

Bettendorf Public Library  
 Information Center  
 Board of Trustees Meeting  
 Thursday, May 12, 2022  
 5:00 P.M.  
 Bettendorf Room, Bettendorf Public Library



Agenda Item	Responsibility	Action	Result
1. Roll Call	Covella		<p><b>Present:</b> Kathy Brandtner, Cindy Lewis, Doug Lindstrom, Darrin Lindquist, David Pratt, John Rabine, Archana Wagle  <b>Absent: None</b>  <b>Others present:</b> Jillian Aschliman, Hayleigh Covella, Chris Curran, Heather Gibbs, Karly Lyle, Paul Odell</p> <p>Brandtner called the meeting to order at 5:00 p.m.</p>
2. Consent Agenda <input type="checkbox"/> Approve Meeting Agenda: May 2022 <input type="checkbox"/> Approve Meeting Minutes: April 2022 <input type="checkbox"/> Approve Payment of Library Invoices: May 2022	Brandtner	Approve	<p>Motion by Lindquist, second by Rabine 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 written comments and thank you notes from staff for staff lunches.
5. Director's Report	Aschliman	Updates in written report	Aschliman explained it was requested she submit packets on the Friday before Board meetings. She has switched the procedure to accommodate that. All reports and supplemental materials will be submitted on Fridays. The AP report and stats will be submitted on Wednesdays.

			<p>Aschliman reported that Uncommon Ground has been given the contract to improve the landscaping around the Family Museum and the Library. That will include ongoing maintenance and improvements to the current landscaping.</p> <p>Aschliman noted that April 20<sup>th</sup>, they had a fantastic in-service day.</p> <p>Aschliman is working with staff on some spring cleaning around the library. For historical documents, Aschliman will follow the state's retention schedule.</p> <p>Aschliman had a meeting with the City Administrator, Director of Finance, and executive members of the Foundation to discuss the space needs study. There are no updates.</p> <p>Aschliman explained that the annual programming surveys they send to the public each year do not draw the feedback they need. She recommends an amendment to that plan to move away from doing those annually. Lewis asked if there would be a link to provide feedback at any time. Aschliman said patrons would have that opportunity through the website and through comment cards. They are also working on end-of-program surveys.</p> <p>Aschliman noted that she started a four-week leadership course for Library Managers, which has been very beneficial so far.</p> <p>Aschliman is working with City Administration to be included in an upcoming three-on-three meeting with City Council to talk about the space needs study and intellectual freedom at the library. They have not set a date yet.</p>
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<p>Division Updates</p>	<p>Division Heads</p>		<p>Aschliman renewed her endorsement through the state library.</p> <p>Odell reported that there are 93 programs planned for the children’s Summer Reading Program. The teens have 21 programs planned. Christine Garrow has been doing school visits the whole month and will continue to do that through the end of the school year.</p> <p>This Saturday is Public Works Day. The library has a table that will have some activity kits and Summer Reading Program fliers. Summer Reading Program runs from June 6 – July 3. The theme is Read Beyond the Beaten Path.</p> <p>Lyle reported that the adult Summer Reading Program will complement the children and teen programs. They will have their standard programs with an outdoor spin. The biggest announcement is the return of the Summer Concert Series. The Foundation helped the library secure sponsors for the series.</p> <p>The library has started a seed library, which is an interactive community collection. The library is asking the public to submit seeds, and has a collection of seeds already in the seed library.</p> <p>This week, the library added streaming music through Freegal to its current online offerings. Lindquist asked for the cost. Lyle said it was funded through the Electronic Subscriptions line. The increased cost was less than half of what they’re paying for the download service to add the streaming.</p>
<p>Friends Update</p> <p>Foundation Update</p>	<p>Odell/Lyle</p>		<p>No Friends update.</p> <p>Pratt reported for the Foundation. Birdies for Charity is in full swing.</p>

	Sarver/Pratt		<p>Brandtner noted that she, Jeff Hassel, and Sharon Sarver had a meeting about attending a Summer Concert where the trustees would host the Foundation Board, some of the managers, and Jillian and put a tent up. They would provide wine and some appetizers. Brandtner asked the trustees to let her know which dates work best for them.</p>
6. Library Card Contest	Gibbs	Select finalists from submitted artwork	<p>Gibbs reported that there were a total of 33 valid submissions to the Library Card Design Contest. The trustees have a packet with each entry. She is asking each trustee to pick their top three in each category. She will tally up those results. If there is a tie, Aschliman will be the tie breaker. The finalists will go on a public ballot that will be presented through June. That is a public vote. The winner will be printed on limited edition library cards and the library will release the designs in September. Gibbs will present the winners at the August meeting.</p>

7. Policies/Contracts: Policy Review Schedule	Aschliman		Aschliman submitted a schedule of policies. Best practice says they should review policies on a three-year cycle. Four in particular must be reviewed on a three-year cycle for accreditation. There are a few that the Library needs to look at this year: the general policy statement, collection development policy, reference and information services policy, service hours, sex offender policy, and public posting and display policy. They will focus on collection development because the accreditation application will be due next February. She will have that policy at the August meeting, then focus on the others that are overdue.
8. Governance: Trustee Training	Aschliman	Intellectual Freedom Discussion	<p>Aschliman provided trustees with a packet on Intellectual Freedom. She highlighted three components: access, privacy, and inclusion. Some forms of censorship include violating those components, adding warning labels or stickers to materials, “losing materials” with the intent to not return them, hiding materials in the library, and disrupting programs or meetings.</p> <p>Lindstrom noted that he is going to talk more to the city attorney about intellectual freedom. As a government entity, the library has first amendment restrictions that prevent them from viewpoint discrimination.</p> <p>City attorney Chris Curran agreed. He noted that the library’s current policies encompass the first amendment. Any content-based objection could be countered by following policy. He recommended the library follow its policies.</p>
9. Community City Relations	Lindstrom		No report.
10. Employee Appreciation	Wagle/Lewis		No report.

<p>Next Meeting – June 9, 2022 at 5:00 p.m.</p> <p>Adjourn</p>	<p>Brandtner</p>		<p>Brandtner asked if the trustees want to skip the July meeting as they do each year. All agreed.</p> <p>The nominating committee for new officers will be: Lindstrom, Lindquist, and Wagle. The slate of officers will be presented at the June meeting.</p> <p>Motion to adjourn by Wagle, second by Lewis. Meeting adjourned at 5:40 p.m.</p>
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