

Bettendorf Public Library
 Information Center
 Board of Trustees Meeting
 Thursday, August 10, 2023
 5:00 P.M.
 Lillienthal Room, Bettendorf Public Library



Agenda Item	Responsibility	Action	Result
1. Roll Call	Covella		<p>Present: Kathy Brandtner, Darrin Lindquist (by Zoom), Doug Lindstrom, John Rabine, Archana Wagle (by Zoom)</p> <p>Absent: David Pratt</p> <p>Others present: Jillian Aschliman, Hayleigh Covella, Heather Gibbs, Paul Odell</p> <p>Lindstrom called the meeting to order at 5:01 p.m.</p>
2. Consent Agenda <input type="checkbox"/> Approve Meeting Agenda: August 2023 <input type="checkbox"/> Approve Meeting Minutes: June 2023 <input type="checkbox"/> Approve Payment of Library Invoices: July & August 2023	Lindquist	Approve	Motion to approve consent agenda by Brandtner, second by Rabine. Motion carried.
3. Public Forum -Limit of 3 minutes per person	Lindquist		None.
4. Correspondence	Aschliman		Aschliman passed around comment cards.
5. Director's Report Division Reports Friends Report Foundation Update	Aschliman	Updates in written report	<p>Aschliman reported that she is still working with TAG to refresh the library's logo. She will be sharing the logo with the trustees and asking for their feedback.</p> <p>Aschliman is working toward the library vending machine, which is part of the strategic focus of access within the strategic plan. She is working with Community Development on the demographics the library wants to target as they narrow down locations. Aschliman would</p>

		<p>recommend to the Board that they consider the possibility of an outreach vehicle. She wants to make sure they are looking at all the options before they narrow down the direction they want to go in. She is working with Sharon and the Foundation to target the spring grant cycle for the funding campaign.</p> <p>The library is partnering with the Scott County Auditor's office for National Voter Registration Day on September 19 to help register eligible community members to vote. The Auditor's Office will come in and train library management and staff how to register people to vote.</p> <p>Aschliman met with three Library Board candidates. They were all fantastic.</p> <p>The EDI Committee took a break in June for the Summer Reading Program. The new chair of the committee is April Crowder. The committee is working on projects to improve internal communication to staff for titles for EDI focused displays. They are also working on an accessibility audit for the facility and are hosting a continuing education watch party for staff.</p> <p>The library's in-service is scheduled for September 20. They will be focusing on safety procedures and current internal procedures and policies.</p> <p>For city updates, they had department head work sessions to talk about the topics impacting the city and planning for bigger things like AI applications.</p> <p>The library has brought back its educator card program for Family Museum staff. So far, two people have registered. That program was reintroduced last week.</p> <p>Citywide collective bargaining will take place this fall.</p>
--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	Division Heads	<p>For state consortium updates, Aschliman had mentioned a few months ago that the RiverShare team had invested in a new catalog, Vega Discover. Over the last year, they have been trying to get that fully integrated into the website to use as a primary catalog. As they've been trying to do that migration, they've been having functionality issues. Aschliman was able to negotiate a \$28,846 credit. They are going to try to fix the issues RiverShare is concerned about.</p> <p>Aschliman's monthly kudos goes to Darcey Jaeschke for going above and beyond in helping library users, staying on top of shelving, assisting with program/craft prep, and making sure the division is clean and well maintained.</p> <p>Brandtner asked if Aschliman wanted the board to provide lunch for in-service day. Aschliman said that would be lovely.</p> <p>Brandtner suggested purchasing gift cards for those employees who are recognized by the monthly kudos. Aschliman will check on it.</p> <p>Rabine asked if there was a committee set up for the new trustee recruitment. Aschliman said yes. Lindstrom and Wagle were the ad hoc committee.</p> <p>Odell reported that Summer Reading Program numbers were higher than last year and were as high as they've been in a long time. They had 2,010 register and 1,140 complete, for a 57% completion rate for children. For the teens, 247 completed out of 451 for a 55% completion rate. They are finalizing the numbers now and will send them to the schools.</p> <p>As of July 1, Andy Miller's job has been reclassified from Library Assistant to Children's Early Literacy Librarian.</p>
--	----------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		<p>He has also been accepted into the current cohort of the Fred Rogers Institute's Educators' Neighborhood.</p> <p>There have been some staffing changes. Anika Prakash was a 19-hour clerk, and she is now a 38-hour clerk. She is replacing Kari Dugan, who accepted a position elsewhere. Anika's open 19-hour position was filled by Jenna Isbell from Circulation.</p> <p>Discovery Fair is coming up on Saturday, August 19. Odell is grateful for the Foundation's support for that event.</p> <p>Odell reported for Lyle. The adult Summer Reading Program has 432 register and 190 complete.</p> <p>The Find Your Voice, Make Your Mark program through the Creation Studio had 151 participants. They continue to see a strong turnout and support for the Creation Studio. More and more patrons are finding it and using it.</p> <p>Tonight is the last Summer Concert Series. Through July 20, they have had 2,927 attendees.</p> <p>Global Gathering is coming up in September/October. Ireland is the country.</p> <p>Gibbs reported that over the course of the Summer Reading Program, they registered a total of 594 new library cards and re-registered 540. They helped over 1,000 patrons. This week, Gibbs will be making an offer to a job candidate. She will share more next month.</p> <p>For food donations, they have had 577 since they started the program.</p> <p>September is Library Card Sign Up Month.</p>
--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	Odell Sarver/Pratt		<p>The Friends did not meet.</p> <p>Sarver reported that because of all the great programming, the Foundation was able to exceed its sponsorship goal. Sarver was able to bring in several new corporate sponsors. Birdies for Charity wrapped up with over \$29,000 raised. Rabine asked if that includes the bonus. Sarver said no. That will be at least 5%, but she is hoping for 8%.</p> <p>The annual appeal is in the works. Letters are scheduled to hit mailboxes in mid- to late October.</p> <p>Sarver thanked Aschliman for her work with the Foundation in planning a memorial gathering for Dick Manion on August 27. He served on the Foundation Board and passed away last year. His wife made a generous gift to the Foundation.</p>
6. Policies/Contracts	Aschliman	Brief update on policy review schedule for 2024	The Board reviewed the 2024 policy schedule.
7. Governance	Lindquist	-Library Strategic Plan – review & discussion	<p>Aschliman explained that the plan they currently have set is for 2020-2025. A lot of the activities listed in that plan have already been met, exceeded, or are close to completing. Aschliman wanted the Board's feedback about whether they would like the library to ride out the last of the strategic plan or if they would like Aschliman to start exploring the possibility of drafting a new plan ahead of this one's deadline.</p> <p>Aschliman will start researching groups and firms that would be able to help lead a strategic plan process and get some quotes. She will bring it back to the September or October meeting for a final decision.</p>

		<p>-Kelinson Grant – review committee needed</p> <p>-Library Board Recruitment Committee - new trustee recommendation</p>	<p>The Kelinson grant will open in September. Historically, there has been a committee to review applications and to make a recommendation at the October board meeting. Brandtner and Rabine volunteered to be on the committee.</p> <p>Aschliman met with three candidates for the open trustee spot. At this time, they will be recommending Val Horvat. They will need to put it on the City Council agenda. Aschliman recommends the September 5 agenda, which gives the mayor time to meet with her as well.</p> <p>Motion to suggest Val Horvat to be the new trustee on the Bettendorf Public Library Board of Trustees by Brandtner, second by Rabine. Motion carried.</p>
8. Community City Relations	Lindquist		No report.
9. Employee Appreciation	Wagle/Lewis		No report
<p>Next Meeting – June 8, 2023, at 5:00 p.m.</p> <p>Adjourn</p>	Lindquist		<p>Aschliman reported that on September 14, a representative from the Davenport Library Board of Trustees will stop by to introduce herself. She would like to have more collaboration and communication between library boards.</p> <p>Sarver reported that the Foundation brought on a new board member: Kevin Kellner.</p> <p>Motion to adjourn by Brandtner, second by Rabine. Meeting adjourned at 5:36 p.m.</p>