

Bettendorf Public Library  
 Information Center  
 Board of Trustees Meeting  
 Thursday, March 14, 2024  
 5:00 P.M.

Malmros Room, Bettendorf Public Library



**Bettendorf**  
 PUBLIC LIBRARY

Agenda Item	Responsibility	Action	Result
1. Roll Call	Covella		<p><b>Present:</b> Kathy Brandtner, David Pratt, John Rabine, Archana Wagle (Zoom)</p> <p><b>Absent:</b> Val Horvat, Darrin Lindquist, Doug Lindstrom</p> <p><b>Others present:</b> Hayleigh Covella, Heather Gibbs, Jillian Aschliman, Paul Odell, Jen DeBuhr</p> <p>Rabine called the meeting to order at 5:01 p.m.</p>
2. Consent Agenda <input type="checkbox"/> Approve Meeting Agenda: March 2024 <input type="checkbox"/> Approve Meeting Minutes: February 2024 <input type="checkbox"/> Approve Payment of Library Invoices: March 2024	Rabine	Approve	Motion to approve consent agenda by Pratt, second by Brandtner. Motion carried.
3. Public Forum -Limit of 3 minutes per person	Rabine		None

4. Correspondences	Aschliman		Aschliman passed around correspondence.
5. Staff & Supporting Organization Reports <ul style="list-style-type: none"> <li>• Director's Report</li> </ul>	Aschliman	Updates in written report	<p>Aschliman informed the Board that the library continues to work through restructuring its staffing model. Management has gotten good staff feedback. They are also working on changes to office spaces to accommodate the new model.</p> <p>The library currently has a job opening for a Young Adult Librarian.</p> <p>The library launched its new e-newsletter system. Newsletters will go out biweekly. Everyone who is on the physical mailing list is being sent a postcard letting them know about the change.</p> <p>The replacement Automatic Materials Handler is still in process, as are the self-check kiosks and the library's app.</p> <p>Depending on the levy the City agrees on, the library may get its staff request. If that happens, they plan to submit the new position for hiring in June.</p>

<ul style="list-style-type: none"><li>• Division Reports</li></ul>	Division Heads	<p>Kathleen Richlen will be at the next meeting to conduct the Director's annual review.</p> <p>Aschliman attended ILA Advocacy Day at the State Capitol on March 5. She updated the trustees on some proposed bills affecting libraries.</p> <p>For continuing education, Aschliman, Odell, Gibbs, and Mongiat will be attending the Public Library Association Conference in April.</p> <p>Monthly kudos goes to Paul Odell. He was instrumental in kicking off the restructuring project and has taken initiative to start drafting changes to some processes and identifying areas that need attention. He has been a solid sounding board as the library moves through this process, as well as for some other things going on at the library.</p> <p>Aschliman reported for Otten. The African American Museum of Iowa did a presentation on the history of redlining in Iowa. They also brought a traveling display. The program got great feedback. Information Services also held a program on preserving family documents. This month's Brown Bag Lunch had a turnout of 106 people.</p>
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			<p>Cody Noble, the Outreach Librarian, gave a presentation to the Bettendorf Business Network about databases available to business owners through the library.</p> <p>April Crowder reviews books for <i>Library Journal</i> and <i>School Library Journal</i>, which are top tier trade journals. One of her reviews was featured on an author's website and on the Amazon page for the book.</p> <p>Odell reported that Winter Reading Program and Winter Carnival were both successful. The District Battle of the Books was held last week. Pleasant Valley's winner was Pleasant View; Bettendorf's winner was Bettendorf Middle School. They will represent their school districts at the Eastern Iowa Battle.</p> <p>Gibbs reported that there is an upcoming transition from OpenRS to InnReach through Mobius. During that transition, the library will have to freeze holds from April 1 to the go-live date of May 22. The library is creating bookmarks to put in people's checkouts and will post something on the website.</p>
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<ul style="list-style-type: none"> <li>Friends of the Library</li> </ul>	<p>Odell</p>		<p>Odell reported for the Friends. Since the Friends are only having one book sale per year, they are trying to come up with membership perks. They have decided to hold a members-only sale on the last Friday of each month. Members would have the first opportunity to purchase new stock. Membership signups are accepted at the door.</p> <p>Last month, book shop sales were \$3,097.97. They had additional income of \$1,761.00 from donations, memberships, and selling textbooks online. They approved a wish list of \$15,000.</p> <p>Rabine noted that Rotary has five \$10,000 grants available and asked if the library should be pursuing those. Aschliman said she and DeBuhr has been discussing them.</p>
<ul style="list-style-type: none"> <li>BPL Foundation</li> </ul>	<p>DeBuhr</p>		<p>DeBuhr reported that the Foundation approved an allocation of \$60,000 for outreach services for the upcoming budget, so she is working on replacing that money. She hosted her first Booker Bear event, and everything went smoothly. There was a great turnout. There is another Booker Bear event on the 23<sup>rd</sup>.</p>

<p>6. Policies/Contracts</p>	<p>Aschliman</p>	<ul style="list-style-type: none"> <li>• Policy review calendar</li>   <li>• Review &amp; approve Makerspaces Policy</li>   <li>• Review &amp; approve Rules of Conduct Policy</li> </ul>	<p>Aschliman provided a copy of the Policy Review calendar.</p> <p>Aschliman explained that most of the changes to the Makerspaces Policy relate to new equipment in the Makerspace.</p> <p>Motion to approve the Makerspace Policy as presented by Brandtner, second by Pratt. Motion carried.</p> <p>Aschliman proposed leaving the Rules of Conduct Policy as is.</p> <p>Motion to approve Rules of Conduct Policy as written by Pratt, second by Brandtner.</p> <p>Brandtner asked if there has been any pushback on the new Meeting Rooms policy. Aschliman said there has not.</p>
<p>7. Governance</p>	<p>Aschliman</p>		<p>None.</p>
<p>8. Trustee Subcommittee Reports</p> <ul style="list-style-type: none"> <li>• Community/City Relations</li> <li>• Employee appreciation</li> </ul>	<p>Rabine Brandtner/Wagle</p>		<p>None.</p> <p>Aschliman reminded the Board that Library Worker's Day is April 9<sup>th</sup>. She will reach out to</p>

			Brandtner and Wagle to coordinate with Hayleigh for lunch for the employees.
Next Meeting – April 11, 2024, at 5:00 p.m.  Adjourn	Rabine		Motion to adjourn by Brandtner, second by Pratt. Meeting adjourned at 5:35 p.m.