Dubuque County
Library District

The Dubuque County Library District Board of Trustees met at 5:30 p.m. on September 15, 2026, at the Holy Cross Branch 895 Main St, Holy Cross, IA 52053.

The meeting was called to order by President Shawn Coenen at 5:28 p.m.

President Coenen called roll. Present: Julita Schneider, Sue Ross, Jane Boge, and Nellie Burk. Susan Henricks and Kristen Smith attended via Zoom.

Excused: Teresa Reuter and Van Waggoner

Also present: Laura Sauser, Library Director; Lauren Offerman, Library Clerk.

Approval of Agenda:
Schnieder made a motion to approve the agenda, seconded by Burke. All ayes, motion carried.

Correspondence: None
Public Comment: None

Minutes
The minutes from the August 18 board meeting were provided for approval. Coenen requested a motion to approve the minutes of the August 18 meeting. Moved to accept by Schneider, second by Boge. All ayes, motion carried.

The minutes from the September 9 board training were provided for approval. Coenen requested a motion to approve the minutes of the September board 9 training. Moved to accept by Schneider, second by Boge. All ayes, motion carried.

Financial Reports
Accounts Payable
There was an increase in telephone costs from CS Technologies due to the out-of-date copper wire telephone lines at Asbury. The Education/Training budget line shows the registrations of three staff members to attend the Iowa Library Association conference.

The annual invoice for cyber liability insurance increased as expected. Assured Partners offers enhanced limits and free additional surveillance for integrating the DCLD Microsoft 360 with their At-Bay fraud defense software; Sauser agreed to do so to implement additional security.

There is a payment under the programming budget line to the Humanities Iowa Public Speakers Bureau for three historical presentations scheduled for later this year. The programming budget also shows the return of chair yoga classes for seniors.

Schneider asked about the percent of the mileage reimbursement budget spent already this fiscal year and suggested we consider the purchase of a second vehicle in the future.

Coenen requested a motion to approve the Accounts Payable Report. The motion was made by Ross and seconded by Schneider. All ayes, motion carried.

Account Balance
The personnel budget is 18% spent. The mileage reimbursement budget line will likely be overspent, and Sauser plans to increase that budget line for FY28.

Restricted Accounts
Ross inquired about the use of Enrich Iowa funds; Sauser explained that in FY26, Enrich Iowa funding was used to purchase new receipt printers, nonfiction eBooks, the NewsBank online newspapers subscription, and an additional AWE computer station for the Asbury branch. In fiscal year 2027, Sauser plans to use Enrich Iowa funds to several, if not all, of the 10 staff and public access computers with expired warranties.

Coenen requested a motion to approve the Accounts Balance Report. The motion was made by Ross and seconded by Schneider. All ayes, motion carried.

Director's Report:
Sauser provided an update on progress on the 2022-2027 strategic plan goals to the trustees for their input. Schneider requested that we add our purchase of cybersecurity insurance last fall to the update document.

Report of Committees:
Boge and Sauser attended the August 26 special meeting of the Farley City Council in which the council approved additional changes to the project plans for the Farley Library and Community Center. The DCLD staff are continuing to process the orders for the Farley opening day collection and place them in storage. Coenen questioned if the library's insurance policy covers the contents of storage units, and Sauser confirmed that it does.

The Finance Committee will meet September 22 to discuss both the preliminary FY28 budget, and strategies to stay on top of budget projections for FY27.

HR Committee:
Schneider provided updates regarding the recording of the director's vacation time. The Dubuque County Human Resources department relayed that the Dubuque County Library District will need to record the director's vacation time individually because the Tyler software system cannot support the changes. There was discussion about offering to pay for the system modifications needed to record the director's vacation; Henricks stated that a quote would be needed before admin charges were paid. Schneider believes a yearly memo will need to be sent to the Dubuque County Human Resources department to remind them of the director's vacation package.

Unfinished Business:
Sauser is finalizing the WIFI and phone system plans for the new Farley location and a draft branch agreement. Sauser met with telephone hardware provider BTS to discuss purchasing updated phone equipment and a new cloud-based phone system that would connect the branches.

There was discussion about the timeline to begin the next 5-year strategic planning process. The trustees formed a subcommittee to discuss options for identifying a consultant and distributing an RFP. Burk, Henricks, and Ross volunteered to serve on the subcommittee. Schneider requested that Sauser contact previous director Mike Wright about the process and timeline used for the last strategic plan.

Trustees discussed the suitability of using consent agendas for Dubuque County Library District board meetings. They concluded that the use of consent agendas would not save time at the meetings.

New Business:
The board discussed the proposed new Notary Services Policy draft. Coenen requested a motion to approve the Notary Services Policy. A motion was made by Burk and seconded by Schneider. All ayes, motion carried.

Trustees viewed a proposal and draft agenda for a DCLD staff in-service training day on Monday, October 12. To accommodate the training, the Epworth, Farley, and Holy Cross branch would be closed that day, the Asbury branch would open at 4:00 p.m., and the Peosta branch would be open at its usual hours. Sauser requested approval from the board to conduct the staff in-service training day on October 12.

Coenen requested a motion to approve the in-service day plan. A motion was made by Schneider and seconded by Boge. All ayes, motion carried.

Discussion:
There was discussion about the September 9 United for Libraries board training session. The next quarterly training session will take place in December or January. Sauser will find a location.

The meeting adjourned at 6:38 p.m.

Minutes submitted by Lauren Offerman.