

Bettendorf Public Library
 Information Center
 Board of Trustees Meeting
 Thursday, May 9, 2019
 5:00 P.M.
 Malmros Room - Second Floor



Agenda item	Responsibility	Action	Result
1. Roll Call	Matje		<p>Present: Pratt, Rabine, Brandtner, Lewis, Wagle, Herzberg, Lindquist, Kathleen Richlen, Karly Lyle, Heather Gibbs, Paul Odell, Sue Mannix, Jody Matje</p> <p>Call to order at 5:00 p.m.</p>
2. Consent Agenda <ul style="list-style-type: none"> • Approve Meeting Agenda: May 2019 • Approve Meeting Minutes: April 2019 • Approve Payment of Library Invoices: May 2019 	Pratt	Approve	<p>Motion by Brandtner, second by Herzberg, to approve the Consent Agenda as presented.</p> <p>VOTE Ayes: Pratt, Rabine, Brandtner, Lewis, Wagle, Herzberg, Lindquist Nays: None Motion carried</p>
3. Public Forum (limit of 3 minutes per person)	Pratt		No respondents.
4. Correspondence	Mannix	Circulate Correspondence	<p>Mannix sent around contact information grid for board to update their phone numbers.</p> <p>Mannix attended Jack Bishop funeral and sent flowers on behalf of the Library and board of trustees. Received thank you card from family. Bishop was a long-time Friends president and library supporter.</p>

			<p>Kris Hatfield, Operations Manager for Bettendorf Public Works Dept. sent a thank you note for assistance from staff during recent flood recovery efforts. Andy Miller, Paul Odell and Sue Mannix assisted with sandbagging project. Additionally, Mannix coordinated student volunteers from PVHS and BHS to assist with sandbagging at the City's request.</p>
<p>Director's Report/ Division Highlights</p> <ul style="list-style-type: none"> • Director's Report 	Mannix	Update	<p>Mannix reported that item codes on juvenile materials were changed on April 6th without issue.</p> <p>FT Library Clerk was filled by Ashley Buck. She went from PT to FT status. Her PT position will open shortly and an Internal/External posting is likely.</p> <p>Front doors have been installed. The area adjacent to the doors will be painted to match over the summer. Air curtains will be installed the weekend of May 24th and one will be installed over Dewey's doors as well.</p> <p>Flood response – Mannix took breakfast items to Public Works staff on behalf of the Library. If flood picks up again, Mannix will coordinate volunteer and meal response</p>

<ul style="list-style-type: none"> • Division Highlights 	<p>Division Heads</p>	<p>Update</p>	<p>through COADA and American Red Cross at request of City Admin.</p> <p>Strategic Planning – Planning information to be presented at June board meeting.</p> <p>Local Art Project – The Children’s Room mural is finished. Mannix will meet with artists in the next few weeks to review placement of remaining art items in advance of installation. Quad City Arts Project will create a second mural in the fall. Once entire project complete the Library will host and open house to include the artists, library board and Foundation.</p> <p>Division Heads Reports</p> <p>Odell reported that book shelves in the Children’s Area were recently rearranged to make space for the new interactive table. The new equipment is getting a lot of use. There are 12 different interactive games on the table.</p> <p>A Pop-up Library event was recently held at Hoover Elementary School, during the school’s recent Food Bank Night (3rd Tuesday of the month). There will be other Pop Up Library events scheduled at the Taxslayer Center for an upcoming Alzheimer’s Walk, Be Downtown, and</p>
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<ul style="list-style-type: none"> • Kelinson Project 	Mannix	Project Review/Endorsement	<p>Public Works Day as well. Staff has also recently scheduled Pop-ups at Hy-Vee. KB asked if they thought about doing one at TBK. Staff will review.</p> <p>Art Project – interactive art piece will be installed in the Children’s Reading Area replacing the small magnetic board.</p> <p>Karly Lyle – A Library Pop Up event is scheduled at the upcoming Planet Funk Con to be hosted at the TBK Center (Bettendorf). The Library’s Free Comic Book Day was attended by over 300 people and facilitated by Andy Miller, David Otten, John Gillette. Summer Concert Series lineup has been finalized and Lyle distributed flyers to the board.</p> <p>Heather Gibbs – working on filling the remaining PT Clerk position created by Ashley Buck’s move to FT Clerk position.</p> <p>Kelinson Project – Mannix presented a design spec sheet and drawings. The room is currently set up as an ICN Learning Site. The plan is to transition toward a multi-purpose room that can be used for Library programs, public meetings and Creation Studio activities. Mannix shared samples of</p>
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			<p>finishes that have been selected for the project.</p> <p>Questions on the Project:</p> <p>Pratt asked, “Would the Library like an additional sink since there is a possibility of 24 students doing art projects at one time?” Odell said they discussed and found one would be enough.</p> <p>Herzberg asked who is responsible for lockable storage. Staff will use storage for program supplies.</p> <p>Lewis asked what is the timeline of the project. Mannix explained that it is up to the Library’s funding agents to confirm funding availability.</p> <p>Rabine asked if the Foundation would host a capital campaign to raise funds. Mannix believes there will be a fundraising effort specifically for this project.</p> <p>Herzberg asked how the current Creation Studio space will be used. Mannix confirmed the space would likely be retained as an additional Creation Studio space, but there are several possible uses for the space should program needs change.</p>
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			<p>Once Board endorses the project, Mannix will seek funding support from the Foundation at the next quarterly meeting. The Foundation is excited about the project. Mannix anticipates the Foundation will apply for SCRA and RDA grants in the fall.</p> <p>The Foundation has already funded approximately \$4,500 to contract preliminary project drawings from Paragon Commercial Interiors. Paragon has quoted the Base Bid for the project at \$98,280.52 with an additional bid of \$19,567.99 for furnishings, with a total cost of \$117,848.51 estimate for the entire project. Mannix noted that the Library has reserved approximately \$40,000 in unused Foundation allocation funds over the past two years with the intent of these funds being applied to the Kelinson renovation. Mannix had previously communicated this request to the Foundation, which has been supported to date. Mannix noted that she also intends to approach the Friends of the Library for financial support toward the project, as well.</p> <p>Trustees agreed unanimously to endorse the project as presented. Mannix will move</p>
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			<p>forward in approaching the Foundation and Friends for funding support.</p> <p>Thanks to Odell and Maria Levetzow for their input on the project.</p>
6. Policy/Contracts	Mannix	No report	None.
7. Governance Committee <ul style="list-style-type: none"> Director's Annual Performance Evaluation 	Pratt	Schedule	<p>Annual Review – Mannix's annual review is due in July 2019. HR Director Kathleen Richlen attended the meeting to review the evaluation process with the trustees. She asked trustees if the board would like to continue the 360 interview model used in the past and a majority of the trustees affirmed (PH, DP, DH, KB supported continuation of the 360 model). As in the past, Richlen will request evaluation feedback from library division heads, city department heads, and from the Board and requested a return date of May 24th. Board members can scan, mail, or send responses to Richlen via inter-city mail. She will return the draft evaluation documents to the Board one week before the meeting so they review the document prior to the next board meeting. The review will take place at the next regularly scheduled board meeting at the Library. Mannix will have the option of requesting the evaluation to be conducted in Executive Session, per Open Meetings</p>

<ul style="list-style-type: none"> Nominating Committee for Officers in FY20 		<p>Appoint</p>	<p>Law. Richlen will provide Pratt the language to be used during executive session. Richlen will send completed evaluation to the trustees in several formats.</p> <p>Nominating Committee- Pratt requested volunteers to develop a slate of officers for coming year. Herzberg and Rabine volunteered.</p> <p>Trustee Attendance – Pratt revisited the issue of trustee attendance guidelines. According to Pratt’s records, Wagle has now missed four meetings in the last year, so he suggested that per the bylaws, the trustees must now vote to keep her on the board. Mannix raised a point of order for trustee consideration prior to the vote, stating that to her knowledge, Wagle had intended to attend the last meeting and had requested remote attendance through the Library’s telephone conference equipment in advance of the meeting, in the event she was delayed by current bridge construction. Apparently the audio equipment failed during the meeting and Wagle could not join the meeting remotely, as planned. Additionally, the April meeting was a much shorter than usual, so by the time Wagle arrived at the Library for the meeting, it had ended early. Mannix</p>
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<ul style="list-style-type: none"> No July Meeting 			<p>suggested that since Wagle attempted to attend the meeting both remotely and in person and extenuating circumstances prevented her from joining the meeting as planned, the trustees might elect to consider the absence as unintended and unavoidable. Lewis stated that she has encountered a similar issue in the past. Mannix suggested the board investigate upgrading remote attendance and virtual meetings options prior to voting to alter the composition of the board due to trustee attendance. Mannix suggested an ad hoc Committee could be formed to investigate options to make meetings easier to attend remotely for those who, occasionally, may not be able to attend in person. Suggestions to investigate virtual meeting options before making changes to the board was supported by the trustees. Wagle and Lewis volunteered to serve on the ad hoc committee. Wagle stated appreciation to the board for recent efforts to make the meetings more accessible. A reminder that the board does not meet in the month of July.</p>
8. Community City Relations	Lindquist	Report	No report.
9. Employee Appreciation	Wagle	Report	No report.
10. Library Foundation	Brandtner	Report	Brandtner recalled that the Library board tried to host a summer social with the

			<p>Library Foundation during a Summer Concert Series performance last summer. Since many were unable to attend, the event was tabled. She asked if the trustees wished to schedule a social with the Foundation again this summer. Several trustees indicated interest. Pratt suggested a preference for waiting until fall after the art project is complete. There was overall board interest in a summer event. Brandtner will suggest some dates to Foundation possibly 7/18 or 7/25 and will get back to Mannix.</p> <p>Mannix shared additional information from recent Foundation meetings. The Foundation has stated that they had a good recent financial quarter and all of allocation grants were approved for current cycle without question. The current vacancy in the Foundation Coordinator position had been posted and interviews may take place in the next few weeks. Mannix has been invited to participate in the interview process. The Foundation Coordinator position will remain a part-time position under the current structure at this time. The candidate will be charged with fundraising and office administrative duties. Accounting activities for the Foundation have been outsourced. Mannix and</p>
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			Brandtner will attend the next quarterly meeting in May.
11. Friends of the Library <ul style="list-style-type: none"> • Spring Book Fair 	Covella	Report	<p>SPRING BOOK FAIR</p> <p>Odell said the Friends raised a little over \$14,000 at the April book fair including memberships. Mannix reported that Odell will now attend Friends meetings in addition to Administrative Assistant, Hayleigh Covella. Odell will speak to operations and programming matters and Covella will continue to act as liaison to the Library Director, since Friends meetings are scheduled during City Council meetings which Mannix must attend.</p> <p>Odell said the Friends had 206 boxes of surplus sale items which were donated to Better World Books following the sale.</p> <p>Mannix stated that Covella had done an outstanding job of coordinating the sale this year, with no challenges or issues.</p> <p>Odell reported that the April Friends Wish List was a little over \$4,000 and approved without question. Odell stated the Friends indicated surplus funds are available for Library requests. Mannix stated that she was aware of the surplus and has previously conveyed to the Friends that surplus funds would be requested in the future to be applied toward the upcoming Kelinson renovation.</p>

Next Meeting – June 13, 2019 at 5:00 p.m.	Pratt		Motion by Lindquist, second by Brandtner, to adjourn.
Adjourn			Meeting adjourned at 6:17 p.m.