

Bettendorf Public Library Information Center
 Board of Trustees Meeting
 Thursday October 11, 2018 4:30 P.M.
 Malmros Room



Agenda item	Responsibility	Action	Result
1. Roll Call	Pratt		Present: Brandtner, Herzberg, Lewis, Lindquist (arrived at 4:41 p.m.), Pratt, Rabine, Wagle (by phone) Absent: None
2. Consent agenda <input type="checkbox"/> Approval meeting agenda: October 2018 <input type="checkbox"/> Approval meeting minutes: September, 2018 <input type="checkbox"/> Approve payment of library invoices: October 2018	Pratt	Approval	Motion by Lindquist, second by Brandtner, to approve the Consent Agenda as presented. VOTE: Ayes: Brandtner, Herzberg, Lewis, Pratt, Rabine, Wagle Nays: None Absent: Lindquist Motion carried
3. Public Forum (limit of 3 minutes per person)	Pratt	Discussion	No respondents.
4. Correspondence	Mannix	Review	Mannix circulated a couple of comment cards, including one complaint card. No additional action required.

<p>5. Director's Report/Division Highlights</p> <ul style="list-style-type: none"> • Administrative Assistant • Kelinson Scholarship • City Planning • Facility Projects 	<p>Mannix</p> <p>Mannix</p> <p>Mannix</p> <p>Mannix</p>	<p>Introduction</p> <p>Update</p> <p>Update</p> <p>Update</p>	<p>Lindquist is present.</p> <p>Mannix introduced Hayleigh Covella, the library's new Administrative Assistant.</p> <p>Mannix reported that there are no applications for the Kelinson Scholarship at this time.</p> <p>Mannix reported that annual city goal setting sessions start tomorrow. She provided the Board of Trustees with a copy of the budget preview she presented to City Council ahead of the goal setting sessions. Mannix explained that she and the other Department Heads meet with the planning facilitator Friday, October 12, the City Council meets with the facilitator on Saturday, October 13, and the Department Heads meet again with the facilitator on Monday, October 15.</p> <p>Mannix explained that Facility Projects have moved ahead in the past six months. The roof is finished. The sidewalk and parking lot projects are finished in terms of concrete repairs, though the aggregate sidewalks around the building still need attention and will remain on the Capital Improvement Plan.</p>
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<ul style="list-style-type: none"> • Division Highlights 	Managers	Update	<p>Mannix reported that the Cat in the Hat is back. The statue has been sealed and placed on a cement pad that allows airflow. Mannix is working with the Foundation to plan an event celebrating the Cat's return.</p> <p>Levetzow reported that the Adult Summer Reading Program had many more sign ups than ever before. The summer concert series was a big success with an average of 350 attendees per show.</p> <p>Mulcrone reported that the community designed library cards debuted on September 1 for Library Card Sign-Up Month. In September, the library issued 273 new library cards, 201 of which were for brand new users. To date, 351 cards have been issued since September 1. Mulcrone reported that there was a huge response to Food for Fines. The library has collected over 1,500 food items, which is almost 50% more than last year. Those items are being donated to the Bettendorf Food Pantry.</p> <p>Odell reported that the Summer Reading Program saw an increase of 74 participants and 23 finishers over last year. Odell reported that there has been a 10% increase in the number of Youth Services programs and 22% increase in Youth Services program attendance. Mannix</p>
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			<p>added that the library saw an overall increase of 21% in program attendance library-wide.</p> <p>Odell reported that the library has hired a new Youth Services Clerk, Haidee Cardoso. She started last week.</p> <p>Odell reported that 172 preschoolers are registered for October's program. The theme this year is Reading is Magic.</p> <p>Green reported that Technical Services staff is working hard.</p>
<p>6. Policy/Contracts:</p> <ul style="list-style-type: none"> Public Posting and Display Policy 	<p>Mannix</p>	<p>Scheduled Review/Approve</p>	<p>Mannix explained that there were no substantive changes to the Public Posting and Display Policy. Changes were made for clarity and to better reflect the actual Public Posting process.</p> <p>Motion by Brandtner, second by Lewis, to approve the Public Posting and Display Policy as revised.</p> <p>VOTE: Ayes: Brandtner, Herzberg, Lewis, Lindquist, Pratt Rabine, Wagle Nays: None Motion carried</p>

<ul style="list-style-type: none"> Sales of Merchandise Policy 	Mannix	Rescind/Approve	<p>Mannix explained that the Sales of Merchandise Policy, which has been on the books since 1991, is not necessary as a separate policy. The issue is fully addressed in the library's Rules of Conduct Policy. Mannix recommended withdrawing the Sales of Merchandise Policy.</p> <p>Motion by Herzberg, second by Rabine, to rescind the Sales of Merchandise Policy.</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"> Trustee Bylaws Review Committee 	Pratt	Appoint	<p>Mannix explained that the bylaws are due for their three year review.</p> <p>Pratt appointed members Brandtner, Herzberg, and Lewis to the Trustee Bylaws Review Committee. Mannix recommended that the bylaws come back to the Board of Trustees in November or December for approval, after which Mannix can draft the finished product. Pratt asked all members to review the bylaws and send their comments to the committee members.</p>
<p>8. Community City Relations</p>	Lindquist	Report	<p>There was no report.</p>

9. Employee Appreciation	Wagle	Report	There was no report.
10. Library Foundation	Brandtner	Report	<p>Brandtner was unable to attend the Foundation meeting.</p> <p>Pratt reported that the Foundation met late in August for about an hour. The discussion revolved around fundraising. They are supporting the Kelinson Room project and had some questions about the City's budget shortfall and what the library might need from them as a result. Mannix noted that she has reassured Ms. Yeager-Walrath that the budget reduction was built into this year's budget and that the shortfall has already been absorbed. The library is not looking at an unforeseen budget decrease.</p> <p>Samantha Yeager-Walrath, Foundation Coordinator, reported that she has some fundraising activities in the works. The Foundation plans to participate in Giving Tuesday on November 27 this year. Yeager-Walrath is hoping a sponsor will match the first 500 donations that day. On December 22, the library is partnering with Quad City Storm hockey as the Charity of the Day. For each \$20 ticket sold, \$8 will go to the Library Foundation. Volunteers will also be selling Chuck-a-Pucks.</p>

			Mannix added that Yeager-Walrath has applied for three grants in the past six weeks through RDA, SCRA, and Rotary.
11. Friends of the Library	Covella	Report	Covella reported that at the October meeting, the Friends approved the library's October 2018 wish list in its entirety. The Friends finalized details for the book sale, which took place that weekend, and continued planning for the November Holiday Bazaar.
The next Board meeting is scheduled for November 8, 2018. Adjourn	Pratt		Motion by Lindquist, second by Pratt, to adjourn the meeting. VOTE: Ayes: Brandtner, Herzberg, Lewis, Lindquist, Pratt, Rabine, Wagle Nays: None Motion carried. Meeting adjourned at 5:49 p.m.