

Bettendorf Public Library Information Center
 Board of Trustees Meeting
 Thursday, October 12, 2017, 4:30 P.M.
 Malmros Room



Agenda item	Responsibility	Action	Result
1. Roll Call	Barrett		Present: Brandtner (at 4:40), Herzberg, Lewis, Pratt, Rabine. Absent: Lindquist, Wagle.
2. Consent agenda <input type="checkbox"/> Approval of agenda <input type="checkbox"/> Approval of minutes of September, 2017 <input type="checkbox"/> Approval of bills for October, 2017	Herzberg	Approve	Motion by Lewis, second by Pratt to approve the Consent Agenda as presented. VOTE: Ayes: Herzberg, Lewis, Pratt, Rabine. Nays: None. Absent: Brandtner, Lindquist, Wagle.
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 Highlights <ul style="list-style-type: none"> • Division Highlights • Art Project/Fundraising Event • Mini-retreat (dates) 	Mannix	Report	The Director reported that both the full time and part time librarian positions have been filled by internal candidates. Courtney Mongiat has been hired for the full time librarian position taking the position opened by the retirement of Hedy Hustedde, and Cody Noble has been hired for the part time librarian

			<p>position opened by the resignation of Courtney Walters.</p> <p>The part time library clerk position opened by the retirement of Brenda Roman has been filled with the hiring of Beth Paul.</p> <p>The open maintenance page position has been filled with the hiring of James McCauley.</p> <p>Maria Levetzow, Assistant Director/Manager of Adult Services reported for the Adult Services department, stating that her staff has been training the two new librarians.</p> <p>The Global Gathering Korea programming will continue through October. There were over 180 persons in attendance at the Jeng Mi Korean Dance and Drum Troupe from Minneapolis. The staff has been trying different ways of acquiring programming as there is not a large Korean community in the Quad Cities to assist. Booking the Jeng Mi Troupe was one choice made to bring a group in from outside the area. By purchasing an ad through Facebook that cost \$13, this program was viewed 1,000 times. Last month there was a remote lecture</p>
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			<p>some staff challenges in both Technical Services and Circulation.</p> <p>The Director reported in the absence of Carina Mulcrone, the Manager of Circulation Services. September was National Library Card Sign-up Month. During the month of September, the staff issued 210 new library cards, which is a 20% increase over last year's card sign-up month, with 392 updated cards completed, which is a 69% increase over last year.</p> <p>In coordination with the library card sign-up, patrons could participate in the Food for Fines program in September. One non-perishable item equaled \$1 in fines removed. During September there were 1,160 items collected, which is a 26.5% increase over last year.</p> <p>The Director reported that the Annual State Library Survey has been completed and filed.</p> <p>While compiling the survey it is noted that there was a 2% decrease in overall circulation. This decrease was expected as this past year completed the restructuring of the RiverShare consortium, with the Illinois libraries choosing to depart from the consortium,</p>
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			<p>and also in consideration of the flood renovation. There was a 4% increase in fulfillment to Bettendorf patrons, also likely a result of the departure of the Illinois libraries, making Bettendorf materials more readily available. Bettendorf provided three-fourths of all items loaned to Illinois patrons.</p> <p>There are no changes in the CIP for the upcoming year.</p> <p>The Friends just completed a very successful Book Sale the first week in October.</p>
<p>6. Policy</p> <ul style="list-style-type: none"> • General Policy Statement – Standard review. 	<p>Mannix</p>	<p>Review and Approve</p>	<p>The Director stated that the proposed revisions to the policy are only to bring this policy into current Bettendorf policy standards, including the addition of a purpose, formatting, and language.</p> <p>After discussion, the Board requested that the sentence referring to patron satisfaction, paragraph two of section II, be retained with appropriate rewording.</p> <p>Motion by Brandtner, second by Rabine to approve the General Policy Statement as proposed with the retention of a reworded sentence addressing patron satisfaction on page 2.</p>

			<p>VOTE: Ayes: Brandtner, Herzberg, Lewis, Pratt, Rabine. Nays: None. Absent: Lindquist, Wagle. Motion carried.</p> <p>Lewis asked a general question about whether or not the library's service is extended to the two LeClaire elementary schools. The Director answered that in most cases the LeClaire Community Library would address needs for these two elementary schools, but in some cases staff from Bettendorf Public Library do visit these libraries for special events.</p>
<p>7. Governance Committee</p> <ul style="list-style-type: none"> • New Trustee Orientation, Oct. 3, 2017. • Committee Appointments 	<p>Herzberg Rabine/Lewis</p>	<p>Report</p>	<p>The Director reported that she met with Lewis and Rabine on October 3rd to complete the New Trustee Orientation. She provided each with a binder that includes the required documents and went over all materials with them.</p> <p>Herzberg addressed the Trustee Committees. Herzberg will be the Governance Trustee, Brandtner will continue as the Liaison to the Library Foundation. Herzberg asked if Pratt would be interested in moving to the Community City Relations Committee.</p> <p>Pratt stated that he would be the</p>

			<p>representative, but stated that he feels like all the Trustees would be on this committee.</p> <p>Herzberg stated that he is correct in presuming that all Trustees would be a part of the committee in the sense that all are representatives of the Library in the community and should report to the Board any informative conversations with Bettendorf residents or throughout the community.</p> <p>Herzberg stated that if there would ever be an issue with the City Council, he would act as the representative of the Library and its employees.</p> <p>The Director stated that as a City employee, she would not be able to act on the Library's behalf in such a case.</p> <p>Herzberg is asking Trustee Lindquist to be on the Employee Appreciation Committee.</p> <p>Herzberg stated that there had been some discussion of forming a Financial Committee. After consideration, instead of initiating another committee, Herzberg has asked the Director to provide a quarterly report in her Director's report.</p>
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8. Community City Relations	Wagle	Report	No report.
9. Employee Appreciation	Pratt	Report	No report.
10. Library Foundation Liaison Report <ul style="list-style-type: none"> • Special Event Oct. 26, 2017 • Foundation Interim 	Brandtner Mannix Mannix	Report Update Update	<p>Brandtner reported that the Director of the Library Foundation, Ami Wells, has resigned. After her departure, the Foundation's Executive Committee met on October 9 and decided to keep things as status quo until after the first of the year, giving them the opportunity to revisit the position's responsibilities and expectations of the Foundation. In the meantime, Ann Kappeler, a former Foundation Board Member, will oversee the Foundation, with the continued services by assistant Carrie Bowman.</p> <p>The Director stated that at the last Board Meeting, the Board started to initiate some dates for a mini retreat with the Library Board, the Foundation Board, and the City Administrator. In light of the lateness of the year, perhaps dates after the first part of the year should be considered.</p> <p>After a discussion of possible dates of February 3, 17, and 24 and March 17, it was determined by the Board that the only date to consider of those offered would be February 24.</p>

			<p>The goal of the mini retreat would be to understand the objectives of both the Library and the Foundation, using a best practices overview of how libraries and foundations work together, as well as what types of activities the Foundation would be interested in supporting.</p>
11. Friends of the Library	Barrett	Report	<p>At the October Friends Meeting, the Friends approved a Wish List totaling \$1,350 for several Brown Bag Lunches and Community Connection events.</p> <p>The Friends had a very successful Book Sale in October and netted over \$10,000.</p> <p>The Friends Holiday Bazaar will be held Saturday, November 4th. The Friends have sold a record number of table spaces – over fifty-five have been sold.</p>
Next Board meeting/Adjourn	Herzberg		<p>The next Board Meeting will be November 9, 2017 at 4:30 p.m.</p> <p>As there was no further business to discuss, Brandtner moved, second by Pratt to adjourn the meeting at 5:50 p.m.</p> <p>VOTE: All ayes. Motion carried.</p>