

Bettendorf Public Library
 Information Center
 Board of Trustees Meeting
 Thursday, June 13, 2019
 5:00 P.M.
 Malmros Room - Second Floor



Agenda item	Responsibility	Action	Result
1. Roll Call	Covella		<p>Present: Kathy Brandtner, Patty Herzberg, Cindy Lewis, David Pratt, John Rabine, Archana Wagle Absent: Darrin Lindquist Others present: Hayleigh Covella, Heather Gibbs, Karly Lyle, Sue Mannix, Paul Odell, Kathleen Richlen</p> <p>Call to order at 5:00 p.m.</p>
2. Consent Agenda <input type="checkbox"/> Approve Meeting Agenda: June 2019 <input type="checkbox"/> Approve Meeting Minutes: May 2019 <input type="checkbox"/> Approve Payment of Library Invoices: June 2019	Pratt	Approve	<p>Motion by Kathy Brandtner, second by Patty Herzberg, to approve the Consent Agenda as presented.</p> <p>VOTE Ayes: Brandtner, Herzberg, Lewis, Pratt, Rabine, Wagle Nays: None Motion carried</p>
3. Public Forum (limit of 3 minutes per person)	Pratt		No respondents.
4. Correspondence	Mannix	Circulate Correspondence	<p>Mannix passed the correspondence envelope, including comment cards and an email from new Foundation Coordinator, Sharon Sarver, thanking Mannix for time spent with her yesterday and saying hello to the library team. Mannix noted that Sharon started yesterday and plans to be at the next meeting.</p>

<p>Director's Report/ Division Highlights</p>			<p>Mannix reviewed the status of current staff positions.</p> <p>Mannix reported that the front doors are essentially finished, aside from some painting.</p> <p>Mannix and the library managers recently participated in a Safety Incident Reporting Training offered by the City. Mannix and the managers were pleased that there is little for them to do to get up to speed with city recommendations. The library already has a dedicated procedure in place and staff is trained on it. In view of possibly upgrading some safety trainings for staff, managers and supervisors are looking at equipment and processes in their divisions that could have a risk management or safety issue associated with it.</p> <p>Mannix provided an update on the strategic planning process. She has spoken with Becky Heil, Southeastern Library Consultant at the State Library, to confirm availability for planning consultation services. As the current PLA planning model is under revision, the State Library will continue to offer Iowa libraries a modified version of Planning for Results, until the new edition is released. Mannix recommends moving forward with the State Library's assistance. They will get started in the fall. The library is in the last year of its strategic plan. The Trustees agreed</p>
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<ul style="list-style-type: none"> • Kelinson Project 	Mannix	Update	<p>with Mannix’s recommendation to follow the state library’s guidance.</p> <p>Mannix reported that the Enrich Iowa Reports are all on pace. The library will have an annual survey, which they will start working on in the fall.</p> <p>Mannix requested the \$288 remaining balance of the 2019 Kelinson Scholarship to supplement Circulation Services conference budget toward Mary Burkhead’s attendance at the upcoming ALA Annual Conference. Brandtner asked where the remaining cost will come from. Mannix said from other division conference funds that were not utilized this fiscal year and special reserve funds if needed. Brandtner asked where ALA is being held this year. Mannix said Washington, D.C.</p> <p>Mannix reported that she met with the Foundation Board on May 28 during their regular quarterly meeting. They are endorsing the Kelinson Project to move forward and are tentatively committing to funding. They are asking for more time in the timeline because they would like to get the new Foundation Coordinator established in the office and have some time to work with her on how much will be raised. Mannix expects funding will come under discussion again at the quarterly meeting in August.</p> <p>Mannix reported that the majority of the Local Art Project pieces have been installed. All the pieces</p>
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<ul style="list-style-type: none"> Local Art Project 	Mannix	Update	<p>are in house waiting for maintenance staff to put them up. There is one more piece to the raku pottery discs above the fireplace. The last remaining piece is the QC Arts Mural Project, which will begin in the fall. There have been a lot of good comments on the art so far.</p>
<ul style="list-style-type: none"> Division Highlights 	Division Heads	Update	<p>Odell reported that the Summer Reading Program has started and has been busy this week. As of today, 1,518 kids have signed up and 27 have already completed. For the Young Adult program, 264 have signed up and four have completed. The first program was held outside last Thursday before the concert. School was still in session, but there was a good group of 20-30 people. 297 people attended the Circus Act. That was all funded by the Foundation.</p> <p>The Youth Services Division bought an automatic folding machine for \$500, which the staff loves because they spend hours folding things.</p> <p>Mannix asked Odell to speak to the typical threshold for Summer Reading Program registration to date. Odell said by the first week, they usually have 1,000. This year, Youth Services is well ahead of the typical average. Normally they have 2,000 sign up for the year in Youth Services, 1,800 of which are children. Registrations continue through July.</p>

			<p>Lyle reported that the Adult Summer Reading Program has also started. They have 318 adults signed up, and eight adults who have completed. For context, the highest number for the Adult Summer Reading Program was 366, so they are charting well. Lyle's goal is to have 400 adults signed up.</p> <p>Gibbs reported that Circulation has already completed about 171 new registrations and re-registrations in the first couple of weeks of this month. They usually do 200-250/month. There are a lot of new users coming to the library.</p>
<p>6. Policy/Contracts</p> <ul style="list-style-type: none"> • Enrich Iowa Reports due 7/31/19 • Kelinson Scholarship 2019 	<p>Mannix</p> <p>Mannix</p>	<p>Approval</p>	<p>Mannix discussed the Enrich Iowa Reports under Item 5.</p> <p>Mannix requested Board approval of the expenditure of \$288 remaining in the 2019 Kelinson Scholarship. Motion by Kathy Brandtner, 2nd by Archana Wagle to approve the Kelinson Scholarship expenditure.</p> <p>VOTE Ayes: Brandtner, Herzberg, Lewis, Pratt, Rabine, Wagle Nays: None Motion carried</p> <p>Rabine asked how many are attending the conference. Mannix said seven. Herzberg asked when the conference is. Mannix said they will fly out next Friday.</p>

			<p>Mannix noted appreciation to Foundation Leadership for asking her to participate in the interview process and evaluation of the candidates. They all agreed Sharon Sarver was the top candidate. She had been with Family Resources for 23 years and has a background in fundraising and development. Mannix spent some time with her yesterday and they are planning to meet on a monthly basis, as well as regularly as needed.</p> <p>Pratt asked if the Foundation has any ongoing fundraising or projects. Mannix said they have their annual appeal every winter and do Birdies for Charity every year. They are trying to determine a vision going forward wherein they are on the same page with the coordinator.</p>
11. Friends of the Library	Covella	Report	Covella reported that the Friends raised a total of \$13,200 at their April book sale. At their meeting, they approved the June wish list at \$3,915. The Friends will not meet in July or August.
12. Director's Annual Evaluation	Trustees	Closed Session	Pratt explained that the Library Board may go into closed session per Iowa Code 21.5 (1)(i), "to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and when that individual requests a closed session." Pratt asked Mannix if she would like the

			<p>Board to perform her evaluation in executive session. Mannix said yes.</p> <p>Motion to enter into closed session by Herzberg, second by Wagle.</p> <p>VOTE Ayes: Brandtner, Herzberg, Lewis, Pratt, Rabine, Wagle Nays: None Motion carried The Library Board of Trustees entered into closed session at 5:34 p.m.</p> <p>The Library Board of Trustees entered into open session at 6:24 p.m.</p> <p>Pratt explained that the Board has been in executive session to evaluate Mannix. They have had their deliberations on her compensation for 2019-2020. They propose a 3.5% merit increase, in addition to her cost of living adjustment, and, for services which are much appreciated, a \$1,000 bonus.</p> <p>Motion to increase Mannix's salary 3.5% plus a \$1,000 bonus by John Rabine, second by Cindy Lewis.</p> <p>VOTE Ayes: Brandtner, Herzberg, Lewis, Pratt, Rabine, Wagle Nays: None Motion carried</p>
<p>Next Meeting – August 8, 2019 at 5:00 p.m.</p>	<p>Pratt</p>		<p>Motion by Herzberg, second by Rabine, to adjourn.</p>

Adjourn			Meeting adjourned at 6:26 p.m.
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