

Bettendorf Public Library Information Center
 Board of Trustees Meeting
 Thursday, March 8, 2018, 4:30 P.M.
 Malmros Room



| Agenda item | Responsibility | Action | Result |
|--|--------------------|--|---|
| 1. Roll Call | Barrett | | Present: Brandtner, Herzberg, Lewis, Lindquist, Pratt. Absent: Rabine, Wagle. Library Science student Rita Hardaway observed the Library Board Meeting. |
| 2. Consent agenda <input type="checkbox"/> Approval of agenda <input type="checkbox"/> Approval of minutes of February, 2018 <input type="checkbox"/> Approval of bills for March, 2018 | Herzberg | Approve | Motion by Brandtner, second by Lindquist to approve the Consent Agenda as presented. VOTE: Ayes: Brandtner, Herzberg, Lewis, Lindquist, Pratt. Nays: None. Absent: Rabine, Wagle. Motion carried. |
| 3. Public Forum (limit of 3 minutes per person) | Herzberg | | There were no respondents. |
| 4. Correspondence | Mannix | Point out important items; pass around to read | Items were passed around for Board viewing. |
| 5. Director's Report/Division Updates <ul style="list-style-type: none"> Division Highlights | Managers Mannix | Report Review | The Director introduced David Otten, formerly a part time Librarian, who has been offered, and accepted the position of Library Assistant, a full time position. |

| | | | |
|--|--|--|---|
| | | | <p>David spoke briefly to introduce himself to the Board.</p> <p>The Director stated that two part time pages, Amanda Blanche and Ashley Buck, have also been hired in the Circulation Department.</p> <p>Paul Odell, Youth Services Manager, reported that both of the Booker Bear events were held in the past couple of weeks for both Bettendorf Schools and PV Schools.</p> <p>The Bettendorf District Battle of the Books is being held tonight at the library and on March 26, the PV District battle will be held here as well.</p> <p>We have contracted with Zoobean Beanstack, an online database that provides interactive assistance to parents to provide a tracking method of reading for their children, as well as an online registration system. It is the Youth Services Department's hope to increase reading program finishing rates to 65%. The library is currently at 58%. This database was funded through a donation from Stanley Morgan to the Library Foundation.</p> <p>Youth services hopes to be able to use</p> |
|--|--|--|---|

| | | | |
|--|--|--|---|
| | | | <p>it for additional reading programs in the future and provide statistics that are more accurate. Families may still sign up at the library as well.</p> <p>Maria Levetzow, Adult Services Manager stated that the Library is providing a variety of health programs during the month of March. Provided by Unity Point through a Library Foundation grant, the programming is entitled Health Point Series. In addition to the programming, the grant also included updating the Library's health collection.</p> <p>The Summer Concert series will begin in June. There will be a total of ten concerts, ending in August. Six of the ten have already been contracted and the remaining four will be completed soon. Lucas Berns is coordinating the concerts for the upcoming season.</p> <p>Allocation grant applications to the Foundation are being prepared for the Director's review.</p> <p>David Otten is acclimating himself to his new position of Library Assistant and is concentrating on how to proceed with the volunteer program.</p> <p>The Library's marketing committee is</p> |
|--|--|--|---|

| | | | |
|--|--|--|--|
| | | | <p>doing an amazing job.</p> <p>In the absence of Circulation Service Manager, Carina Mulcrone, Levetzow stated that a team, primarily from the Circulation Department has been working on ideas for National Library Week in April. There will be National Library Week Bingo, with winners receiving a \$5 amnesty card. There will be a Book Faces station, a raffle to guess how books are in the library and a design your own limited edition library card.</p> <p>There are plans for the staff to have a scavenger hunt in the book stacks throughout the week.</p> <p>Susan Green, Technical Services Manager stated that Tech Services is getting caught up. Tech Services supports both Adult and Youth Services by processing regular materials for both departments, as well as any additional materials that are purchased for special programming or grants.</p> <p>The Director reported that the City Council was presented with, and reviewed the final draft of the proposed 2018/2019 budget at the March 6 City Council Meeting. The budget was</p> |
|--|--|--|--|

| | | | |
|--|--|--|--|
| | | | <p>adopted without any amendments or changes. The budget will be certified with the County before the March 15 deadline.</p> <p>At the March 6 City Council Meeting, the Public Works Director spoke to the Council about the plan to re-roof the Library. A resolution to accept the plans, specifications, and form of contract was approved at the meeting.</p> <p>Bids for the project are due March 15.</p> <p>A start date will be determined by Public Works, but the requested completion date in the bid is August 31.</p> <p>The re-roofing project will cause no disruption in services for the Library.</p> <p>On the Consent Agenda was the authorization to post the Administrative Assistant position for the Library. There will be a two-week posting period.</p> <p>The Director stated that all but one of the proposed participants at the upcoming mini retreat has contacted her for the Library Board and Library Foundation Board on March 28.</p> <p>There will be approximate twenty</p> |
|--|--|--|--|

| | | | |
|---|---|---|---|
| | | | <p>people in attendance. Board members Lindquist and Wagle are not sure if they will be able to attend.</p> <p>The Foundation allocation grants are due April 1. The Library staff is in the process of finalizing various proposals to the Director for review. There is \$52,048 available for grants. The Library expects to submit grants in an approximate total of \$40,000.</p> <p>The Enrich Iowa agreement has been received by the Library and submitted to the State on Tuesday March 6.</p> |
| <p>6. Policy</p> <ul style="list-style-type: none"> • Volunteer Services Program Policy • Annual Summary of Services FY17 • In Services to Iowa – Public Library Standards | <p>Mannix</p> <p>Mannix</p> <p>Mannix</p> | <p>Approve</p> <p>Review</p> <p>Review (Intro + Sec. 1-7)</p> | <p>Most of the changes to the policy were for wording, repetition, irrelevancy, or obsolescence.</p> <p>One addition on page 1 is the inclusion of a statement concerning volunteering by community service groups for intermittent special projects possibly being exempt from the individual contract application process. These types of volunteering projects would need to be approved by the Director.</p> <p>After an extensive discussion, this policy was tabled to give the Director the opportunity to contact the City's HR department concerning information</p> |

| | | | |
|-----------------------------|-----------|--------|---|
| | | | <p>about, and costs of, background checks.</p> <p>In addition, the Director will ask the City Attorney to review the policy as to any possible liability.</p> <p>Copies of the Annual Summary of Services FY17 were provided to the Board. The Director stated that this report is available to the public and also online.</p> <p>Due to the length of the Board Meeting, the review of the In Services to Iowa – Public Library Standards was tabled to a later date.</p> |
| 7. Governance Committee | Herzberg | Report | No report. |
| 8. Community City Relations | Pratt | Report | No report. Pratt and Herzberg attended the March 6 City Council meeting. |
| 9. Employee Appreciation | Lindquist | Report | <p>Lindquist stated that April 10 is National Library Worker Day. Lunch will be provided for staff and the Board could provide desserts for the lunch.</p> <p>The Director stated that the staff is doing a new staff cookbook and if any Board members would like to submit recipes, please do so.</p> <p>Lindquist commented that the wrap a book program was a very clever idea. Levetzow commented that it was hugely</p> |

| | | | |
|---------------------------------------|-----------|------------|---|
| | | | popular. |
| 10. Library Foundation | Brandtner | Report | No report. |
| 11. Friends of the Library | Barrett | Report | At the March meeting, the Friends approved a Wish List totaling \$2,145 including funds for National Library Week, Creation Studio programs, lectures, Get Lit book discussion books and 20 new 6-foot tables for Library use. The Book Fair is April 6, 7, and 8. |
| Next Board meeting –, 2018 Adjourn | Herzberg | Discussion | The next Board Meeting will be April 12, 2018 at 4:30 p.m. The meeting adjourned at 5:40 p.m. |