

Bettendorf Public Library Information Center  
 Board of Trustees Meeting  
 Thursday, May 10, 4:30 P.M.  
 Malmros Room



Agenda item	Responsibility	Action	Result
1. Roll Call	Hayes		Present: Brandtner, Herzberg, Lindquist, Pratt, Wagle Absent: Rabine, Lewis
2. Consent agenda <input type="checkbox"/> Approval of agenda <input type="checkbox"/> Approval of minutes of April, 2018 <input type="checkbox"/> Approval of bills for May, 2018	Herzberg	Approved	Motion by Pratt, second by Brandtner, to approve the Consent Agenda as presented.  VOTE: Ayes: Brandtner, Herzberg, Lindquist, Pratt, Wagle. Nays: None. Absent: Rabine, Lewis Motion carried.
3. Public Forum (limit of 3 minutes per person)	Kathleen Richlen, HR Director, City of Bettendorf	Discussion	Kathleen Richlen, HR Director for City of Bettendorf, attended meeting to review the upcoming annual evaluation process for the Library Director.  Richlen reviewed evaluation options and trustees requested that she send the evaluation form via email or mail to each trustee with the request to



<ul style="list-style-type: none"> <li>• Facility</li> </ul>	Mannix		<p>Board was very pleased with the outcome of the Development Retreat and appreciative of the process.</p> <p><i>Roof</i>  Director stated that due to extended winter weather in late April, Public Works provided an update that the roof replacement originally slated for April will be delayed until near the end of the fiscal year, TBD.</p>
<ul style="list-style-type: none"> <li>• Allocation Grants</li> </ul>	Mannix		<p><i>Allocation Grants</i>  At the Foundation Board meeting scheduled on April 24, 2018, the Foundation board approved Allocation Grants totaling \$31,911.40 for the 18/19 calendar year.</p>
<ul style="list-style-type: none"> <li>• I-74 Bridge Display</li> </ul>	Mannix		<p><i>I-74 Bridge Virtual Display</i>  The IDOT virtual reality display will arrive at the Library on June 13, 2018 and open to the public on June 15, 2018 in RDA Room. The display will remain at the Library until December 31, 2018</p>
<ul style="list-style-type: none"> <li>• Division Updates</li> </ul>	Odell		<p><i>Division Updates</i>  In the absence of Adult Services Manager, Maria Levetzow, Youth Services Manager Paul Odell provided the following updates on Adult Services activities:</p>

	Odell	<p>Shred Day on April 26, 2018 was a success with 651 cars! Librarian David Otten added two new home delivery programs. Lucas Berns and John Gillette are preparing an online reading program to begin June 4, 2018. Berns is assuming responsibility for the ongoing Summer Concert Series and Brown Bag Lunch programs. Adult Services is beginning fall Program planning, including a partnership with the Figge Art Museum's French Modern Impressionist exhibit which will include library programs in both Adult Services and Youth Services (Odell).</p> <p>Youth Services Manager, Paul Odell reported on the following Youth Services activities:</p> <p>Homeschool Stem Studio is going well. In April the program focus was on 3-D printing. In May, computer coding programs for homeschoolers of all ages began. There has been a very strong interest and attendance at these programs.</p> <p>Summer Reading Program planning is complete and prizes ordered. This summer the Library will utilize a new reading program management</p>
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	Mannix		software product called Beanstack, anticipated to be launched at the end of May.
	Green		<p>Circulation Services Activities: In the absence of Circulation Services Manager Mulcrone, Director Mannix reported that Circulation Services has received all patron entries for the recent Library Card Design Contest which are ready for trustee review and selection. Board members were asked to select the top three choices and reply to Library Director by May 25, 2018</p> <p>Technical Services Manager, Susan Green reported on the following Technical Services activities:</p> <p>Green reported that she continues cross-training her staff and documenting division processes, as part of the Library's ongoing succession planning.</p>
6. Policy/Contracts/ Agreements	Mannix	Review/Approve	<p><i>Volunteer Program Policy</i> Director reviewed policy revisions and recommendations for the Volunteer Program Policy. Director shared that recommended policy and application requirements were reviewed by HR Director Kathleen Richlen and City</p>

			<p>Attorney Chris Curran and approved as drafted. Director requested board approval.</p> <p>Pratt motioned to approve Volunteer Services Program Policy as drafted. Second by Brandtner.</p> <p>VOTE: Ayes: Brandtner, Herzberg, Lindquist, Pratt, Wagle. Nays: None. Absent: Rabine, Lewis Motion carried.</p>
<p>7. Governance Committee</p> <ul style="list-style-type: none"> <li>July meeting</li> </ul>	Herzberg	Review/Approve	<p><i>Nominating Committee</i> Board President Herzberg appointed a nominating committee of trustees to include Lewis and Lindquist, requesting they develop a slate of officers for election to officer and committee positions 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> <p>Herzberg called for a motion to cancel the July 2018 meeting, as standard practice.</p> <p>Brandtner moved that there will be no monthly board meeting in July 2018. Lindquist second.</p>

			VOTE: Ayes: Brandtner, Herzberg, Lindquist, Pratt, Wagle. Nays: None. Absent: Rabine, Lewis Motion carried.
8. Community City Relations	Pratt	Report	No report.
9. Employee Appreciation	Lindquist	Report	Annual Staff In-service is scheduled for Tuesday, May 15, 2018. Trustees agreed to provide desserts at the staff lunch. Lindquist will coordinate desserts with trustees.
10. Library Foundation	Brandtner	Report	Brandtner provided information from most recent Foundation meeting of April 24, 2018, indicating Foundation was very pleased with the recent Development Retreat (March) and Director's report on current development opportunities for Foundation.  Director added update that the Foundation indicated it does not intend to replace the position of Foundation Director at this time. Foundation board member Ann Kappelar will continue assisting in day-to-day operations. Foundation Board acknowledged resignation of Foundation Clerical Assistant, Carrie Bowman effective May 9, 2018.

			<p>Bowman will continue to assist Foundation throughout the summer, as time within her new position allows.</p> <p>Brandtner suggested the trustees host the Foundation and the Friends boards at an upcoming Summer Concert Series performance. Board selected a preliminary date of July 26, 2018. Brandtner will confirm this date with Foundation board members and coordinate the event with Library trustees. Library Director offered to develop an invitation and send to Brandtner for distribution.</p>
11. Friends of the Library	Hayes	Report	Hayes reported that The Friends approved the May 2018 Wish List in entirety, totaling \$11,936.00
Next Board meeting June 14, 2018  Adjourn	Herzberg		<p><i>Next Meeting</i> The next Board Meeting is scheduled for June 14, 2018 at 4:30 p.m. Motion to adjourn Lindquist and Brandtner second.</p> <p><i>Meeting adjourned</i> at 5:41 p.m.</p>