

Bettendorf Public Library Information Center
 Board of Trustees Meeting
 Thursday June 14, 2018 4:30 P.M.
 Malmros Room



Agenda item	Responsibility	Action	Result
1. Roll Call	Hayes		Present: Herzberg, Lindquist, Pratt, Wagle, Rabine, Lewis Absent: Brandtner
2. Consent agenda <input type="checkbox"/> Approval of agenda <input type="checkbox"/> Approval of minutes of May, 2018 <input type="checkbox"/> Approval of bills for June, 2018	Herzberg	Approval	Motion by Lewis, second by Rabine, to approve the Consent Agenda as presented. VOTE: Ayes: All Nays: None Absent: Brandtner Motion carried
3. Public Forum (limit of 3 minutes per person)	Herzberg	Discussion	No respondents. Kathleen Richlen, City of Bettendorf Human Resources Director was present to assist trustees with Library Director's annual performance evaluation.
4. Correspondence	Mannix	Review	Library Director circulated a Thank You card from library employees for the desserts provided at the May Staff In-service.

<p>5. Director's Report</p> <ul style="list-style-type: none"> • Kelinson Room Update 	<p>Mannix</p>	<p>Approval</p>	<p><i>Kelinson Room Update:</i> A courtesy estimate was obtained through Paragon Commercial Interiors for \$125.00 per sq. ft. with a preliminary rough estimate of \$162,500.00 for the project. The City has indicated support of the project concept, although public funds will not be utilized in this project. Trustees support Director seeking private funding through the Library Foundation and Friends of the Library. Herzberg suggested the Library Director move forward with plans.</p> <p>Library Director will contact the Library Foundation Board to review the rough estimate figures as presented, and investigate Foundation interest in future funding support to advance project development for the renovation of the Kelinson Room.</p> <p>Motion by Lewis, second by Wagle, indicating board support for Director to investigate project funding through the Library Foundation.</p> <p>VOTE: Ayes: All Nays: None Absent: Brandtner Motion carried</p>
<ul style="list-style-type: none"> • Library Card Design 	<p>Mannix</p>	<p>Review</p>	<p><i>Library Card Design</i> Patrons will be issued limited edition library cards during National Library Card Sign-up</p>

<ul style="list-style-type: none"> • Summer Concert Social 	Mannix	Discussion	<p>Month in September 2018, based on selected designs within three entry levels.</p> <p><i>Summer Concert Social</i> will be held July 26, 2018. Trustee Kathy Brandtner will coordinate event with assistance of the trustees, as needed. Library Director has developed an invitation for the event which will be sent out to members of the Friends Board and Foundation Board in early July. Event will be hosted by the Library Board of Trustees.</p>
<ul style="list-style-type: none"> • Cat in the Hat Sculpture 	Mannix	Review	<p><i>Cat in the Hat</i> Director has requested assistance from the Public Works/Parks Dept. to coordinate the reinstallation of sculpture, date to be determined based on Public Works availability.</p>
<p>6. Governance Committee</p> <ul style="list-style-type: none"> • Nomination of Officers 	Herzberg	Approval	<p>Herzberg reported that the Nominating Committee has developed a slate of officers for trustee approval. Proposed list of officers for 2018-19:</p> <p>President-David Pratt Vice President-John Rabine Secretary-Cynthia Lewis</p> <p>Motion by Lindquist, second by Lewis, to approve the slate of officers as presented.</p>

<ul style="list-style-type: none"> Trustee Appointments 2019 	Mannix	Report	<p>Director reported that she is coordinating review of vacant trustee seats with the Mayor's Office for the following trustee seats:</p> <p>David Pratt Darrin Lindquist Kathy Brandtner</p> <p>Director anticipates Mayor will submit list of trustee names for appointment at the City Council meeting scheduled on June 19, 2018.</p>
7. Community City Relations	Pratt Mannix	Report	<p>No report.</p> <p>Library Director shared that she will participate as in the upcoming annual City Goal Setting sessions scheduled on October 12-14, 2018.</p>
8. Employee Appreciation	Lindquist	Report	<p>Library trustees volunteered to provide desserts for library staff at the recent annual staff in-service (May). Lindquist reported on the activity which went very well.</p>
9. Annual Performance Review-Library Director	Herzberg	Approval	<p>Herzberg stated that pursuant to Iowa Code 21.5(1)(i) the Board may go into executive closed session for the purpose of discussing the Library' Director's annual performance review. Herzberg asked the Director if she wished to request a closed session and she answered "Yes".</p>

			<p>Board adjourned to closed session for Library Director's evaluation at 5:10 P.M. Board returned to open session at 5:21 P.M.</p> <p>Herzberg requested a motion to approve a 3.5% increase to Library Director's base salary effective 7/15/18.</p> <p>Motion by Rabine, second by Lindquist, to approve the Library Director's base salary increase for FY 18/19 at 3.5%.</p> <p>VOTE: Ayes: All Nays: None Absent: Brandtner Motion carried.</p> <p>The trustees thanked HR Director Kathleen Richlen for her assistance in the review process.</p>
<p>Next Board meeting is scheduled for August 9, 2019.</p>	<p>Herzberg</p>	<p>Discussion</p>	<p>There will be no meeting in the month of July. Next Board meeting is scheduled on August 9, 2018.</p> <p>Herzberg requested a motion to adjourn the meeting.</p> <p>Motion by Lindquist, second by Wagle, to adjourn the meeting.</p> <p>VOTE: Ayes: All</p>

Adjourn			Nays: None Absent: Brandtner Motion carried. Meeting adjourned at 5:27 P.M.
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Approved August 9, 2018