

Bettendorf Public Library
 Information Center
 Board of Trustees Meeting
 Thursday, November 13, 2025
 5:00 P.M.

Malmros Room, Bettendorf Public Library



Bettendorf
 PUBLIC LIBRARY

Agenda Item	Responsibility	Action	Result
1. Roll Call	Covella		<p>Present: Val Horvat, Doug Lindstrom, David Pratt, John Rabine, Archana Wagle Absent: Darrin Lindquist Others present: Jillian Aschliman, David Otten, Heather Gibbs, Paul Odell, Hayleigh Covella</p> <p>Horvat called the meeting to order at 5:01 p.m.</p>
2. Consent Agenda <input type="checkbox"/> Approve Meeting Agenda: November 2025 <input type="checkbox"/> Approve Meeting Minutes: October 2025 <input type="checkbox"/> Approve Payment of Library Invoices: October 2025	Horvat	Approve	Motion to approve consent agenda by Wagle, second by Pratt. Motion carried.
3. Public Forum -Limit of 3 minutes per person	Horvat		None

4. Correspondences	Aschliman		Aschliman shared correspondence.
5. Staff & Supporting Organization Reports <ul style="list-style-type: none"> • Director's Report • Division Reports • Friends of the Library • BPL Foundation 	Aschliman Division Heads Odell Sarver/Pratt	Updates in written report	<p>Director's Report</p> <p>Aschliman reported that the Library is currently participating in two community engagement projects: the Rotary Blanket Drive and the Necessity Nook, an area of the library dedicated to donated food/hygiene products for patrons to take as needed.</p> <p>A major library wholesaler, Baker and Taylor, announced in October they were shuttering operations by the end of the year. They were one of the library's vendors, but we began transitioning to another company and don't expect any disruptions. The State Library used Baker and Taylor's online products to collect data for annual surveys and other reporting.</p> <p>Aschliman is meeting with the Family Museum and Parks Department more often to discuss opportunities to collaborate.</p> <p>The Programming and Public Services Manager position has been posted, and they are now on the second phase of the</p>

			<p>hiring process. Written interviews are due Monday, and in-person interviews will take place after Thanksgiving.</p> <p>Aschliman participated in the City's Annual Goal Setting on October 31, and staff attended City employee training in October.</p> <p>At RiverShare's quarterly meeting, they discussed the upcoming budget. They are also exploring a new ILS system, but it looks like they will stay with the current vendor.</p> <p>Aschliman was elected Vice President for the Iowa Library Association on November 5. Her term will start in January, and she is slated to be President in 2027.</p> <p>Monthly Kudos goes to Hayleigh Covella. She has had a lot of curveballs thrown at her this year: a new payroll system, financial system, credit card system, and now a new credit card terminal. She has handled those changes with grace and flexibility.</p>
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			<p>Aschliman attended the Women Lead Change conference on November 12.</p> <p>Aschliman attended the PLA Leadership Academy last week. She has made great new contacts and learned an incredible amount. Thank you to the City for letting her attend.</p> <p>Programming & Public Services</p> <p>For the Toddler Reading Program, 222 registered and 109 finished.</p> <p>In October, the Teen and School Liaison Librarians attended 27 and 31 classes respectively for the popular Spooky Stories program and outreach.</p> <p>Global Gathering: Vietnam concluded in October. There were over 18 programs, and all were well attended. Thank you to Courtney Mongiat for spearheading that series.</p> <p>Customer Service</p> <p>Gibbs gave a staffing update. There was some internal employee movement, plus two new hires to fill empty positions.</p>
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			<p>The team has been notifying patrons about the upcoming interlibrary loan fees. There are bookmarks in all ILL books and staff is explaining the fee to patrons when they place ILL holds.</p> <p>The Friends funded the purchase of replacement stadium seating for the children's area. The new vinyl seats are more durable.</p> <p>Collection Services</p> <p>Otten and Gibbs arranged visits with two neighboring libraries to tour their Outreach Vehicles and to talk about how they stock, manage, etc. them.</p> <p>The Library has added Tonies to the collection, and they are <i>very</i> popular.</p> <p>The RiverShare Committee finalized revisions to the shared OverDrive Collection Policy.</p> <p>In Tech Services, Carina Mulcrone set up statistical portions of collections reports to run automatically, which reduces a lot of staff time spent converting them.</p>
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			<p>Otten attended a Collection Management in Public Libraries interest group meetup via Zoom. They are a group for networking and sharing information about managing collections.</p> <p>Friends of the Library Odell reported that the bookstore is getting a lot of interest from potential volunteers. Bookstore sales in October were \$3,907.52. The final total raised at the Book Sale was \$10,730.27, including memberships and auction sets.</p> <p>The Friends approved a wish list of \$6,835.</p>
6. Policies/Contracts		None	None.
7. Governance <ul style="list-style-type: none"> Budget Calendar & Process Review 	Aschliman	<ul style="list-style-type: none"> Review & discuss 	<p>Board Training Aschliman presented trustees with the City's budget schedule and detailed this fiscal year's budgeting process.</p> <p>She explained that the Library Board's role is to provide guidance to the Library Director on projects and measures, especially those that will affect the general budget. Aschliman works as the liaison between the Board and the City</p>

			<p>and works with Division Heads to see what changes are needed.</p> <p>For the upcoming fiscal year, Aschliman made minor budget change requests to account for price increases and funding for Outreach Vehicle maintenance and gas.</p> <p>Pratt asked about adding service fees to credit card charges. Aschliman noted that the Library is transitioning credit card processing services to Square now, and the associated 3% credit card fees are paid by the Library.</p>
<p>8. Trustee Subcommittee Reports</p> <ul style="list-style-type: none"> Board Recruitment Update 	<p>Horvat/Aschliman</p>		<p>Horvat reported that Aschliman interviewed three great candidates for Trustee. Horvat and Wagle discussed the choices and made their recommendation to Aschliman. They recommend Lynn Lawler, who has already accepted pending the Library Board's vote and the mayor's approval.</p> <p>Motion to submit Lynn Lawler as trustee candidate by Rabine, second by Wagle. Motion carried.</p>

Adjourn Next Meeting – December 11, 2025	Horvat		Motion to adjourn by Wagle, second by Lindstrom. Meeting adjourned at 5:35 p.m.
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