

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



Agenda item	Responsibility	Action	Result
1. Roll Call	Pratt		Present: Brandtner, Herzberg, Lewis, Pratt, Rabine  Absent: Lindquist, Wagle
2. Consent agenda <input type="checkbox"/> Approve Meeting Agenda: November 2018 <input type="checkbox"/> Approve Meeting Minutes: October 2018 <input type="checkbox"/> Approve Payment of Library Invoices: November 2018	Pratt	Approval	Motion by Herzberg, second by Lewis, to approve the Consent Agenda as presented.  VOTE: Ayes: Brandtner, Herzberg, Lewis, Pratt, Rabine Nays: None Motion carried
3. Public Forum (limit of 3 minutes per person)	Pratt	Discussion	No respondents.
4. Correspondence	Mannix	Review	Mannix circulated library comment cards. No additional action was required.
5. Director's Report/Division Highlights			Mannix noted that Staff In-Service will be held on February 18 <sup>th</sup> , which is a holiday for the rest of the city. The Employee

<ul style="list-style-type: none"> <li>• City Planning</li> </ul>	Mannix	Update	<p>Appreciation Committee will let Mannix know before the January Board meeting if they will provide dessert or lunch.</p> <p>Mannix noted that there was an update to the city's Capital Improvement Plan (CIP) that was not ready in time for her report. Mannix explained that she had the Kelinson Room project removed from the CIP so the Foundation can move forward with the project without requiring additional city funding and participation. Council was pleased that alternate funding sources were obtained.</p> <p>Mannix reported that at City Planning, the only feedback Council had for the Library was to continue finding ways to reduce overhead and expenditures, which is the directive they gave every department. The City also charged the Library and Family Museum with hosting the Winter Carnival.</p> <p>Mannix explained that in looking at ways to reduce overhead, she and the managers have come up with staffing changes. Tech Services Manager Susan Green will be retiring this winter. Mannix is going to downsize the scope of that position to a Tech Services Coordinator. Additionally, four Page vacancies have been held open. Those positions will be replaced by two part-time Clerk positions. Having more</p>
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<ul style="list-style-type: none"> <li>• Division Highlights</li> </ul>	Managers	Update	<p>Clerks will give the library more versatility. Mannix added that she has opted not to fill the Assistant Director position. Once those changes are finalized, they will reduce staff overhead by \$35,000 this year and \$60,000 next year, which is a 2% reduction in staff salaries in the coming year.</p> <p>Mannix reported that the public library annual survey has been submitted. The Library has received its Direct Aid payment. There was a 6.486% increase in funding this year. Mannix reported that she has renewed her accreditation and her certificate is on file in the Administration Office.</p> <p>Odell reported that 265 children registered for October's preschool reading program. There were 143 finishers. The Youth Services Department is now fully staffed, but their new Clerk resigned to take a full-time position elsewhere. October was a busy month for school visits. There were 35 school programs with a total attendance of 2,298.</p> <p>Mulcrone reported that the Circulation Division has two employees who were former Pages training as Clerks. There is one additional Clerk position open with over 80 applicants so far.</p>
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			<p>Levetzow provided Board members with a Staff Favorites survey for the library's annual book list. Levetzow reported that the new Volunteer Outreach Coordinator is working on the backlog of volunteer applicants and has brought on a new volunteer to help with landscaping. The Adult/Information Services Division had one employee resign last month to spend time with her growing family.</p> <p>Green reported that Tech Services is fully staffed and working hard.</p>
<p>6. Policy/Contracts:</p> <ul style="list-style-type: none"> <li>No Policy Review</li> </ul>			<p>There was no policy review.</p>
<p>7. Governance Committee</p> <ul style="list-style-type: none"> <li>Trustee Bylaws Review</li> </ul>	<p>Pratt/Bylaws Review Committee</p>	<p>Review/Approve</p>	<p>Herzberg explained that the Bylaws Review Committee met and reviewed questions and comments about the bylaws. In the end, the committee only had one minor change, but there are a couple of questions Herzberg wanted to review with the Board.</p> <p>Herzberg noted that there was a question about Article II Section 1 regarding setting salaries and benefits. Herzberg explained that the Library Board approves the Director's salary and recommends increases, but all other pay decisions are delegated to Mannix as the Director. Mannix added that the Board does</p>

			<p>technically approve the other salaries and benefits as part of the annual budget review and approval process.</p> <p>Herzberg noted that another question related to Board members' Continuing Education (CE) credits and if it would be beneficial to have a brief educational item prior to each month's meeting. Herzberg explained that the Board members couldn't meet before the meeting in accordance with the Open Meetings Act, but they do earn CE credits through staff/director presentations, emails from the State Library, and other opportunities. Mannix confirmed that the members' CE requirements are being met. She suggested continuing to provide regular reviews during the Board's open meetings and noted that Board members can attend any CE opportunities they wish to and to let Mannix know if they do so she can track it.</p> <p>Herzberg noted that there was a question about having meetings in the Malmros Room and whether that needs to be mentioned specifically in the bylaws. The committee does not recommend changing that at this time. Mannix explained that the Malmros Room is the official Board Room. The library schedules other events in the Malmros Room around the Board meeting. Not having a specific meeting room defined</p>
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			<p>in the bylaws offers the Board the flexibility to change their meeting place. Herzberg noted that the Board follows the Open Meetings Act and posts the meeting location ahead of the meeting.</p> <p>Herzberg noted that there was a question about Article V and members attending by phone. The library can currently accommodate just one member by phone and the committee recommended keeping the language the same.</p> <p>Herzberg noted that the final question was where the Board's permanent records of meeting minutes are stored. Herzberg explained that there are hardcopies going back to at least 1974 stored in the Administration Office. There are also electronic versions saved on the server and minutes going back to 2015 saved to the website, with the last six or seven months' minutes posted online.</p> <p>Herzberg reported that the committee's only recommended change to the bylaws was on page four under Section 5, "Quorum and Voting." The committee recommends striking the words "and in person" so it reads: "A quorum of the board must be present to transact Board business at any meeting."</p>
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8. Community City Relations	Lindquist	Report	There was no report.
9. Employee Appreciation	Wagle	Report	There was no report.
10. Library Foundation	Brandtner	Report	<p>There was no report.</p> <p>Yeager-Walrath updated the Board on Foundation activities. The Foundation has raised \$22,852 for Birdies for Charity, which is about \$2,000 more than last year.</p> <p>Yeager-Walrath noted that the Quad City Storm game link is now up on the website, thanks to Levetzow. Mannix recommended sending the link to the "Library" and "Library Pages" email lists or the "All City Users" email list so everyone is aware of the event.</p>

			Yeager-Walrath reported that the Foundation is diligently working on the annual appeal.
11. Friends of the Library	Covella	Report	Covella reported that the Friends met on Tuesday, November 8 <sup>th</sup> . They discussed the Book Sale and decided that more advertisements and volunteers will be needed in the Spring. The Book Sale brought in \$11,248.59, \$20 of which went to the Davenport Public Library for book sets they contributed. The Fall 2018 Book Sale was one of the largest Book Sales the Friends have held, if not the largest. Covella noted that there was no report on the Holiday Bazaar at this month's Friends meeting, but over \$1,000 had been raised at last count.
The next Board meeting is scheduled for December 13, 2018.  Adjourn	Pratt		Mannix noted that the library was a polling place and had 5,320 early voters, which is far more than any other library in the area.  Motion by Brandtner, second by Herzberg, to adjourn the meeting.  VOTE: Ayes: Brandtner, Herzberg, Pratt, Rabine Nays: None Motion carried.  Meeting adjourned at 5:31 p.m.