

Bettendorf Public Library Information Center
 Board of Trustees Meeting
 Thursday, November 9, 2017, 4:30 P.M.
 Malmros Room



| Agenda item | Responsibility | Action | Result |
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| 1. Roll Call | Barrett | | Present: Brandtner, Herzberg, Lindquist, Pratt, Rabine. Lewis at 4:35, Wagle at 4:50 Absent: None. |
| 2. Consent agenda <input type="checkbox"/> Approval of agenda <input type="checkbox"/> Approval of minutes of November, 2017 <input type="checkbox"/> Approval of bills for December, 2017 | Herzberg | Approve | Motion by Brandtner, second by Pratt to approve the Consent Agenda as presented. VOTE: Ayes: Brandtner, Herzberg, Lindquist, Pratt, Rabine. Nays: None. Absent: Lewis, 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 stated that the full time Library Clerk position for Technical Services/Circulation Services has been hired. Heather Gibbs, formerly a part time Library Clerk in Circulation Services has been hired for the position. |

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| | | | <p>With this change of internal positions, Circulation Services now has two 19 and one 28 hours per week Library Clerk positions to fill.</p> <p>The City Budgeting process has begun and Department Heads have been asked to provide preliminary budget estimates. The library has only a few line increases related to continuing education. Formal budgets will be presented by City Finance to Council the first week in February. Finalized budgets must be to the Auditor's office by March 15.</p> <p>City Goal setting has not been finalized but suggested subjects have been discussed. The City wants to continue city-wide festival events, hoping to provide an event quarterly throughout the year. Instead of the Winter Festival of last year, the Council hopes to capitalize on a New Year's Eve theme that would include the museum's Noon Year's Eve, the ice rink, a ball drop at Middle Park, and possibly dueling pianos.</p> <p>In the spring the event would possibly be an art and wine walk.</p> <p>The Fourth of July events would</p> |
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| | | | <p>continue and in the fall an Octoberfest.</p> <p>The City Administrator has asked the Library Director to assist with an I-80 DOT survey.</p> <p>The roof had a leak in October that needed repair. Full roof replacement is still expected between spring and summer of 2018.</p> <p>Several areas of the parking lot are being repaired, with completion of repairs in November.</p> <p>The Cat in the Hat sculpture has been refurbished and returned to the Library. It is currently in storage until proper installation decisions can be made. As it was originally carved on site, the sculpture had to be removed to be taken for restoration. There has been discussion as to the sculpture's new location, with a possible location being to the right of the current children's entrance or under the canopy of the café. The Foundation paid artist Thom Gleich \$3,850 for the repairs to the sculpture.</p> <p>Once the sculpture has been reinstalled, the Library will scheduled an unveiling.</p> |
| <p>6. Policy</p> <ul style="list-style-type: none"> • General Policy | <p>Mannix</p> | <p>Review and Approve</p> | <p>The Director stated that at the October Board Meeting the Board approved the</p> |

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| <p>Statement</p> <ul style="list-style-type: none"> • Kelinson Scholarship Allocation | | | <p>revised General Policy Statement, with the request that the sentence on Page 2 concerning customer service and patron satisfaction be retained. The Director provided the reworded sentence for the Board review. The Board agreed the presented statement served the intended purpose.</p> <p>Due to unforeseen circumstances, Christine Garrow, the recipient of this year's Kelinson Scholarship, will not be using the Scholarship and the Youth Services Department would like to request the scholarship be re-issued to Kelly Kanzaki, to be used toward attendance to the PLA Conference.</p> <p>The Board agreed that this change was agreeable.</p> |
| <p>8. Governance Committee</p> <ul style="list-style-type: none"> • Committee Appointments | <p>Herzberg</p> | <p>Report</p> | <p>Herzberg stated that she is asking Lindquist to serve on Employee Appreciation Committee, Pratt on the Community City Relations Committee and Brandtner to remain as the Trustee liaison to the Library Foundation. Herzberg will serve on the Governance Committee.</p> |
| <p>9. Community City Relations</p> | <p>Wagle</p> | <p>Report</p> | <p>No report.</p> <p>Pratt noted that he might write a letter to the Mayor and City Administrator to let them know that he will be the new liaison for the Library Trustees.</p> |

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| 10. Employee Appreciation | Herzberg/Pratt | Report | No report. |
| 11. Library Foundation | Brandtner | Report | <p>Board President Herzberg stated that she recently sent both Ann Kappeler and Jeff Hassel an invitation to attend the current Library Board Meeting to give a report on the recent Foundation fundraiser. Kappeler responded that she was out of town.</p> <p>The recent Foundation fundraiser, a murder/mystery dinner event was successful. The mayor and a number of City Council members attended, as well as Library Board members and staff, and Bettendorf Rotary members. Approximately 100 people attended.</p> <p>As the Foundation turned to the Bettendorf Rotary to help with the sale of tickets, the Foundation indicated that a portion of the proceeds would be given to Rotary. The Director stated that she asked the Foundation what percentage of the proceeds the Library might expect to receive, but has not been given an answer at this point.</p> <p>There is a Foundation Board Meeting on Monday, November 13th, which Brandtner and the Director will be attending.</p> |

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| | | | <p>Herzberg asked that the Director send out an email to the Trustees if any financial information is received at the meeting.</p> <p>The Director stated that the fundraiser proceeds will cover only a small portion of the original \$20,000 Special Project Request through the Foundation.</p> <p>After discussion, the Board collectively agreed that the proposed art project not be funded through the Foundation's allocation process and remain as a special project request. As art is perceived differently by individuals, the project should be funded through a direct request process so donors are aware of what their donations will be used.</p> <p>The Board discussed the status of the previously proposed best practices and development retreat with consultant David Baker of Giving Design to be attended by the Library Board, Library Foundation, and City Administrator. Four dates in early 2018 were proposed, based on Mr. Baker's schedule, but the City Administrator has now indicated that the dates need to be changed to later in 2018.</p> |
| 12. Friends of the Library | Barrett | Report | The Friends had a very successful |

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| | | | <p>Holiday Bazaar on Saturday, November 4. There were 61 table spaces, which is the largest ever, garnering \$1,140 for the Friends.</p> <p>At the November Friends Meeting, the Friends approved a Wish List of \$9,193, including nearly \$6,000 to cover the cost of upgrading the AV system in the Kelinson Room, tuition for two Youth Services Staff persons to attend online classes, \$1,000 for the Teen Winter Reading Program and \$950 to purchase library card sleeves.</p> <p>The Friends are also sponsoring their first Scholastic Warehouse Book Sale on November 30, December 1 and December 2. As a sponsor, the Friends will receive a \$750 stipend for Youth Services Staff to purchase books for Winter Reading Program prizes. As Scholastic also offers the buy one/get one option, staff will actually choose \$1,500 worth of items. That amount covers about 75% of the prize books usually provided by the Friends.</p> |
| Next Board meeting/Adjourn | Herzberg | Discussion | <p>The next Board Meeting will be, December 14, 2017 at 4:30 p.m. The meeting adjourned at 6:15 p.m. p.m.</p> |