

Bettendorf Public Library
 Information Center
 Board of Trustees Meeting
 Thursday, June 13, 2024
 5:00 P.M.

Malmros Room, Bettendorf Public Library



Bettendorf
 PUBLIC LIBRARY

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

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| 4. Correspondences | Aschliman | | Aschliman passed around correspondence. |
| 5. Staff & Supporting Organization Reports <ul style="list-style-type: none"> • Director's Report • Division Reports • Friends of the Library • BPL Foundation | Aschliman | Updates in written report | <p>Aschliman reported that she has received two proposals for the website update and is meeting with a third company next week. She would like to start on that project this fall.</p> <p>The kiosks and app are still in progress. As of yesterday, one of the kiosks is up and running. The Apple component of the app is finalized, and they are working on the Android side.</p> <p>Aschliman noted that she put in a capital improvement request to finish purchasing the new Information Desk. That purchase will straddle this fiscal year and next.</p> <p>The new Foundation office is coming along. It needs to be hooked up to data. IT is hoping to have that done soon.</p> <p>As far as the restructuring, the names of the divisions have been finalized: Customer Services, which will be Heather's division; Collection Services will be David's; Programming and Public Services will be Paul's. The updated job descriptions for the</p> |

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| | Division Heads | <p>clerks and librarians are going to City Council for approval. All modified job descriptions have been reviewed and approved by the Union.</p> <p>Employees had citywide training in May, which was held at the Library.</p> <p>Aschliman and the division heads had City Leadership Training focused on conflict resolution.</p> <p>The new ERP (Enterprise Resource Planning) system went live on Monday, June 3. It replaces a system that was about 30 years old.</p> <p>Aschliman participated in a Director's Roundtable through the State Library.</p> <p>Aschliman gave monthly kudos to Christine, the School Liaison Librarian. From May- June, she conducted 112 class visits to promote the Summer Reading Program. She reached about 4,000 students.</p> <p>Odell reported that Summer Reading Program is busy so far. There are 435 adults, 390 teens, and 1,577 children registered ten</p> |
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| | | <p>days in. Those are big numbers! By the end of the first month, they typically have about 1,000 signups, and about 2,000 by the end of the program.</p> <p>The new Young Adult Librarian, Katie Jackson, has started and is jumping in with both feet.</p> <p>The clerks in Circulation have been spending a lot of time in the Youth Services department because they are needed, and also because after the reorganization, they will be in there more often.</p> <p>Gibbs reported that the new kiosk allows patrons to checkout items, look at their accounts, register for meeting rooms, and register for events.</p> <p>The Library Card Design Contest continues through June 29. There have been 319 ballots cast so far.</p> <p>The new Automatic Materials Handler is being installed on July 9.</p> <p>Otten reported that Free Comic Book Day was at the beginning of May, and there</p> |
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| | <p>Odell</p> <p>DeBuhr/Pratt</p> | | <p>were 151 participants. The library gave away 1,000 comics. The event was held in the Creation Studio and themed crafts were available.</p> <p>The Summer Concert Series has begun.</p> <p>The Collections team is training on Collection HQ. They have been focused on the materials removal tools and are now moving on to the promotional and planning aspects of the program.</p> <p>The Sublimation Printer is live in the Creation Studio.</p> <p>The Library sent two employees to Public Works Day, which had an attendance of 357 people.</p> <p>Odell reported that the Friends plan to hold a book sale on October 4-6. They proactively approved \$100 for candy for the 4th of July. They do not meet again until September but have set some money aside in case the library needs it.</p> <p>DeBuhr reported that Birdies for Charity is underway. As of last week, \$10,000 has been</p> |
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| | | | <p>donated. The Foundation will get a bonus on top of what they raise through Birdies.</p> <p>DeBuhr has been planning for the Outreach Vehicle campaign. The proposal was for \$255,000-260,000. DeBuhr has written a grant and has been talking to businesses. She has gotten a \$10,000 grant from the Bettendorf Rotary Club. Quad Cities Bank and Trust has approved \$5,000. She also received \$5,000 from the Shirley Johnson Memorial. Additionally, she is working on writing grants for the website.</p> <p>DeBuhr held a donor appreciation event, which was well received. The event was held in the Creation Studio, which donors were able to tour and learn more about. She is thinking about hosting something like that a couple of times a year. Iconic Coffee donated coffee and Small Town Pastry donated pastries.</p> |
| 6. Policies/Contracts | Aschliman | <ul style="list-style-type: none"> Community Engagement Policy (review & approve) | <p>Aschliman explained that she is proposing separating one policy into two: one focused on community engagement and outreach, and the other on social media and marketing. The Social Media policy now includes language outlining the purpose</p> |

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| | | <ul style="list-style-type: none"> Marketing & Social Media Policy (adopt) | <p>and usage of the library’s social media. It also includes public comment and posting guidelines. The language mostly comes from the City Attorney and is posted on the library’s Facebook page.</p> <p>Brandtner asked if the policy further protects the library from outside organizations using the logo. Aschliman said yes.</p> <p>Motion to accept the Community Engagement Policy as rewritten by Brandtner, second by Wagle.</p> <p>Motion to approve the Marketing and Social Media Policy as rewritten by Brandtner, second by Lindquist.</p> |
| 7. Governance | Lindstrom | <ul style="list-style-type: none"> FY25 Officer Elections | <p>Lindstrom reported that he, Rabine, and Pratt discussed officer nominations. He has been nominated for a third year as President. The suggested slate of officers is:</p> <p>President – Lindstrom Vice President – Horvat Secretary – Wagle</p> |

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| | | <ul style="list-style-type: none"> Trustee Appointment Recommendation | <p>Motion to approve appointments as presented by Lindquist, second by Pratt.</p> <p>Brandtner explained that she will be resigning from the Board. Her term is up at the end of June. The Library, Board, and Foundation are all in great positions and she feels it is a good time for her to go. It has been her honor and privilege to serve the library. She is very proud of it.</p> <p>Aschliman noted that the City will be recognizing Brandtner. She will update the Board when she knows more.</p> <p>Aschliman said if anyone has recommendations for a potential trustee, to send them to her. Last time, they formed a committee to review the nominees. She noted that gender balance on boards is no longer part of the Iowa law.</p> |
| <p>8. Trustee Subcommittee Reports</p> <ul style="list-style-type: none"> Community/City Relations Employee Appreciation | <p>Lindstrom Brandtner & Wagle</p> | <p>None</p> | <p>None</p> |
| <p>Next Meeting – August 8, 2024, at 5:00 p.m.</p> | <p>Lindstrom</p> | | |

Adjourn

Motion to adjourn by Lindquist, second by Wagle. Meeting adjourned at 5:34 p.m.