

Bettendorf Public Library
 Information Center
 Board of Trustees Meeting
 Thursday, January 10, 2019
 4:30 P.M.
 Malmros Room- Second Floor



Agenda item	Responsibility	Action	Result
1. Roll Call	Levezow		Present: Rabine, Herzberg, Pratt, Lindquist, Brandtner Absent: Lewis, Wagle
2. Consent Agenda <input type="checkbox"/> Approve Meeting Agenda: January 2019 <input type="checkbox"/> Approve Meeting Minutes: December 2018 <input type="checkbox"/> Approve Payment of Library Invoices: January 2019	Pratt	Approve	Motion by Herzberg, second by Lindquist, to approved the Consent Agenda as presented. VOTE: Ayes: Rabine, Herzberg, Pratt, Lindquist, Brandtner Nays: None Motion carried
3. Public Forum (limit of 3 minutes per person)	Pratt		No respondents.
4. Correspondence	Mannix	Circulate Correspondence	Mannix circulated library comment cards and correspondence. No additional action was required.
5. Director's Report/ Division Highlights <input type="checkbox"/> Staffing Model	Mannix	Update	Mannix reported the Information Services Manager position closed on December 21. Written interviews have gone out to candidates and once those are returned, face to face interviews will be scheduled. Ideally, an offer

<p>□ Annual Budget Process</p>	<p>Mannix</p>	<p>Update</p>	<p>will be extended in early February. Circulation Services Supervisor position closed January 4, and the hiring process will follow roughly the same schedule. Mary Burkhead is filling in as interim division supervisor pending hire of new Circulation Supervisor. Maintenance position has moved to an external position, and the time frame for hiring is controlled by the Civil Service Commission.</p> <p>Mannix reported that she met with City Administration and Finance on January 3. No concerns about the draft budget were presented to her, and no further action is required at this time.</p> <p>Mannix reported that year-end review of strategic plan shows that everything is on pace as would be expected from the plan's expectations, goals and objectives.</p> <p>Mannix reviewed proposed Communico software to replace current meeting room software which has been in place since 2006 or 2007. Communico would allow more patron self-service, resulting in potential staff savings of 2-5 hours staff time per day. It allows 24/7 online access, management of digital display screen and web site development and hosting. We would pay fees out of reserve funds this year and next year it has been built into the general fund budget.</p>
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<input type="checkbox"/> Rivershare Fine Proposal	Mannix	Review	<p>Mannix reported that RiverShare Assembly of the Whole committee meeting was cancelled in January, and the fine proposal was tabled until February meeting.</p>
<input type="checkbox"/> Kelinson Project	Mannix	Update	<p>Mannix reported that she has met with Paragon to review the estimated time frame and cost of the Kelinson Room renovation. Foundation Board has a meeting on February 26 to review final financial authorization, followed by approval from the City's Legal department. The project could start as soon as mid-March, although it could be later depending on contractor availability and Foundation funding decisions.</p>
<input type="checkbox"/> Division Highlights	Managers	Update	<p>Odell reported that the Book a Trip winter reading program started this week, and signup has been going well. Youth services and Tech services have started reclassifying the beginning reader books, moving them from being shelved by author to shelved by reading level which will result in a collection that is easier for patrons to navigate.</p> <p>Burkhead reports that Circulation is busy after holiday returns and with the beginning of winter reading program and the resulting checkout surge that accompanies it.</p> <p>Levetzow reported the adult winter reading program had at least 65 registered already.</p>

			The I-74 virtual reality exhibit ended on December 31, and 1,418 people viewed the exhibit.
6. Policy/Contracts <input type="checkbox"/> No Policy Review in Jan. <input type="checkbox"/> Communico Quote for Meeting Room Software	Mannix Mannix	Approve Approve	There was no policy review Motion by Herzberg, second by Rabine, to approve the expenditure for Communico out of reserve funds this fiscal year, with the understanding that it will be paid out of the general fund in coming years. VOTE: Ayes: Rabine, Herzberg, Pratt, Lindquist, Brandtner Nays: None Motion carried
7. Governance Committee	Pratt	Report	Pratt reported the trustee training opportunity Iowa Libraries Online Conference is scheduled for January 17 from 9:00 a.m. – 7:30 p.m. Pratt also encouraged trustees to sign up for the Monday Morning Eye Openers email from the State Library.
8. Community City Relations	Lindquist	Report	Lindquist reported that he saw Mayor Gallagher and they discussed the Library.
9. Employee Appreciation	Wagle	Report	Herzberg reminded trustees that staff in-service day is February 18 and trustees will be providing dessert. Mannix repeated that trustees are welcome to join staff for lunch and service awards.

10. Library Foundation	Brandtner	Report	Brandtner turned report over the Samantha Yeager-Wallace, Foundation coordinator. Yeager-Wallace reported that the annual appeal made about \$23,000, and the Foundation hopes to host an event to offset the lower income than previous years. The Quad City Storm fundraising night raised \$261, in spite of being scheduled the Friday before Christmas. Next Foundation meeting is February 26. Booker Bear committee met this morning, and it is scheduled for February 23 and March 2. Fundraising for Kelinson renovation will start soon.
11. Friends of the Library	Mannix	Report	Mannix reported that wish list was approved without exceptions. Friends had question about whether additional plans need to be made for left-over books after upcoming book fair. Mannix is checking into that.
Next Meeting- February 14, 2019 Adjourn	Pratt		Motion by Lindquist Second by Brandtner Vote: Ayes: Rabine, Herzberg, Pratt, Lindquist, Brandtner Nays: None Motion carried; meeting adjourned.