

Bettendorf Public Library  
 Information Center  
 Board of Trustees Meeting  
 Thursday, February 14, 2019  
 4:30 P.M.  
 Malmros Room- Second Floor



Agenda item	Responsibility	Action	Result
1. Roll Call	Covella		Meeting called to order at 4:32 p.m.  Present: Brandtner, Herzberg, Lewis (arrived at 4:36 p.m.), Lindquist, Pratt, Rabine, Wagle (arrived at 4:36 p.m.)
2. Consent Agenda <input type="checkbox"/> Approve Meeting Agenda: February 2019 <input type="checkbox"/> Approve Meeting Minutes: January 2018 <input type="checkbox"/> Approve Payment of Library Invoices: February 2019	Pratt	Approve	Motion by Brandtner, second by Herzberg and Rabine, to approve the Consent Agenda as presented.  <b>VOTE</b> Ayes: Pratt, Brandtner, Lindquist, Herzberg, Rabine 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.

<p>5. Director's Report/Division Highlights</p> <ul style="list-style-type: none"> <li>Staffing Model</li> </ul>	<p>Mannix</p>	<p>Update</p>	<p>Mannix reported that the Information Services Manager position closed on December 21 and interviews were conducted on February 7. The position has been filled. Karly Steele Lyle from St. Ambrose University will be joining the Bettendorf Public Library as the new Information Services Manager on March 12.</p> <p>The Circulation Supervisor position has also been filled. Heather Gibbs moved into the position on February 8. She brings years of experience in management and library experience with her.</p> <p>Mannix explained that because the vacant Maintenance Worker position is a Civil Service position, the hiring process is handled by the Civil Service Commission. Interviews are scheduled for February 21. Mannix will be present, but does not interview candidates. She is hoping the position will be filled and ready to start within two weeks after the interviews.</p> <p>Mannix reported that the estimated installation date for the front entrance doors, which have been on the Capital Improvement Plan (CIP) for a few years, is in late winter/early spring. The Public Works Supervisor took the project to bid and the bid has been awarded. The bid has to go to Council before the actual installation can be scheduled. Brandtner asked for the project cost. Mannix said it was estimated on the CIP for \$45,000 or \$50,000.</p> <p>Mannix reported that following a malfunction on January 30, the library lost heat and on January</p>
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<ul style="list-style-type: none"> <li>Annual Budget Process</li> </ul>	Mannix	Update	<p>31 a frozen sprinkler pipe that burst over the entrance doors. The Public Works Supervisor has fully addressed and repaired the boiler and sprinkler systems.</p> <p>Pratt asked if the library will need a replacement heating system down the road. Mannix said that's determined by Public Works as supervisor over city facilities maintenance. They have repaired the unit.</p> <p>Brandtner asked what happened on the 31<sup>st</sup>. Mannix explained that the sprinkler pipe burst due to subzero temperatures. The library closed for the afternoon because it was impractical to get patrons in and out the back door in the inclement weather.</p> <p>Mannix provided packets containing this year's budget presentation and calendar. Public review of the budget and public comment are on February 27. The public hearing and adoption of the FY20 budget are on March 5. Mannix included budget highlights from the Finance Director in the packet. She noted that revenues for the city this year were much better than anticipated.</p> <p>The budget packet also included a summary of the library's requests. Under Staff Development, Mannix asked for \$1,400 additional to bring Information Services training funds commensurate with Youth Services training funds. Under Services and Commodities, the City's IT department requested a 4% increase for software maintenance the library will need in the coming</p>
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		<p>year. Miscellaneous Capital Outlay covers the collection development funds. Mannix reminded the Board that \$50,000 of collection reductions in each year for the past two years would revert to normal levels in 2020. That money was represented and is reflected in the 13% change to the Collection Development budget. The budget also contains an Electronic Equipment request from IT for a PC replacement. Mannix had no personnel requests because she had completed staff restructuring ahead of the budget draft submission. The Finance Director, City Council, and City Administration are pleased and supportive of the work the library has done to reduce personnel costs by 2%. They are also very pleased at the removal of the Kelinson Project from the CIP.</p> <p>Mannix reported that the FY20 budget request is \$3,438,600. The only additional requests were the Communico software funding the Board approved in January and a slight change in delivery and membership fees for Rivershare. At the recommendation of OCLC, the library's metadata and cataloguing vendor, Mannix included an increase for the coming year. Requests were presented to the Finance Director and City Administrator before going to Council. Mannix verified with the Finance Director this morning that there are no changes to the budget as presented. Mannix requested Board approval of the budget.</p> <p>Motion by Herzberg, second by Wagle, to approve FY20 Budget as submitted.</p> <p><b>VOTE:</b></p>
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			<p>Ayes: Pratt, Brandtner, Lewis, Lindquist, Wagle, Herzberg, Rabine  Nays: None  Motion carried</p> <p>Mannix briefly reviewed factors of Open Meetings Law, including trustee avoidance of discussions of library business in any environment which may include a quorum which would constitute a meeting. This includes online or email discussions. Discussions of library business are required to take place in an open meeting environment to be compliant with Open Meetings Law.</p> <p>Mannix reported that the library's accreditation is valid through June 30, 2020. The application for accreditation is due on February 28, 2020. Brandtner asked if Mannix has already filed. Mannix has not as it is not due until next June. She typically applies closer to the time it is due.</p> <p>Rabine asked how a lack of accreditation would negatively impact the library. Mannix explained that the State Library requires accreditation to be eligible for Enrich Iowa, Open Access, Interlibrary Loan, and Direct Aid funds. Lack of accreditation diminishes a library's standing as an institution. There may also be certain grants for which the library would not be eligible if it doesn't hold accreditation standings.</p> <p>Mannix reviewed the accreditation standards and BPL's current progress in meeting tier accreditation requirements, which is well ahead of schedule to date.</p>
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<ul style="list-style-type: none"> <li>Rivershare Fine Proposal</li> </ul>	Mannix	Update	<p>Mannix reported that the meeting room software agreement (Communico) has been executed with an established training date in early to mid-March and a rollout hopefully on April 1. Mannix will coordinate a presentation for the Board once the software is up and running.</p> <p>Mannix received notice that the application deadline for Foundation grants has been moved up from April 1<sup>st</sup> to March 15<sup>th</sup>. Managers have started identifying programs or services for which they may apply for grants.</p> <p>Mannix reported that the Rivershare fine proposal was tabled again at the last assembly meeting. Currently, all libraries in Rivershare are in agreement except one. At the January meeting, a couple of libraries made clear that whether or not Rivershare does so as a consortium, they have decided to move ahead. Mannix recommends Bettendorf Public Library be part of that group. In a straw poll, the Trustees unanimously supported pursuing fine-free juvenile materials, especially if other libraries are moving forward. Mannix will prepare a policy revision for the March Board of Trustees meeting. The next Rivershare meeting is on February 20.</p> <p>Mannix reported that the Commission Agreement for the local art project has been drafted and sent to the City Attorney for approval. The Foundation has agreed to contribute \$16,274 as approved. Once the agreement is signed, the artists will begin.</p>
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<ul style="list-style-type: none"> <li>• Kelinson Project</li> </ul>	Mannix	Update	<p>Mannix met with Paragon to get quotes for the Kelinson Room remodel. She has not received final estimates yet, but had contractors in this week looking at the space. As soon as they have estimates, they will get them to Mannix and she'll get them to the Board. The Board would then endorse the project and Mannix will ask the Foundation to approve the funding. Herzberg asked if the numbers will be ready in March. Mannix said yes.</p> <p>Mannix reported that the Davenport and Rock Island libraries have started a "Libraries for Literacy" collaborative to market the <i>Five Simple Steps of Literacy</i>, an industry-wide process for teaching parents of small children early literacy skills. Mannix provided the Trustees with a draft budget the Davenport Public Library Director put together for the collaborative. Mannix has been attending meetings on an informational basis. At the last meeting they asked libraries to commit to funding, which Mannix indicated would be an unbudgeted expense for this and next year. The collaborative is asking larger libraries to carry a larger portion of the responsibility. Mannix told them she would have to take their request to her Board. Mannix's original understanding was that the collaborative would create pamphlets and do public service announcements, but their budget indicates that this is a bigger endeavor.</p> <p>Mannix asked for the Board's input on contributing to a joint collaborative effort that serves out-of-state libraries, as well as libraries that are not in Scott County.</p>
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<ul style="list-style-type: none"> <li>Division Highlights</li> </ul>	<p>Managers</p>	<p>Update</p>	<p>The Trustees expressed concerns about the collaborative being an unbudgeted expense and about the group not having specified desired outcomes.</p> <p>The Trustees agreed that it may be beneficial for Mannix to attend one more meeting for additional information. Mannix will let the Board know the outcome of the meeting.</p> <p>Odell reported that the Winter Reading Program has had 500-600 signups, which is a little under average. The Winter Carnival was a success all around. Levetzow has more numbers, but in the 5 years old and under area they hand-counted over 300 participants. Reclassification of the readers is almost done. Mulcrone has told Odell that about 87% of the books have been changed. They are waiting for the rest to come back in. They have been filtering in 10-15 a day and should be done soon.</p> <p>Levetzow reported that numbers for the Adult Winter Reading Program were “okay”. Since the library moved to Beanstack last year, the signups have skyrocketed but the percentage of people finishing is low. She thinks the finishing rate will be higher than last summer’s. The Winter Carnival was a smashing success. There were six stations set up in the Bettendorf Room and one in the Kelinson Room. A volunteer in the lobby counted 563 people.</p> <p>Levetzow reported that the library is investigating collaboration with other</p>
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			<p>Rivershare libraries on digital magazine subscriptions, which will allow the Bettendorf Public Library to offer more magazine titles and will save \$3,000.</p> <p>Mannix recognized Levetzow for her years of service as a Library Manager. She's done a great job. She is moving back into the Librarian position on March 12.</p>
<p>6. Policy/Contracts</p> <ul style="list-style-type: none"> <li>Mission Statement</li> </ul>	Mannix	Approve	<p>Mannix noted that she sent out a draft of the library's Mission Statement to trustees for consideration at the March meeting, which includes its Vision and Values Statements. She suggested the statements reflect Bettendorf Public Library's current role in the community, so she added information from the recent strategic planning document.</p> <p>Following trustee discussion, Brandtner suggested tabling the document for further review at the March meeting. Trustees asked Mannix to supply a draft version without the standard omissions and strikethrough features so it could be reviewed in its final form. Mannix will submit the draft version in the March packet.</p>
<ul style="list-style-type: none"> <li>Kelinson Scholarship Application</li> </ul>	Mannix	Approve	<p>Mannix reminded the Board that in the fall, there were no staff scholarship requests. At that time, the board agreed to extend application time until later in the year should need arise. Odell has forwarded a request on behalf of John Gillette, Young Adult Librarian,</p>

			<p>to attend a conference at UW Madison called Power Up! The request is for \$712.</p> <p>Motion by Lindquist, second by Brandtner, to approve scholarship application as submitted.</p> <p><b>VOTE:</b>  Ayes: Pratt, Brandtner, Lewis, Lindquist, Wagle, Herzberg, Rabine  Nays: None  Motion carried.</p>
<p>7. Governance Committee</p> <ul style="list-style-type: none"> <li>FY20 Draft Budget</li> <li>Trustee Attendance</li> </ul>	<p>Pratt Mannix/Board</p> <p>Pratt</p>	<p>Report Review/Approve</p> <p>Discussion</p>	<p>The FY20 draft budget was approved under Item 5.</p> <p>Pratt requested board discussion on guidelines for trustee attendance as defined by the Board of Trustees Bylaws, which states if a Trustee misses five meetings a resignation is considered to be tendered.</p> <p>Mannix suggested some options available to the Trustees. 1) They can consider changing the meeting time to accommodate folks with professional schedules. 2) They can issue a request to Council to amend the language to change the number of absences resulting in a vacancy. 3) They could also petition Council to change the language in the ordinance to refer to missing consecutive meetings.</p> <p>Mannix noted within the Iowa Code that library districts specify six consecutive meetings missed. Although it is not part of a library district, the Board may wish to raise the threshold so it's more supportive of Trustees.</p>

			<p>Brandtner asked if anyone is keeping track of attendance. Pratt said he tallies it.</p> <p>Mannix noted that missing consecutive meetings may more clearly signify disengagement than missing meetings here or there.</p> <p>Brandtner noted that for people who work, 4:30 might be hard. Herzberg agreed and suggested that 5:00 might make a difference.</p> <p>Lindquist pointed out that a remedy is built into the bylaws. If they follow through with the bylaws, the Trustees vote yea or nay on the exception. If that person misses again, the remedy is built in.</p> <p>Brandtner would like the Governance Committee to look into this issue further.</p> <p>Brandtner supported the suggestion of 5:00 p.m. Mannix noted that to change the meeting time, the Board will have to change its bylaws in advance, which should take place before the meeting time is changed.</p> <p>Lewis suggested tabling the attendance issue for one month. Mannix will bring draft language changing the meeting time from 4:30 to 5:00 to the March meeting. Pratt noted that the March meeting will still be held at 4:30 p.m. as usual.</p>
8. Community City Relations	Lindquist	Report	No report.

9. Employee Appreciation	Wagle	Report	Wagle noted that staff in-service is on Monday. She has arranged dessert with the other Trustees.
10. Library Foundation	Brandtner	Report	No report.  Yeager-Walrath reported that the Foundation is diligently working on the Kelinson Room. She has found nine grants and has come up with a timeline based on those. Most of the fundraising will be done in March and over the summer. She has her fingers crossed that it will be done at the end of the year. She has identified two major donors and started grant writing already.
11. Friends of the Library	Covella	Report	Covella reported that the Friends of Library continued planning their Spring Book Sale and approved the wish list as presented.  Mannix added that she and Covella have a conference call scheduled with Better World Books to get set up for the pickup of leftover books from the sale.
Next Meeting- March 14, 2019  Adjourn	Pratt		Herzberg and Lewis noted they will be out of town on March 14. Lindquist said he might be too.  Motion by Pratt, second by Brandtner, to adjourn. Meeting adjourned at 6:19 p.m.