

Bettendorf Public Library Information Center
 Board of Trustees Meeting
 Thursday, February 8, 2018, 4:30 P.M.
 Malmros Room



Agenda item	Responsibility	Action	Result
1. Roll Call	Barrett		Present: Brandtner, Herzberg, Lewis, Lindquist, Pratt, Rabine, Wagle (at 5:05)
2. Consent agenda <input type="checkbox"/> Approval of agenda <input type="checkbox"/> Approval of minutes of January, 2018 <input type="checkbox"/> Approval of bills for February, 2018	Herzberg	Approve	Motion by Brandtner, second by Rabine to approve the Consent Agenda as presented. VOTE: Ayes: Brandtner, Herzberg, Lewis, Lindquist, Pratt, Rabine. Nays: None. Absent: Wagle. Motion carried.
3. Public Forum (limit of 3 minutes per person)	Herzberg		There were no respondents.
4. Correspondence	Mannix	Point out important items; pass around to read	Items were passed around for Board viewing.
5. Director's Report/Division Updates <ul style="list-style-type: none"> • Division Highlights • 2018 – 19 Budget Schedule • Library development Mini retreat. March 28, 2018 	Managers Mannix Mannix	Report Review/Approve Report	The Director reported that the City has realized a shortfall of approximately \$1.2 million. To help offset this shortfall, the City has offered an early retirement program to employees that meet certain criteria. As a result, the Library has one employee, Gina Barrett, that has taken the early retirement package offered.

			<p>The Outreach Coordinator position candidates have been interviewed and it is expected that an offer will be made at the beginning of next week.</p> <p>A question arose about how the City will handle filling the positions vacated by the early retirement program.</p> <p>The Director stated that there is a working budget meeting on Saturday, February 10, 2018 and she expects that there will be more information given about the positions after the budget process is completed.</p> <p>Any inquiries board members might receive from news media should be directed to the Director.</p> <p>Adult Services Manager Maria Levetzow stated that the Winter Carnival on January 20 was very well attended. The library had 655 people in attendance of 16 classes, creation studio residency and little hands site for the youngest attendees.</p> <p>Currently, staff is working on finalizing programs in March, which are focusing on health, nutrition, fitness. This programming is in cooperation with the Foundation and Unity Point.</p>
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			<p>Paul Odell, Youth Services Manager stated that the Winter Reading Program ends February 17. There were 578 signed up and 164 have completed the program.</p> <p>The Director stated that there are currently two Page positions open and the Library is waiting for some budget information before proceeding.</p> <p>Carina Mulcrone, Circulation Services Manager stated that two persons have been identified to bring on the team when the offers can be made.</p> <p>The Director stated that she received the draft of the proposed City budget on Tuesday night. She provided the Board with copies of, and reviewed with them, a synopsis of the Library's budget, as well as the most salient parts and highlights of the overall City budget.</p> <p>The Board was given a copy of the FY 2018-19 Budget Schedule.</p> <p>There will be a Special Budget Work Session at 6 p.m. prior to the City Council Meeting on February 6. Administrative recommendation will be presented to the Mayor and City Council</p>
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			<p>on the proposed budget at the Council Meeting.</p> <p>There four components to the \$1.2 million shortfall.</p> <ol style="list-style-type: none">1) The commercial rollback2) Lower than expected residential housing assessments3) Reduced sales tax revenue4) Decrease in gaming revenue <p>The remedy to this shortfall is not a one year fix, but will be realized over a three year period.</p> <p>The Director stated that considering the City must meet the financial demands of the projected shortfall, she supports the City's proposed reductions for department budgets for the Library, as recommended. The collection development budget is sufficient, the continuing education budget is sufficient, and funding for staff salaries, as defined by the union contract, have been included. In addition, the Library's roof replacement project is still included in the City's CIP for a summer of 2018 completion.</p> <p>Motion by Brandtner, second by Lindquist to approve the 2018/19 Library Budget as explained and to be presented to the City Council on</p>
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			<p>February 6, 2018, pending no significant changes</p> <p>VOTE: Ayes: Brandtner, Herzberg, Lewis, Lindquist, Pratt, Rabine, Wagle. Nays: None. Motion carried.</p> <p>The Director provided the Board with the information that based on the survey sent out to Trustees, Foundation Board members, and City Administration, the date for the mini retreat has been chosen as March 28, from 9 a.m. – 3 p.m.</p> <p>The City Attorney has reviewed the contract agreement with presenter David Baker, making one minor change to state that the \$5,500 includes all travel and general office needs for the presentation.</p>
<p>6. Policy</p> <ul style="list-style-type: none"> • No Policy Review in February • Library Development Retreat Contract (Giving Design) 	<p>Mannix</p>	<p>Approve</p>	<p>The Director contacted David Baker to reaffirm his availability and he confirmed the date. Mannix would like approval to expend the \$5,500 to contract with Mr. Baker for the one-day workshop.</p> <p>Motion by Pratt, second by Wagle to approve the use of \$5,500 to contract with David Baker for a one-day workshop on March 28, 2018. Funds to</p>

			<p>be taken from the Library's Gift Fund.</p> <p>VOTE: Ayes: Brandtner, Herzberg, Lewis, Lindquist, Pratt, Rabine, Wagle. Nays: None Motion carried.</p>
<p>7. Governance Committee</p> <ul style="list-style-type: none"> • 2018-19 Budget/Funding Overview 	Herzberg	Report	<p>Considering the Budget information provided at this meeting, Herzberg suggested that the Board continue to stay informed about the Budget as information comes available.</p>
8. Community City Relations	Pratt	Report	<p>No report.</p> <p>Pratt stated that he attended the recent caucuses.</p> <p>He also suggested that Trustees look at the ILA website for upcoming training.</p>
9. Employee Appreciation	Lindquist	Report	<p>No report.</p>
10. Library Foundation	Brandtner	Report	<p>Brandtner stated that she had been unable to attend the latest Foundation Meeting as the date was changed and she had not been informed of the change.</p> <p>The Director stated that the Foundation grant allocation for the upcoming year will be approximately \$50,000. Division managers are working on what grant opportunities to apply for during this grant period.</p> <p>Applications are due April 1.</p> <p>A large portion of the allocation requests will go toward the Discover</p>

			<p>Fair, the Summer Reading Program and the Summer Concert Series.</p> <p>There was a discussion at the meeting concerning clarifying that the filing of the Foundation's 990 document has been resolved. A fine had been incurred, but the Foundation appealed the fine and it has since been expunged.</p>
11. Friends of the Library	Barrett	Report	<p>At the February meeting, the Friends approved a Wish List of \$779.20 supporting the QC Area Teen Video Contest, the Iowa Teen Awards for Battle of the Books and the upgrade to the TumbleBooks subscription that the Friends have supported for years.</p>
Next Board meeting – March 8, 2018 Adjourn	Herzberg	Discussion	<p>The next Board Meeting will be March 8, 2018 at 4:30 p.m. The meeting adjourned at 5:40 p.m.</p>