

Bettendorf Public Library
 Information Center
 Board of Trustees Meeting
 Thursday, September 14, 2023
 5:00 P.M.
 Lillienthal Room, Bettendorf Public Library



Agenda Item	Responsibility	Action	Result
1. Roll Call	Covella		<p>Present: Kathy Brandtner (Zoom), Val Horvat, Darrin Lindquist, Doug Lindstrom, David Pratt, John Rabine, Archana Wagle (Zoom)</p> <p>Absent: None</p> <p>Others present: Jillian Aschliman, Hayleigh Covella, Heather Gibbs, Paul Odell, Karly Lyle, Malavika Shrikhande (Davenport Public Library Board of Trustees)</p> <p>Lindstrom called the meeting to order at 5:00 p.m.</p>
2. Consent Agenda <input type="checkbox"/> Approve Meeting Agenda: September 2023 <input type="checkbox"/> Approve Meeting Minutes: August 2023 <input type="checkbox"/> Approve Payment of Library Invoices: September 2023	Lindquist	Approve	Motion to approve consent agenda by Lindquist, second by Rabine. Motion carried.
3. Public Forum -Limit of 3 minutes per person	Lindquist		Malavika Shrikhande from the Davenport Public Library Board of Trustees visited to introduce herself and encourage collaboration between area libraries.
4. Correspondence	Aschliman		There was no correspondence.
5. Director's Report	Aschliman	Updates in written report	Aschliman reported that the new trustee, Val Horvat, is at the meeting today. They did a brief orientation and introduction to the library before the start of the meeting.

		<p>Aschliman noted that she sent out the proposed updated logo from TAG and included it in the Board packet. Pratt noted that our current logo has a trademark on it and asked if the new one will as well. Aschliman will look into that. She will talk to TAG and the city and make it happen if the Board wishes.</p> <p>Motion to approve new logo contingent on trademark by Pratt, second by Lindquist. Motion carried.</p> <p>Aschliman noted that the library is working on an internal visual marketing guide. They are incorporating the retail practices the consultant discussed when he came through two years ago to do the space needs study. The goal is to adopt the guide by early 2024. They will gradually incorporate the new logo.</p> <p>For a facility update, the exhaust fan for the Creation Studio had some issues. They replaced the motor earlier in the summer and the problem persisted. The maintenance crew realized the wiring had been installed incorrectly. They were able to get that fixed and get reimbursed for the two motors the library purchased. Everything is working now, but it was down for about three and a half weeks.</p> <p>As far as strategic planning, at the last board meeting they discussed the possibility of a new strategic plan since the library has met the goals in the current one. Aschliman has talked to Becky Heil, who has done the strategic planning before. She has agreed to come back and help draft a new one. This is a free service. Aschliman invited the trustees to come to her with any thoughts or ideas about the new plan.</p> <p>Lindquist noted that in the past, they've involved patrons and the Board may have participated as well. The recent plans have been pretty good and he</p>
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Division Reports	Division Heads		<p>including the Iowa Library Commission. They haven't been able to fill vacancies and don't have enough for a quorum right now. ILA's Government Advisory Committee (GAC) believes this move is being made to turn it into an advisory committee instead of a governing board.</p> <p>This month's monthly kudos goes to Carina Mulcrone. She has been going through thousands of authority records by herself and training staff at other libraries to do the same. That will help people find things in the catalog more quickly.</p> <p>Odell reported that Discovery Fair was August 19. They estimate about 1,000 were in attendance, but it's hard to count with people moving from place to place.</p> <p>In partnership with Parks and Recreation, the library is now hosting storytime in the park at Veterans Memorial Park.</p> <p>Odell reported that every year through the Summer Reading Program, they host a competition among the schools. That is set up as an incentive to get more students. They did get a lot of signups, but to get completion statistics is difficult. It has become pretty competitive. The school with the highest percentage of students completing the program gets an etched glass trophy. Paul Norton won for the 10th year by 11%. Hopewell won by 0.3%.</p> <p>Lyle reported that they kicked off Global Gathering in September. This year, they selected the entire island of Ireland. To date, they've had 126 patrons for September programs thus far. Opera Quad Cities is back, and so is the SCORE small business program. New this year, the library is partnering with the Eastern Iowa Small Business Development Center.</p>
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Friends Report	Odell		<p>QC Beats is currently in its submission round. The library is highlighting some artists as part of Brown Bag Lunch.</p> <p>One of the Information Services librarians, David Otten, has been running the Memory Circle programs with the Alzheimer's Association of Iowa. He had Quartet Senior Living reach out to him. They see the library as a community resource. They would like to get the city of Bettendorf certified as a Dementia Friendly Community with Dementia Friendly America.</p> <p>Gibbs reported that September is Library Card Sign Up Month. They have special bags for patrons who get new library cards or update their current cards. Those who sign up or update their cards are also entered to win a prize. The winner will be selected at the end of the month. Next Library Card Sign Up Month, they will be doing limited edition cards again. They do that every two years.</p> <p>Circulation hired a new clerk, but sadly that clerk put in her two weeks' notice, so there is another 19-hour position open that closes today.</p> <p>For food donations, so far this year they have collected 616 items. Back when they did Food for Fines, they collected about 600 items each September. By going year-round, they are going to collect more.</p> <p>Inn-Reach requests have grown to 330 requests.</p> <p>Odell reported that the Friends met on September 5. The book shop is doing well; they really seem to like it. Sales for June, July, and August were \$9,912. They have started selling textbooks online and get more money that way.</p>
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Foundation Update	Sarver/Pratt		<p>This year's Fall Book Sale is October 6-8. Friday is the members only preview sale. Unsold books will be sent to Better World Books.</p> <p>The Friends approved a wish list of \$7,746.</p> <p>There was no Foundation update.</p>
6. Policies/Contracts	Aschliman	<ol style="list-style-type: none"> 1. Volunteer Policy 2. Confidentiality Policy 	<p>Aschliman explained that the Confidentiality Policy is required for accreditation. The only recommendation she has is to remove the section about photography, which conflicts with the Rules of Conduct Policy. The library cannot legally prohibit people from filming in the library. It is a public space. She did run this by the city attorney and there were no issues with removing that and keeping everything the same.</p> <p>Motion to approve Confidentiality Policy by Lindquist, second by Rabine. Motion carried.</p> <p>Aschliman explained that the Volunteer Policy is not a core policy. This is one that gives guidance to the library's volunteers. She is removing the purpose, intent, and definitions. She is reformatting the volunteer service guidelines. She is renaming the policy and realigning things. She added that applicants must be 14 or older to apply and must have a parent/guardian signature if under 18. She is also adding that the volunteer coordinator may reassign a volunteer based on the changing needs of the library and the volunteer's strengths or interests.</p> <p>Motion to approve Volunteer Policy by Rabine, second by Brandtner. Motion carried.</p>
7. Governance	Lindquist	<ol style="list-style-type: none"> 1. Library Strategic Plan 2. Library Logo 	<p>Aschliman reported that both Governance items were discussed under the Director's report.</p>

8. Community City Relations	Lindquist		No report.
9. Employee Appreciation	Wagle/Lewis		No report
Next Meeting – October 12, 2023, at 5:00 p.m.	Lindquist		<p>The library is serving lunch on behalf of the Library Board for in-service day on the 20th. Brandtner is picking up Biaggi's and Wagle and Brandtner are bringing desserts. Other trustees are welcome to as well.</p> <p>Rabine asked how the hot spots are doing. Aschliman said they're very popular. Gibbs reported that they are always all checked out or on hold. If one comes back, someone wants it the same day. Lyle noted that all the ones that haven't been lost have been renewed for another year. Rabine asked who is checking them out. Gibbs and Lyle said everybody. Lindquist asked if they go beyond the library's territory. Lyle said yes. They use the T-Mobile area map. Data is unlimited. Lindquist asked how many we have. Gibbs said 22. Lyle noted that they pulled three from circulation because they were lost, so they actually have 19, but they are adding 12 more.</p> <p>Aschliman noted that she is going to be meeting with the Community Development team to learn more about their GIS mapping tools for outreach purposes. They will show the library how it can overlay library data with their data.</p> <p>Rabine asked what the library is doing along the lines of artificial intelligence. Are there programs or software available? Aschliman reported that the software is available. Right now, they are more testing things out as a staff. A few staff members are very interested. They are keeping on top of how that will trend with libraries. There is nothing immediately planned, but</p>

Adjourn			<p>there is discussion in the background. The city is considering how reports could be done using AI. It's on the docket to discuss at City Strategic Planning. Odell noted that Andy used AI to create the Winter Reading Program logo.</p> <p>Motion to adjourn by Lindquist, second by Rabine. Meeting adjourned at 5:53 p.m.</p>
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