

Bettendorf Public Library
 Information Center
 Board of Trustees Meeting
 Thursday, May 9, 2024
 5:00 P.M.

Malmros Room, Bettendorf Public Library



Bettendorf
 PUBLIC LIBRARY

Agenda Item	Responsibility	Action	Result
1. Roll Call	Covella		<p>Present: Darrin Lindquist, Doug Lindstrom, David Pratt, John Rabine, Archana Wagle (Zoom)</p> <p>Absent: Kathy Brandtner, Val Horvat</p> <p>Others present: Jillian Aschliman, David Otten, Heather Gibbs, Paul Odell, Hayleigh Covella, Kathleen Richlen</p> <p>Rabine called the meeting to order at 5:00 p.m.</p>
2. Consent Agenda <input type="checkbox"/> Approve Meeting Agenda: May 2024 <input type="checkbox"/> Approve Meeting Minutes: April 2024 <input type="checkbox"/> Approve Payment of Library Invoices: May 2024	Lindstrom	Approve	Motion to approve consent agenda by Lindquist, second by Rabine. Motion carried.
3. Public Forum -Limit of 3 minutes per person	Lindstrom		None
4. Correspondences	Aschliman		Aschliman passed around correspondence.

<p>5. Staff & Supporting Organization Reports</p> <ul style="list-style-type: none"> • Director's Report 	<p>Aschliman</p>	<p>Updates in written report</p>	<p>Aschliman reported that the Young Adult Librarian candidate has accepted the position. The hours left vacant by a recent part-time employee's departure have been applied to another librarian.</p> <p>The kiosks are still being worked on. The hardware is ready to go and Jillian is working with the IT team. She is planning a slow rollout, and will have the old system as backup.</p> <p>The new sorter will be installed the week of July 9. Because of the delay, the vendor offered the library an additional two years on the warranty, free of charge.</p> <p>The library is working on a website update. Aschliman is hoping to have that complete by the end of the year.</p> <p>The library made the switch to Patron Point at the beginning of March and has seen an uptick in the email open rate, which has gone from about 28% to 40-45%. Through Patron Point, the library has also set up autorenewals for library cards. Patrons will get reminder emails if their card is expiring or has expired.</p> <p>The Operations Team is getting ready to start on the new Strategic Plan. They want the report to be</p>
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<ul style="list-style-type: none">• Division Reports	Division Heads		<p>data-informed, so they are identifying and collecting that data. Aschliman asked the trustees to let her know if they have any data requests. Lindquist requested data on circulation outside of Bettendorf's patrons. Pratt requested a school district boundaries overlay on the heat map.</p> <p>Aschliman noted that the Operations Team is working on a new statistics report for the Board.</p> <p>Aschliman reported that the City's budget was approved on April 16. The library's budget includes a full-time position. That position will be available July 1. The Capital Improvement Plan includes repairs to the library's front sidewalk. Public Works anticipates that project will take place in late summer/early fall.</p> <p>Aschliman will be on vacation from 5/26-6/8.</p> <p>Monthly kudos goes to Haley Dziuk. She has been instrumental in helping plan and develop the seed library.</p> <p>Odell reported that the new Young Adult Librarian will start on May 20.</p>
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<ul style="list-style-type: none">• Friends of the Library	Odell		<p>Youth Services has spent a lot of time getting ready for the Summer Reading Program.</p> <p>Otten reported that Information Services has also been preparing for the Summer Reading Program. One of the prizes is a coupon to the Friends Book Store, which the Friends were enthusiastic about. Otten detailed several programs that were well-attended and well-received.</p> <p>Gibbs reported that the Library Card Design Contest has 55 submissions. She provided a ballot for the trustees to select candidates for the next round of voting.</p> <p>There have been more bugs with InnReach and OpenRS, but she hopes that will all be ironed out by June.</p> <p>The Friends are now holding Members Only sales to give members more perks. The first sale brought in \$190. Those will take place one Friday each month.</p> <p>The Friends are planning to hold a book sale the first weekend in October (October 4-6).</p> <p>The Friends approved a wish list of \$6,298.93.</p>
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<ul style="list-style-type: none"> BPL Foundation 	DeBuhr/Pratt		Pratt reported that the Foundation is very excited about the outreach vehicle project. Jen will be moving offices soon. The Foundation's investments are doing very well.
6. Policies/Contracts	Aschliman	None	None
7. Governance	Lindstrom	Subcommittee for officer elections	<p>Aschliman explained that every May, the trustees set up a subcommittee for officer elections. They need three members. Nominations will be voted on in June.</p> <p>Lindstrom, Rabine, and Pratt will be on the committee.</p>
8. Trustee Subcommittee Reports <ul style="list-style-type: none"> Community/City Relations Employee Appreciation 	Lindstrom Brandtner & Wagle	None	None
9. Closed Session: Library Director Annual Evaluation	Lindstrom, Richlen		The Board entered closed session based on 21.5i of the Iowa Code (to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session). Aschliman agreed to conduct her evaluation in closed session.

			<p>Motion to enter closed session by Lindquist, second by Pratt. Motion carried. The meeting entered closed session at 5:26 p.m.</p> <p>In open session, Lindquist moved to implement the steps as discussed in closed session. Second by Pratt. Motion carried.</p>
<p>Next Meeting – June 13, 2024, at 5:00 p.m.</p> <p>Adjourn</p>	Lindstrom		<p>Motion to adjourn by Lindquist, second by Rabine. Meeting adjourned at 5:45 p.m.</p>