

Bettendorf Public Library Information Center
 Board of Trustees Meeting
 Thursday, August 10, 2017, 4:30 P.M.
 Malmros Room



Agenda item	Responsibility	Action	Result
1. Roll Call	Barrett		Present: Brandtner, Cruise (via phone), Herzberg, Pratt. Absent: Lindquist, Wagle.
2. Consent agenda <input type="checkbox"/> Approval of agenda <input type="checkbox"/> Approval of minutes of June, 2017 <input type="checkbox"/> Approval of bills for July & August, 2017	Herzberg	Approve	Motion by Brandtner, second by Pratt to approve the Consent Agenda as presented. VOTE: Ayes: Brandtner, Cruise, Herzberg, Pratt. Nays: None. Absent: Lindquist, 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	Mannix	Report	The Director noted that Hedy Hustedde will be retiring September 23 after nearly 31 years of service to the library. A retirement event will be planned and Board will be notified of the date.

			<p>The Director stated that the Board President indicated that she would like a short summary of monthly events from all the Division Managers each month.</p> <p>Maria Levetzow reported for Adult Services, stating that the Summer Reading Program just wrapped up and the Adult Summer Reading Program had 297 signed up, which is not a record, but is better than average.</p> <p>The Global Gathering Korea event will take place during the months of September and October. Levetzow indicated that, unlike previously highlighted countries, there is not a large Korean community located in the Quad Cities, so for the purposes of the programs, staff has had to reach out to communities farther away. There will be a dance and drum troupe from Minneapolis and there will be two remote sessions on the art form of bojagi, providing the cultural aspects of this art, with Courtney Walters leading the actual workshop.</p> <p>Adult Services will be experiencing several staff changes with Hedy retiring, Courtney Walters has resigned and Jo Carter will be on maternity leave. One</p>
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			<p>full time and one part time Librarian will be hired.</p> <p>Paul Odell, Youth Services Manager reported that there were 2,046 youth readers signed up for the Summer Reading Program, with 1,166 finishing, which is a 57% completion rate, which is slightly higher than the usual 52% of finishers.</p> <p>Young Adult had 384 signed up, with 204 finishers, which is 53%.</p> <p>There were 104 programs during the Youth Summer Reading Program, with 4028 attendees.</p> <p>The Discovery Fair will be held on Saturday, August 19.</p> <p>Monday, August 21, there will be an Eclipse Viewing Party at Faye's Field from noon – 2 p.m. The expected optimum viewing time for this area is 1:14. The library has purchased 500 pairs of safety approved eclipse glasses.</p> <p>The Director stated that she met with both the City Attorney and the Director of Human Resources for legal clarification and to confirm that the library has purchased safety approved</p>
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			<p>glasses for the event.</p> <p>Odell stated that in September, the Youth Department will be back to regular programming.</p> <p>Carina Mulcrone, Circulation Services Manager, stated that Circulation Services is getting ready for September, which is Library Card Sign Up Month. During the month, staff will be concentrating on signing up as many new library card users as possible, plus encouraging people to update their cards to maintain currency. Patrons who sign up for a new card or update their current card will receive an amnesty punch card which allows them to redeem up to \$5 in fines over the upcoming year.</p> <p>The Director commended Mulcrone for her efforts and stated that this is the first time that the Circulation Services Manager has been so involved in the marketing of the department.</p> <p>To help patrons bring the status of their card to good standing, a Food for Fines program will be in effect during September. Patrons may bring in a donated item and receive \$1 off their fines. All proceeds will go to the</p>
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			<p>Bettendorf Food Pantry.</p> <p>There will be a super hero selfie station with a Teen Titans theme, which will be located near the front entrance of the service area.</p> <p>Susan Green, Technical Services Manager, stated that her team has been trying to catch up with all of the new materials being processed, as well as Global Gathering Korea materials and a local music collection. She just finished processing the chess sets for the outdoor chess table for check out.</p> <p>The Director stated that the invoice for the Library's portion of the permanent sculpture located in Faye's Field was presented to the Library Foundation's Executive and Finance Committees for payment. The committees will take the request to the Foundation's quarterly meeting for approval on August 28.</p> <p>The Director informed the Board that one of the Board Members approached her about a challenge. The Board Member will donate \$1 for every \$3 of new money or sponsorships raised by the Foundation.</p> <p>The Director and Board discussed a</p>
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			<p>request for access to the library during closed hours.</p> <p>The Board directed Mannix to maintain the current operating procedure for Facility Access and with the instruction to share the procedure requirements of the Board's directive with the Foundation staff.</p> <p>Mannix stated that she has been working with local artist Pat Bereskin, who will be opening a local studio in Bettendorf, about having a permanent display of local artwork in the library. She has discussed the possibility of sponsorship with the Library Foundation's Executive and Finance committees who support the proposal. The idea will move forward for Foundation review at the next Quarterly meeting on August 28, 2017.</p> <p>The new Quad furnishings will be installed in the next week.</p> <p>The Enrich Iowa report has been completed and submitted ahead of the required deadline.</p> <p>The quarterly review of the Strategic Plan has been conducted and everything is on pace.</p>
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<p>6. Policy</p> <ul style="list-style-type: none"> • Program Development Policy, incl. Creation Studio Equipment Policy • Statement of Concern • Service Hours 	<p>Mannix</p>	<p>Review and Approve</p>	<p>The Director presented the Program Development Policy for consideration and approval. She stated that the primary changes are in structure and formatting, resulting from incorporating the Creation Studio Equipment Policy into this policy. In addition, there were minimal changes to the section referring to sponsors and partnerships, as well as clarification of the definition of a library program and inclusion of ADA language.</p> <p>Motion by Cruise, second by Brandtner that the Board approve the Program Development Policy as presented.</p> <p>VOTE: Ayes: Brandtner, Cruise, Herzberg, Pratt. Nays: None Absent: Lindquist, Wagle. Motion carried.</p>

			<p>The Director presented the Board with the proposed Request for Reconsideration of Library Services Policy. This policy includes a change of title from the former Statement of Concern Policy and change in structure to align with ALA recommended form.</p> <p>Motion by Brandtner, second by Pratt to approve the Request for Reconsideration of Library Services (formerly the Statement of Concern) and all other policies referencing the former Statement of Concern.</p> <p>VOTE: Ayes: Brandtner, Cruise, Herzberg, Pratt. Nays: None. Absent: Lindquist, Wagle. Motion carried.</p> <p>The Director presented the Board with the Service Hours Policy for review. There were no changes to the policy.</p> <p>Motion by Brandtner, second by Pratt to approve the review of the Services Hours Policy as presented.</p> <p>VOTE: Ayes: Brandtner, Cruise, Herzberg, Pratt. Nays: None.</p>
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			Absent: Lindquist, Wagle. Motion carried.
7. Governance Committee	Herzberg	Report	<p>There have been a number of applications for the two Trustee positions now open. Herzberg will meet with the Mayor and City Administrator during the upcoming month and the City will develop a short list for final selection.</p> <p>As this is the last meeting for Trustee Tom Cruise, the Board thanked him for all his years of service on the Board.</p> <p>Herzberg stated that the Committee assignments will remain the same at this time. Now that the Board has two Board Member positions open, she would like to wait until the new members are selected before determining changes in committee positions. Please let Herzberg know if you have a preference to serve on a particular committee.</p> <p>Some discussion occurred about the possibility of re-instating a Finance Committee for the purpose of due diligence. Another option would be to request Jason Schadt of the City's Finance Department to report to the Board several times a year.</p>
8. Community City Relations	Wagle	Report	No report.

9. Employee Appreciation	Herzberg/Pratt	Report	No report. Staff and Board will be working on Hedy Hustedde's retirement celebration.
10. Library Foundation Liaison Report	Brandtner	Report	No report. Foundation quarterly meeting will be held on August 28, 2017. Brandtner and Herzberg will attend.
11. Friends of the Library	Barrett	Report	No report. Friends meet again on September 5, 2017.
Next Board meeting/Adjourn	Cruise	Discussion	The next Board Meeting will be September 14, 2017, at 4:30 p.m. The meeting adjourned at 5:40 p.m.