

Bettendorf Public Library Information Center  
 Board of Trustees Meeting  
 Thursday, December 14, 2017, 4:30 P.M.  
 Malmros Room



Agenda item	Responsibility	Action	Result
1. Roll Call	Barrett		Present: Brandtner, Herzberg, Lewis at 4:35, Lindquist, Pratt, Rabine. Absent: Wagle.
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 Lindquist, second by Rabine, 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 Circulation staff vacancies have been filled. She explained that because several of the previous vacancies were filled with Circulation staff, the process left the Circulation Department short staffed. In addition to Circulation staff, staff from other departments helped fill the

			<p>shortages. With the other positions filled in-house, Circulation had two 19 hours per week and one 28 hour Library Clerk open positions. Two of the 19-hour positions have been filled with current Library pages, and the 28-hour position has been filled with an external candidate with previous library experience.</p> <p>Paul Odell reported that the Youth Winter Reading Program starts in January.</p> <p>The Scholastic Book Warehouse Sale, sponsored by the Friends was very successful and Scholastic would like to hold another event in the Spring of 2018.</p> <p>Maria Levetzow stated the Global Gathering series is complete. This year's country of Korea presented some challenges as the Library often reaches out to local residents to provide assistance with the programming. There is not a large Korean community in the Quad Cities from which to draw, so it required some initiative on the part of staff. Librarian Lucas Berns was able to locate all of the presenters for the programming events. Staff utilized Facebook as a means of advertising and it worked out very well. Two of the</p>
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			<p>programs were conducted remotely, with one artist located in California and the other in South Korea.</p> <p>Winter Carnival will be held on January 20<sup>th</sup>, with the Library providing several "How To" sessions about winter such as How to Beat Cabin Fever, etc., and will have members of the Weavers and Spinners Guild in the Creation Studio. Youth Services is preparing Little Hands groups for the younger attendees.</p> <p>Previously, the City had planned to hold a New Year's Eve event instead of participating in the Winter Carnival this year. However, the New Year's Eve event did not materialize, so after realizing the Library was planning a Winter Festival again this year, it was determined by City officials that the City would include other departments for the same date and make it a Citywide event.</p> <p>The Director provided the Board with copies of information given to the City. Not many adjustments were made to the previous year's budget, as there is currently a freeze on the Operating Budgets throughout all departments. A few necessary operational requests include an increase in the Library's</p>
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			<p>The Director reported that the Library has received a total of \$94,316.04 in Enrich Iowa funding including Open Access, Direct State Aid, and ILL reimbursement.</p> <p>The Director stated that in November she asked the Foundation Board to reconsider reverting to the previous annual granting allocation process instead of the current bi-annual process. The Foundation members were very receptive to this request. Starting in April of 2018, the granting allocation process will return to an annual procedure.</p>
<p>6. Policy</p> <ul style="list-style-type: none"> <li>• Gift &amp; Donor Policy</li> <li>• Dewey's Café Lease Renewal</li> </ul>	<p>Mannix</p>	<p>Review and Approve</p>	<p>In policy rotation, the Gift and Donor Policy is due for review. The Director requested the new City Attorney to review the current policy. There are two minor wording changes proposed. In the second paragraph, the word "personal" has replaces the word "real" in relation to property. Real infers real estate property.</p> <p>In the fourth paragraph the insertion of "the donor and" in reference to the intent of the Library's mission.</p> <p>Motion by Pratt, second by Brandtner to approve the Gift and Donor Policy as presented.</p>

			<p>VOTE: Ayes: Brandtner, Herzberg, Lewis, Lindquist, Pratt, Rabine.  Nays: None.  Absent: Wagle.  Motion carried.</p> <p>Dewey's annual lease is up for renewal in December. All conditions remain the same. The Johnsons have signed the lease, having it notarized, and with the notarized signing by the Library Board President, the lease is to be presented to the City Council on Tuesday, December 19. The Board president signed the lease and it was notarized.</p>
7. Governance Committee	Herzberg	Report	No report.
8. Community City Relations	Pratt	Report	Pratt reported that he wrote a letter to the Mayor and City Administrator letting them know that he is the Library Board's liaison.
9. Employee Appreciation	Lindquist	Report	<p>Herzberg stated that she and the Director discussed having the Board provide treats for the staff during the week between Christmas and New Year's.</p> <p>After discussion, Board members agreed to each bring in a treat on a specific day during the week.</p>
10. Library Foundation	Brandtner	Report	The Director reported that the Special Project fundraiser generated \$877.03, with an additional donation of \$250

			<p>given for a total of \$1,127.03. The Director asked the Executive Committee what the intention of the project would be going forward. Options would include just ending the project with the \$1,100 earmarked for artwork, or continue with the Special Project with future funding opportunities. It was the Executive Committee's decision to retain the money generated, to be used as restricted funds and with the intent of future fundraising projects.</p> <p>The Library Board discussed the possibility of using the Cat in the Hat reinstallation unveiling party in the Spring as a fundraising incentive opportunity for the Foundation.</p> <p>Brandtner reported that the quarterly meeting went very well. The Foundation members discussed the possibility of a Trustee and Foundation Board retreat and, after members were provided copies of Mr. Baker's proposal, agreed that the timing is perfect and would like to move forward. The Foundation Board asked the Library Director to contact David Baker for possible dates. The Foundation would like to move forward quickly, if possible, setting a date in March to mid-April, excluding the times of school Spring Breaks and the Library's PLA</p>
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11. Friends of the Library	Barrett	Report	<p>At the December meeting, the Friends approved a Wish List of \$725.00 for two staff persons to attend an online continuing education class and materials for an upcoming Free Comic Book Day.</p>
Next Board meeting/Adjourn	Herzberg	Discussion	<p>The next Board Meeting will be, January 11, 2018 at 4:30 p.m. The meeting adjourned at 5:30 p.m.</p>