

Bettendorf Public Library Information Center
 Board of Trustees Meeting
 Thursday, April 12, 2018, 4:30 P.M.
 Malmros Room



Agenda item	Responsibility	Action	Result
1. Roll Call	Barrett		Present: Brandtner, Herzberg, Lewis, Lindquist, Pratt, Rabine. Absent: Lewis, Wagle.
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 Pratt to approve the Consent Agenda as presented. VOTE: Ayes: Brandtner, Herzberg, Lindquist, Pratt, Rabine. Nays: None. Absent: Lewis, 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	Public communications receive in April were shared with the board of trustees.
5. Director's Report/Division Updates <ul style="list-style-type: none"> • Staff Vacancies • Library Development Mini-retreat • Allocation Grants • Division Highlights 	Mannix Mannix Mannix Managers	Update Review	<i>Staff Vacancies</i> The Director identified current library vacancies in the positions of PT Library Page (2); PT Librarian (1). Management shared estimated interview and hiring processes and timeframes.

<ul style="list-style-type: none"> • Figge Projects • National Library Week • United Way – Born Learning Path 	<p>Odell/Levetzow Mulcrone</p>		<p><i>New Staff</i> In April, Director welcomed Monica Hayes to the library staff, as the new Administrative Assistant.</p> <p><i>Continuing Education</i> PLA Conference- The Director reported that staff members were not able to attend the Public Library Association Conference in March due to severe weather resulting in long-term flight cancellations. Flight charges were refunded.</p> <p><i>Staff In-service</i> The upcoming annual staff in-service is scheduled for Tuesday, May 15, 2018. Director shared itinerary with the trustees and invited the board to join the staff lunch and awards from 12 – 1 p.m. The Library will be closed to the public for the day.</p> <p><i>City Budget 2018/19</i> The Director reported that City Council approved the FY 18/19 City Budget at the March 6th Council meeting with no additional changes to the Library’s budget other than those previously discussed.</p> <p><i>City-wide Retirement Reception</i> The City will host a city-wide retirement</p>
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			<p>reception for the 14 city employees retiring on April 27, 2018. The event is scheduled on Wednesday, April 25th from 3 – 6 p.m. at the Waterfront Convention Center. Board Members are welcome to attend.</p> <p><i>Development Retreat</i> The Director briefly summarized the recent Library Development Retreat featuring development consultant, David Baker, on March 28, 2018. The event was hosted by the Library and well attended by trustees and Foundation representatives, City Administrator and library staff.</p> <p><i>Foundation Allocation Grants</i> The Library Director requested \$31,911.40 from \$51,040 available in the 2018/19 grant year. Director shared that she had met with Foundation representatives to gauge preliminary interest in additional funding for a possible upgrade to the Kelinson Room, pending trustee approval to proceed. The scope of the project would include minor structural changes and reconfiguration of the room for meeting, program, and Creation Studio use. The Director requested preliminary board support in obtaining a courtesy estimate from a contractor during the</p>
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			<p>summer of 2018 to share with the library trustees and Foundation for planning purposes. No contractual commitment will be made in the short-term, pending formal board consideration. The Board was in agreement that this project should be pursued by the Director.</p> <p><i>United Way Born Learning Trails</i> The Director reported that the Library had been contacted by the United Way as a possible location for a United Way Born Learning Trail, to be located on the sidewalk between the Library and the Family Museum. United Way volunteers will decorate the walk and maintain it. Trail to be installed in May. As this is City property outside the Library's general property space, no board action is required. YS Manager Paul Odell will serve as staff contact for this project.</p> <p><i>Division Updates</i> Adult Services Manager, Maria Levetzow, reported on the following AS activities:</p> <p>Health Series- During March, the Library hosted a total of 13 health-related programs funded by a grant from Unity Point Health obtained through the Library Foundation. In addition to funds</p>
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			<p>for public programming, the grant also provided \$2,500 to update materials in the Library's health sciences collections.</p> <p>Summer Concert Series- Bands have been identified and lineup is nearly complete. Series will run from June 7- August August 9, 2018, with a total of 10 concerts.</p> <p>Adult Summer Reading Program- Planning process for activities continues and program begins in June 2018.</p> <p>Get Lit Book Discussion- Due to continued growth in attendance and changes in hours at the current venue, staff is considering changing the meeting place to another off-site location.</p> <p>Youth Services Manager, Paul Odell reported on the following YS activities:</p> <p>Battle of the Books- Program concludes with next week's high school event. The Regional competitions will be held at Davenport Eastern this year.</p> <p>Homeschool Stem Studio- YS has developed a new program designed for the local home-school audience entitled Homeschool STEM Studio. This weekly</p>
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			<p>event will continue through the end of the school year in May. The program was designed to meet goals of the Library's current strategic plan, based on survey input obtained from home school patrons. The first session attendance = 50 students; second session = 38 students. Director and Odell are pleased with initial response.</p> <p>Circulation Services Manager, Carina Mulcrone reported on the following activities:</p> <p>National Library Week Patron and staff activities included: Fine Amnesty Bingo (\$5 one-time amnesty card); Library Card Design Contest (funded by the Foundation); Guess the Size of the Collection Contest; Staff Scavenger Hunt. Activities were developed by the Circulation staff and well received by the patrons and staff.</p> <p>Technical Services: Susan Green, Technical Services Manager. No report.</p>
<p>6. Policy</p> <ul style="list-style-type: none"> • RiverShare Polaris Contract • Volunteer Services Program Policy • Program Development 	<p>Mannix</p> <p>Mannix</p> <p>Mannix</p>	<p>Update</p> <p>Table (May 2018)</p> <p>Review/Approve</p>	<p><i>Polaris Contract</i> RiverShare consortium has signed a renewal contract with Polaris/III for the consortium's ILS software product. The term of the contract is five years. No board action required, as this is a</p>

<p>Policy</p> <ul style="list-style-type: none"> • Copier Purchase 	<p>Mannix</p>	<p>Approve</p>	<p>consortium contract. The Director stated that she requested that Bettendorf City Attorney review the contract on Rivershare’s behalf prior to consortium approval. After review, City Attorney suggested minor changes to the contract language which Rivershare accepted. Additionally, he suggested pursuit of three year contract rather than a five year term. The consortium voted for a five year contract which was approved in March.</p> <p><i>Volunteer Services Program Policy</i> In March, approval of the policy had been tabled pending trustee request for additional information from City HR and Legal. HR confirmed background checks for larger community groups are not required. The Director requested review by the City Attorney, which is pending. The Board opted to table discussion of this policy until the May Board Meeting, pending further information.</p> <p><i>Program Development Policy</i> The Director presented the Program Development Policy for regular board review. Proposed updates include the addition of a Library Sponsorship Agreement, for use in donor supported library programs, drafted by the Director and Asst. Director, and</p>
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			<p>reviewed by the City Attorney. During review, the City Attorney suggested that the words partner/partnership be replaced with other language for legal clarity. Director requested board approval of all changes to the policy.</p> <p>Motion by Brandtner, second by Lindquist that the Board approve the amendments and revisions to the Program Development Policy and the addition of the Sponsor Agreement Form as presented.</p> <p>VOTE: Ayes: Brandtner, Herzberg, Lindquist, Pratt, Rabine. Nays: None. Absent: Lewis, Wagle. Motion carried.</p> <p><i>Copier Purchase</i> The Director reported that the Library's request for a new public copier was not funded within the proposed FY 18/19 Library budget. As a result, the Director requested Board approval to expend \$6,372 from the Library's Special Reserve Funds for the purchase of a new public color copier. The City's IT Department assisted the Director in selecting a vendor and model, based on a public request for quote facilitated by City IT. The purchase price includes a</p>
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			<p>new copier (\$4,522) and a bill-changing feature (\$1,850) for a total cost of \$6,372.</p> <p>Motion by Lindquist, second by Rabine that the Board approve the purchase of a new copier and change mechanism for public use from Advance Business Systems for a total cost of \$6,372 to be taken from the Library's Gift Fund.</p> <p>VOTE: Ayes: Brandtner, Herzberg, Lindquist, Pratt, Rabine. Nays: None. Absent: Lewis, Wagle. Motion carried.</p>
7. Governance Committee	Herzberg	Report	<p><i>Development Retreat</i> President Herzberg stated that she spoke with City Administrator, Decker Ploehn, following the recent Development Mini Retreat hosted by the Library. Herzberg stated that Ploehn supported review of the development process and the Foundation's efforts in developing the best solutions for their current organizational needs. He suggested that Herzberg meet with the Foundation President for further discussion. The Board discussed various options the Foundation can consider in filling its vacancy in the position of Foundation Director, including: part-time vs. full-time employment,</p>

			<p>Foundation vs. City employee status, and alternate organizational reporting structures. The Foundation's next quarterly meeting is April 24, 2018. President Herzberg stated that she will meet with the Foundation President prior to that meeting for further discussion.</p> <p><i>Library Director Annual Performance Review</i> Herzberg stated the Board will conduct the Director's performance review in May/June 2018. Herzberg will contact the Board with requests for input on the review.</p> <p><i>Nominating Committee</i> At the May meeting the Board President will appoint a nominating committee to develop a slate of officers for election in June 2018. As the Board does not meet in the month of July, the new officers will begin their terms in August 2018.</p>
8. Community City Relations	Pratt	Report	No report.
9. Employee Appreciation	Lindquist	Report	No Report *On behalf of library staff, the Director thanked the trustees for the lunch provided to staff during National Library Worker Day on April 10.
10. Library Foundation	Brandtner	Report	Brandtner briefly reported on the recent Development Retreat and suggested the

			trustees host the Foundation and other City committees at an upcoming Summer Concert performance. Brandtner will coordinate this effort with Board Members.
11. Friends of the Library	Barrett	Report	<p><i>Friends Meeting</i> Barrett reported that the Friends approved a library Wish List totaling \$475 at the March meeting.</p> <p><i>Friends Book Fair</i> The Friends Spring Book Fair was very successful and the preliminary total indicates over \$11,000 raised.</p>
Next Board meeting May 10, 2018 Adjourn	Herzberg	Discussion	<p><i>Final Comments</i> Director provided trustees with information on upcoming QC 2030 Big Table events scheduled for April 20 and 21. The Library is a selected meeting location for the event. Registration is open to the public and available online.</p> <p><i>Next Meeting</i> The next Board Meeting is scheduled for May 10, 2018 at 4:30 p.m.</p> <p><i>Meeting adjourned at 5:50 p.m.</i></p>