

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



Agenda item	Responsibility	Action	Result
1. Roll Call	Covella		<p>Meeting called to order at 4:31 p.m.</p> <p>Present: Kathy Brandtner, Darrin Lindquist, David Pratt, John Rabine, Archana Wagle (arrived at 5:03 p.m.)</p>
2. Consent Agenda <ul style="list-style-type: none"> <input type="checkbox"/> Approve Meeting Agenda: March 2019 <input type="checkbox"/> Approve Meeting Minutes: February 2018 <input type="checkbox"/> Approve Payment of Library Invoices: March 2019 	Pratt	Approve	<p>Motion by Brandtner, second by Lindquist, to approve the Consent Agenda as presented.</p> <p>VOTE Ayes: Brandtner, Lindquist, Pratt, Rabine Nays: None Motion carried</p>
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			<p>Mannix introduced Karly Lyle, the new Adult/Information Services manager. Mannix reported that the library was successful in hiring a full-time maintenance person, Rose Gerboth.</p> <p>Mannix noted that National Library Week is April 7-13. National Library Workers' Day is April 9.</p>

<ul style="list-style-type: none"> Annual Budget Process 	Mannix	Update	<p>Mannix had no updates on the front entrance doors.</p> <p>Mannix reported that the FY20 budget was adopted on March 5 with no changes to the library budget. The city will submit the budget to the county auditor by March 15.</p> <p>Mannix noted that later on the agenda, the board will vote to approve policies. She reminded the trustees that the Mission Statement was tabled until this meeting. She sent out a copy in advance of the meeting, per request from Pratt. The trustees will also be considering changes to the Circulation Policy based on suggested best practices from the State Library.</p> <p>Mannix reported the quarterly Foundation meeting was on February 26. The Foundation has confirmed \$55,000 in available funds for FY19/20. Foundation grants are due March 15th and have been submitted in the amount of approximately \$30,500 for five separate requests: summer concert series, summer reading program, summer fair, global gathering, and braille literacy kits for the Youth Services division. Mannix noted that the requests left a surplus of about \$25,000, which Mannix suggested be applied toward the Kelinson Room remodel.</p>
<ul style="list-style-type: none"> Rivershare Fine Proposal 	Mannix	Update	<p>Mannix reported that the Rivershare Consortium unanimously voted to establish fine free status on youth materials consortium-wide. Fine free status applies to materials classified for general reading audiences aged 0-12. In early April, Carina will bulk transfer those items' codes, which will give all juvenile items fine free status in corresponding item catalog records. The fine free status applies to the item, not the patron. Mannix noted that juvenile</p>

<ul style="list-style-type: none"> • Kelinson Project 	<p>Mannix</p>	<p>Update</p>	<p>materials are utilized by people developing literacy skills, not just children. Anyone checking out juvenile materials will get the same benefit. Pratt asked for confirmation that change applies to daily fine accrual, not the charge on lost books. Mannix confirmed the change applies only to new overdue fines and lost or damaged items will still be invoiced for replacement cost.</p> <p>Mannix provided an update on the local art project. The Commission Agreement between the library and artists has been signed and the work has started. In the Children’s area, the artists started on Monday March 11 and have been painting in real time. Photo montage pieces are in process. The QC Arts mural is scheduled for fall 2019.</p> <p>Mannix met with Paragon to review drawings and finishes for the Kelinson Project. Paragon will act as the project coordinator. Mannix just received the quotes and will present project details at the May meeting. At that time, if the trustees endorse the project, it will go to the Foundation for financial support.</p> <p>In February, Library Staff participated in the Community Hunger Drive, as they do every year. This year, staff raised \$608. In the past, they have collected canned goods, but staff decided it was better to have a staff fundraiser and donate the money. They worked hard and coordinated a taco lunch and white elephant auction. Mannix stated that this is another way the library gives back to the community.</p>
<ul style="list-style-type: none"> • Division Highlights 	<p>Managers</p>	<p>Update</p>	<p>Odell reported that he ordered an interactive play table this week using about \$6,000 in Foundation</p>

		<p>grants and donations. The table will have 12 different games, some of which are multiplayer. Youth Services will add the table games to their programming. Odell also ordered a \$3,000 starter collection of Vox books, which are picture books with a device attached that reads the books aloud. Odell thinks they will be very well used. Between those two purchases, Odell has about spent \$10,000 from the Foundation, which does not include allocation grants.</p> <p>Lindquist asked if the Youth Services reclassification project makes it easier for users to find books. Odell said it will be easier to find books for the reader's level. Those items will be more browsable, so kids can find their own books rather than having to find a specific spot on the shelf. Lindquist asked if it's helping. Odell said he has received all positive comments. Mannix noted that the industry recommendation is to coordinate those collections for the child's ease of use, which is what Odell means by "browsable." in the past the collection was organized from an adult perspective. Adults and employees could find books, but children were dependent on others. This new method empowers children to investigate and discern and have fun in the collection rather than having to go to a grownup. Odell has had positive comments about the level systems. People have been asking for it.</p> <p>Gibbs reported that National Library Week is April 7-13. Circulation will have a trivia sheet for patrons. Once they fill it out, they can choose from a basket of rewards at the service desks. Trivia will include questions about services and resources while also providing more information about both. Mannix noted in the past, Circulation staff has done a great</p>
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			<p>Motion by Kathy Brandtner, second by Darrin Lindquist to approve Circulation Policy with corrections as discussed.</p> <p>VOTE: Ayes: Brandtner, Lindquist, Pratt, Rabine, Wagle Nays: None Motion carried</p>
7. Governance Committee	Pratt	Report	<p>Pratt noted that the trustees had asked Mannix to work on a change in the bylaws. The change is reflected on page 3. Mannix added that at the last meeting, a trustee asked that discussion of language changes be tabled until the committee reviewed it, or at least until the next meeting. They also asked Mannix to change the language in the bylaws to reflect a change in meeting time from 4:30 to 5:00 p.m.</p> <p>Rabine asked when the meeting time change is effective. Mannix said after the Board formally approves the changes to the bylaws. She did not place it on today's agenda because discussion of other aspects of the bylaws had been tabled to this meeting. Mannix's assumption was that the trustees would discuss changes, then charge her with writing them into the bylaws, which would be formally approved at a coming meeting. Until the changes are approved, the meeting time stays as stated in the bylaws.</p> <p>Pratt, Rabine, and Lindquist will form the subcommittee to review bylaws. Mannix will attend to provide input on state and local requirements. Pratt asked trustees to send comments to him by March 28. The subcommittee will meet at 4:00 p.m.</p>

			on April 3.
8. Community City Relations	Lindquist	Report	There was no report.
9. Employee Appreciation	Wagle	Report	Wagle reported that the staff in-service lunch last month went well. Trustees brought in desserts for employees, which were well received. She asked if trustees are scheduled to provide lunch for Library Workers' Day. Mannix said they haven't scheduled it yet and asked if the Trustees would like to do lunch again or if they would like to provide desserts as they did last year. Wagle suggested having Administration staff order lunch based on what staff wants. Brandtner, Wagle, and Pratt will bring desserts; Rabine will bring fruit. Wagle asked if Trustees are welcome to attend. Mannix said absolutely.
10. Library Foundation	Brandtner	Report	<p>Rabine attended the Foundation meeting in Brandtner's absence. The main topic was Yeager-Walrath's departure. Things are in a better place now than before she came. She did a good job while she was with the Foundation.</p> <p>Foundation Board Member Ann Kappeler reported that the Foundation does not have staff right now, but they do have money they will continue to spend it and support the library. They are looking at this change as an opportunity and are reevaluating the staffing model with a nonprofit advisor in the community.</p> <p>At their meeting, they also discussed the Kelinson Room remodel project. The Foundation is committed to that and doesn't want to be held back by the fact that they lost staff. This is a fantastic fundraising opportunity they don't want to miss out</p>

		<p>on. Brandtner asked for a ballpark cost for the Kelinson project. Mannix said Paragon originally roughly estimated \$165,000, but has reduced that to an estimated \$150,000 at this time, but there are still changes pending. That estimate includes furnishings.</p> <p>Pratt asked if they have started a process that cannot be delayed. Mannix said no, this has been a nonbinding estimate. With or without a coordinator in place, the Foundation wanted to look at estimates and plans to figure out how to stage funding. This is an open-ended process at this stage. Once Mannix has the final estimate, she will show the project to the Board of Trustees, the trustees will endorse it to move forward, and then she will present to the Foundation for funding support.</p> <p>Kappeler explained that the Foundation Board agreed it is not necessary to halt this project. Mannix noted that they are looking in the neighborhood of \$150,000. The last two years of allocation surplus is probably close to \$50,000. The Friends may be willing to contribute \$10,000-12,000 of their surplus. That leaves under \$100,000 for the Foundation to supply. Pratt asked if there's a fear of losing the opportunity if things aren't kept on the same relative timetable. Kappeler doesn't think so – there's no timetable in writing and nothing has happened to prevent them from moving forward. Mannix added that it's not a time intensive project. Paragon gave her the impression the project could be done in seven weeks. It's a cosmetic upgrade and a change to the way the room is used. There will be some construction to the entrance, ventilation, and lighting, and a fair amount of furniture. Kappeler suggested that it is easier to</p>
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			<p>raise funds for a future project than one that is completed. They still need the concept proposal, the visuals, and a fundraising plan for how much they need.</p> <p>Kappeler added that as far as the art project, they made a commitment and that project is going forward. She and Mannix talked about, once the majority of the project is completed, having some kind of kickoff event to get people in the door. Then they can mention that the library has another project coming along.</p> <p>Odell noted that the Booker Bear event was very successful. They had a lot of people and were very busy. Odell explained that every first grader in both districts, if they read two books, gets a pizza party, a stuffed bear, and their name and picture in the paper. Kappeler noted that it's a great segue into the summer reading program. Odell comes to both sessions and talks to the parents and children.</p> <p>Brandtner suggested sending the Foundation a thank you note. Pratt will do so.</p>
11. Friends of the Library	Covella	Report	<p>Covella reported that the Friends approved the March wish list in its entirety at \$400. They continued planning the Book Sale, which will take place the first weekend in April.</p>
Next Meeting - April 11, 2019	Pratt		<p>Mannix noted that she will not be present at next month's meeting. Odell will sit in for her.</p>
Adjourn			<p>Motion by Wagle, second by Lindquist, to adjourn. Meeting adjourned at 5:45 p.m.</p>