

Bettendorf Public Library Information Center
 Board of Trustees Meeting
 Thursday, January 11, 2018, 4:30 P.M.
 Malmros Room



Agenda item	Responsibility	Action	Result
1. Roll Call	Barrett		Present: Herzberg, Lindquist, Pratt, Rabine, Wagle. Absent: Brandtner, Lewis.
2. Consent agenda <input type="checkbox"/> Approval of agenda <input type="checkbox"/> Approval of minutes of December, 2017 <input type="checkbox"/> Approval of bills for January, 2018	Herzberg	Approve	Motion by Pratt, second by Wagle to approve the Consent Agenda as presented. VOTE: Ayes: Herzberg, Lindquist, Pratt, Rabine, Wagle. Nays: None. Absent: Brandtner, Lewis. 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 <ul style="list-style-type: none"> • Division Highlights • Strategic Plan – Year-end Overview • PLA 2018 – Staff Attendance 	Managers Mannix Mannix	Report Review Review	Adult Services Manager, Maria Levetzow reported that the position of Outreach Coordinator recently opened with the resignation of Mark Fitkin. There were 58 applications and Levetzow and staff Librarian, Judi Sarafin reviewed the applicants and chose the top 10 to send

			<p>a written questionnaire to complete. Once those have been received and reviewed, staff will determine the persons to be interviewed. There were both internal and external applications received. If an internal candidate is chosen, it is expected the position may be filled in February; if not, the date of hire would most likely take longer. All the candidates chosen have good qualifications, with many having some library experience. Levetzow should have an update at the February Board Meeting.</p> <p>The Winter Carnival will be held citywide on January 20. This is the second year of this event. Since most of the activities being planned by other City departments center on either outdoor activities or children's activities, the Library decided to provide several "How To" classes, with 30 – 40 minute sessions for each class. Youth Services area will have children's activities for the younger children.</p> <p>Paul Odell, Youth Services Manager stated that the Winter Reading Program started on Monday, January 8, with the theme being Mission Possible: Spy a Good Book. There have been 200 Youth signed up and 18 Teens so far.</p>
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			<p>The Adult Winter Reading Program is going on as well.</p> <p>Carina Mulcrone, Circulation Services Manager, noted that there are currently Library Page positions open. The job posting will close on January 19. Once those positions have been filled, the Circulation Services Department will be fully staffed.</p> <p>Training with the newly hired Library Clerks has been going well.</p> <p>The Director stated that the Library's parking lot was slated for repair in the current CIP. Some work was done last Fall and the majority of the work has now been completed.</p> <p>The Director provided the Board with copies of a Strategic Plan overview for the year. 2017 was the second year of the current Strategic Plan, which includes years 2016 – 2019.</p> <p>76% of the Plan's goals, objectives, and activities were met in the first year. 97% have been accomplished at the end of the second year. Staff will now be focusing on the remaining 3% during the third year.</p>
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			<p>trustees Brandtner and Lewis as to their preferences and report back to the Director.</p> <p>The Director will contact the Foundation's President to determine actual availability of Foundation members so that she can then contact David Baker to set a definite date and time frame.</p>
<p>6. Policy</p> <ul style="list-style-type: none"> Sexual Harassment Policy 	Mannix	Rescind/Approve	<p>The Director stated that the Library's Sexual Harassment Policy has been in place since 2000. She discussed the current policy with the City Attorney for his opinion and he agreed that the City's Sexual Harassment Policy covers the Library and having a separate policy may be redundant.</p> <p>Motion by Rabine, second by Wagle, to rescind the Library's Sexual Harassment Policy.</p> <p>VOTE: Ayes: Herzberg, Lindquist, Pratt, Rabine, Wagle. Nays: None. Absent: Brandtner, Lewis. Motion carried.</p>
7. Governance Committee	Herzberg	Report	No report.
8. Community City Relations	Pratt	Report	No report.
9. Employee Appreciation	Lindquist	Report	No report.

			The staff thoroughly enjoyed the snacks and treats provided by the Board during the holidays.
10. Library Foundation • Mini-retreat Dates	Brandtner Mannix	Report Update	No report. In answer to a question, The Director stated that at this point she does not believe that the Foundation has determined a time line for replacing the Foundation's Director. As previously discussed, details for the proposed mini retreat are in progress.
11. Friends of the Library	Barrett	Report	At the January meeting, the Friends approved a Wish List in the amount of \$2,474.50 for a variety of both adult and youth programming, and funding for an online class to be attended by a staff person. The Friends membership drive will begin soon, with letters being sent out in the month of February,
Next Board meeting – February 8, 2018 Adjourn	Herzberg	Discussion	The next Board Meeting will be February 8, 2018 at 4:30 p.m. The meeting adjourned at 5:25p.m.