

Bettendorf Public Library
 Information Center
 Board of Trustees Meeting
 Thursday, March 10, 2022
 5:00 P.M.
 Malmros Room, Bettendorf Public Library



Agenda Item	Responsibility	Action	Result
1. Roll Call	Covella		<p>Present: Kathy Brandtner, Darrin Lindquist, John Rabine, Archana Wagle Absent: Cindy Lewis, Doug Lindstrom, David Pratt Others present: Jillian Aschliman, Hayleigh Covella, Paul Odell, Heather Gibbs</p> <p>Brandtner called the meeting to order at 5:03 p.m.</p>
2. Consent Agenda <input type="checkbox"/> Approve Meeting Agenda: March 2022 <input type="checkbox"/> Approve Meeting Minutes: February 2022 <input type="checkbox"/> Approve Payment of Library Invoices: March 2022	Brandtner	Approve	<p>Motion by Lindquist, second by Wagle to approve the Consent Agenda as presented. Motion carried.</p>
3. Public Forum (limit of 3 minutes per person)	Brandtner		None
4. Correspondence	Aschliman		Aschliman passed around copies of emails received.
5. Director's Report	Aschliman	Updates	<p>Aschliman reported that the City has ended its mask mandate to match recent changes at the CDC. Staff is encouraged to wear masks if anyone in their division has been exposed to COVID or tested positive.</p> <p>The management team and three members of the staff will be gone March 22-26 for the Public Library Association Conference in Portland, OR.</p> <p>Aschliman has requested quotes from two different vendors to possibly upgrade the meeting room</p>

<p>Division Updates</p>	<p>Division Heads</p>	<p>technology. Those updates could potentially be funded by grants.</p> <p>Staff has been working on strategic planning for the Creation Studio. Aschliman met with Lyle and Odell to review and set forth a plan through the end of FY23.</p> <p>Odell reported that Bettendorf and Pleasant Valley school districts have completed the Iowa Children's Choice Award Battle of the Books. Hopewell was the winner for the Pleasant Valley District, and the Bettendorf Middle School sixth graders won the Bettendorf battle. The Eastern Iowa battle will be held at the library later in the month.</p> <p>The library has restarted in-person programming, and attendance at youth programming has quickly gone back to normal.</p> <p>With the help of the Foundation, Youth Services is now offering STEAM kits. There are 37 kits. They come in totes and cover a variety of topics such as coding, electronics, nature, and phonics. They include a book and interactive supplies to explore each topic. The kits are holdable, but will not go out on Mobius or Inn-Reach. They will be available through Rivershare.</p> <p>Gibbs reported that the library had a soft launch of Inn-Reach on February 15, and patrons are already taking advantage of the service.</p> <p>Circulation is starting a new cash register on Monday. The old register ran on paper only; it did not store data. The new register does store data, which will be better for records. It also tracks inventory.</p> <p>Gibbs reminded the Trustees that in 2018, the Library held a Library Card Design Contest. They have run out of those library cards, and will be holding another</p>
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<p>Friends Update</p> <p>Foundation Update</p>	<p>Odell/Lyle</p> <p>Sarver/Pratt</p>		<p>contest during National Library Week in April for all Bettendorf cardholders. From April 4-30, people can submit designs. There will be four categories: Youth, Teen/Tween, Adult, and Library Employees. At the May meeting, Gibbs will bring present the submissions to the Board, which will then select the finalists. During the Summer Reading Program, there will be public voting on the finalists. In July, the winners will be chosen, and cards will be printed in August to be released in September for Library Card Sign Up Month.</p> <p>Aschliman delivered the report for Information Services. The Library has launched Kanopy, a video streaming service. The Library has submitted an application to join Bridges, a platform through the State Library that works in conjunction with Rivershare eBooks. Bridges provides titles that the Library does not have access to through Rivershare. This is another way to access eBooks. Patrons have been requesting more e-content. Bridges will be available July 1.</p> <p>Odell reported that the Friends spent most of their meeting discussing the upcoming book sale, which will be held the first weekend in April. This will be their first full book sale in two years. The Friends approved a wish list of \$300. The only request was for a seed library in Adult Services.</p> <p>Sarver reported that the Foundation is soliciting sponsors for upcoming library programs. She has provided paper for each trustee to write down businesses that Sarver may be able to connect with for sponsorships. Sarver noted that National Library Week is also the kickoff for Birdies for Charity.</p>
<p>6. Policies/Contracts</p>	<p>Aschliman</p>		<p>None.</p>
<p>7. Governance</p>	<p>Aschliman</p>		<p>None.</p>

8. Community City Relations	Lindstrom		None.
9. Employee Appreciation	Wagle/Lewis		Aschliman reported that Library Worker's Day is April 5 th . Wagle will provide desserts and Covella will arrange for lunch from the Trustees.
10. Space Needs Phase II: Conceptual Designs Follow-Up	Aschliman	Discussion	<p>Aschliman wanted to follow up after the last meeting to see the trustees' general feelings on the design presented. It would be helpful to have direction from the Board. Aschliman suggested that if they decide to do the project, to do so in phases and try to bring other stakeholders to the table to discuss how to move forward. Aschliman is going to meet with the Foundation Executive Committee, along with a couple of trustees, to discuss the project. The Foundation Board would be integral to the redesign. They have not yet seen the full design or discussed it as a group. Aschliman doesn't think the Board of Trustees will be ready to make any final decisions next month, but perhaps at the May meeting. That will give her time to discuss financial options with the City as well.</p> <p>Brandtner said they need to know what the Foundation can do and have a grasp of what they're thinking for the project. In today's economy, the full project is probably not something the community would support at this time. She does not want to piecemeal the design together; she'd like some continuity. Aschliman explained that the reason the project would probably need to be done in phases is the city's corporate bonds for a project like this cap at \$700,000. If the cost goes above that, there would have to be a referendum. In preliminary discussions with the City, it does not sound like they would have the support right now for that.</p> <p>Rabine asked if Aschliman had a specific starting point in mind. Aschliman recommended starting with the Children's Department and Teen Area, since those</p>

			<p>areas have the greatest need. Those are areas she thinks would be the best opportunities for fundraising and would have the largest impact from an operations standpoint. The café area is tricky. Right now, the Friends' use of the space is a staple. However, that space will need to be considered as the children's expansion includes taking over some of the existing café space. Aschliman's recommendation would be to start with the children's expansion, the café expansion, and the teen expansion.</p> <p>Brandtner asked if Aschliman knows the cost of those areas. Aschliman noted that the expansion was presented a la carte. Once Aschliman lets David Vinjamuri and Joe Huberty know what has been decided, they can come up with a more defined cost model and estimate, as well as additional drawings, renderings, and marketing materials to use for fundraising purposes and to sell the project to the community.</p> <p>Sarver noted that she is in a difficult position because her board last met in January, so they have not seen the pricing yet. They have not yet met as a Board to discuss any of this. In initial discussions with the President and Vice President of the Foundation, they do not recommend that the Foundation give any more than the city is willing to.</p> <p>Brandtner asked about grants. Sarver explained that grants are largely how she would get to the final total. She would be going to foundations and trusts rather than individual donors for something of this scale.</p> <p>Wagle wondered if the prices would go down if they waited due to current supply chain struggles. Aschliman said it's possible. At a recent CEOLink meeting, some nonprofit directors mentioned they were advised to wait</p>
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			<p>until after August to start any capital projects. Aschliman is doing some research on that.</p> <p>The trustees discussed the café space and how lucrative it has been for the Friends versus the amount of money it brought in as a café. The Friends are making about \$2,000/month, whereas the rent for the café was \$400/month.</p> <p>Brandtner suggested that the Board needs to hear from the rest of the trustees and from the Foundation. She's not sure how far they can go with only \$700,000 from the City. Aschliman noted that she's hoping they could get three installments of \$700,000, which would fund the children's area.</p> <p>Aschliman asked if the Board agreed that the children's and teen areas are top priorities. Rabine suggested the café as well.</p> <p>Lindstrom noted that they need a long-term plan if they do this incrementally. They don't want to do something that will hinder them down the road.</p> <p>Aschliman will reach out to the trustees when the Foundation Executive Board meeting is scheduled.</p> <p>Rabine asked what feedback Aschliman received from the City. Aschliman explained that they were not happy about the price tag. Ploehn was not a fan of the garden area in the back due to the flooding that used to happen there. Jeremy Peterson, the building inspector for Community Development, wasn't a fan of the vestibule area as he didn't think it would give them the best value. He did not see any red flags.</p>
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Next Meeting – April 14, 2022 at 5:00 p.m. Adjourn	Brandtner		Motion to adjourn by Wagle, second by Lindquist. Meeting adjourned at 5:47 p.m.
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