategic planning process in the spring of 2022. Rossman asked for input from the Trustees on the process and what questions the trustees had concerning the process. The contract signed in 2019 has a

budget of \$13,000 and the vendor has agreed to complete the elements of the plan as outlined in the contract with no increase.

The Board offered the following feedback:

- The strategic plan will take the Library through the next five years in a very changing climate and time of uncertainty.
- To address outreach and virtual services as a consideration in the plan.
- The importance of getting the various focus groups as discussed by the Board to participate to get the feedback that is needed.
- Some of the community's feedback for library needs have changed and a new survey would be needed to gather this information.
- The importance of a forward looking plan.

Rossman suggested the Planning Committee meet with ReThinking Libraries to start the strategic planning process and the Board agreed.

- 7) Budget Presentation Draft – Rossman shared a rough draft of the FY 2023 budget presentation and asked for any recommended changes or additions. The Board offered the following suggestions for the presentation: for easier readability enlarge the font on the slide; clarify both virtual and in person programming language; add a return on investment slide to show the cost savings and value added the Library provides the community; provide examples of how the library pivoted its services to appeal to patrons due to the pandemic (such as curb side service, virtual services and take and make kits); consider removing the comparison slide with other libraries or revise the description language; add replacement roof language under Capital Improvement Projects. Rossman will make these changes and provide the final presentation at the February Board meeting.

Rossman reported that the Library's budget presentation to the City Council is scheduled on March 3, 2022.

- B. Comment Cards – The Board reviewed the two comment cards received. In response to the request for a directional sign to the boy's bathroom on first floor it was recommended a sign be purchased.

"Moved to receive and file the informational update from the Library Director including the Library Expenditure, Revenue and Budget Financial Reports; and, Library Use Report, Marketing Report, Projects/Events/Programs Report, Grants Update, Strategic Plan Update, Budget Presentation Draft, and Comment Cards."

*Motion: Kramer
Second: Poggemiller*

Vote: Aye – 6; Nay – 0

5. Action Items: Library Expenditures Month of December FY 2022 (Period Six) – The Board reviewed three reports for December FY 2022, period six expenditures that includes both purchase orders and purchase cards expenditures for review, and the second detailed report that breaks down a sub-total of the operational expenditures by account code. The Board also reviewed the Gifts Trusts period six report that includes both receipts and expenditures.

"Moved to approve the Library expenditures for December FY 2022 period six; and, the Gifts Trusts expenditures for December FY 2022 period six."

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

6. Library Board Adjournment – The Board adjourned at 5:28 p.m.

"Motion to adjourn."

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

Rosemary Kramer
Rosemary Kramer, Board Secretary

2-24-2022
Date