

Bettendorf Public Library
 Information Center
 Board of Trustees Meeting
 Thursday, June 9, 2022
 5:00 P.M.
 Bettendorf Room, Bettendorf Public Library



Agenda Item	Responsibility	Action	Result
1. Roll Call	Covella		<p>Present: Kathy Brandtner, Cindy Lewis, Doug Lindstrom, Darrin Lindquist, David Pratt, John Rabine, Archana Wagle Absent: None Others present: Jillian Aschliman, Hayleigh Covella, Heather Gibbs, Karly Lyle, Paul Odell, Sharon Sarver</p> <p>Brandtner called the meeting to order at 5:01 p.m.</p>
2. Consent Agenda <input type="checkbox"/> Approve Meeting Agenda: June 2022 <input type="checkbox"/> Approve Meeting Minutes: May 2022 <input type="checkbox"/> Approve Payment of Library Invoices: June 2022	Brandtner	Approve	<p>Motion by Lindquist, second by Lindstrom 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 correspondence.
5. Director's Report	Aschliman	Updates in written report	<p>Aschliman reported that the library is starting an Equity, Diversity, and Inclusion (EDI) staff committee. There are eight members. They will identify areas of opportunity within programming, the collection, services, policies, and procedures. The first EDI meeting is June 14.</p> <p>The library is working on setting up a new incident reporting system. Staff currently uses Word documents and a database to track incidents at the library. The new</p>

			<p>system is more comprehensive and allows for better tracking and communication when there are repeat offenders.</p> <p>Aschliman will be creating a rubric with the most common violations of the Rules of Conduct policy and consequences to make sure staff is being consistent and to help with behavioral problems the library sees on a regular basis.</p> <p>Aschliman noted that there have been a few meetings and discussions regarding the Space Needs Study. She would recommend pausing the second phase, especially with rising construction costs. Her biggest concern is raising enough funds without significantly compromising the proposed designs. Maybe the library can explore Phase II in the next year or two, and work with the City on small improvements or on one large area, which she would recommend would be the Children's Department. They could make those improvements over the course of two fiscal years with corporate purpose bonds. Aschliman will have conversations with the City and bring more information to the Board</p> <p>Motion to hold off on the Space Needs Study Phase II by Pratt, second by Lindstrom. Motion carries.</p> <p>Lewis said she appreciates a bold vision and putting it out there. She is on another community board and they are in their sixth year of planning and funding has just come in for a project-ready plan. She agrees that the library should hold back, but doesn't think they should stop talking about it. She thinks it's a great idea. It's not a "no," it's a "not yet."</p> <p>Aschliman reported that for Continuing Education, she was accepted into a program through the Connecticut State Library. The Institute of Museum and Library</p>
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<p>Division Updates</p>	<p>Division Heads</p>	<p>Sciences sponsors it. They help library leaders with strategic foresight and planning, and identifying upcoming trends. The program is online.</p> <p>Aschliman reported that Hayleigh and Maria are being trained on how to send text messages on behalf of the Library. Community members can sign up to receive those messages on the City's website. They will mostly send out information on emergency closures so as not to spam people. They would also send messages regarding big programs, such as the Summer Reading Program.</p> <p>The City has allowed the library to hire an additional 19-hour clerk in the Youth Services department. They are also currently looking to fill a position in Circulation. They will choose among the candidates for the Circulation position for the Youth Services position.</p> <p>Aschliman reminded the Board that the Library will be joining the State Library's digital collection, Bridges, in addition to the RiverShare eBook consortium. That will start July 1. Most of the feedback Aschliman hears from patrons is that they want more digital content. Bridges will provide a whole new avenue for people to access eBooks, audiobooks, and help the library not have to invest in back-catalog materials. Lyle noted that they discontinued their microfilm subscription, which is now accessible through the Library's Access World News subscription. The cost savings was so significant, it helped fund Freegal and Bridges.</p> <p>Lyle reported that the Library has started the Summer Reading Program (SRP). Adult registration is going well. They are seeing very high numbers. Over 237 adults are registered, and over 100 pre-registered.</p> <p>Lyle noted that the Library hosted the first Summer</p>
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Concert Series last week. There were about 360 attendees. There is another concert tonight.

Adult Services started a Seed Library in May. In the first week, they distributed over 400 seeds. The season is now ending. When people start harvesting, they will put the Seed Library back out so people can donate their seeds for next Spring.

Adult Services hosted a program to educate people on how to use Libby. The first program was a formal program; the next one will be a drop-in. They also conducted Free Comic Book Day in May. They distributed 177 packets. The Freegal virtual music Library is doing great. The Library did not have it for the entire month of May and already had 270 songs streamed.

Odell reported that Youth Services has already had 1,203 signups for the SRP. There were 460 people who pre-registered. There are 223 teens signed up for the teen program. Ten people have already finished. The first big program of the SRP was on Wednesday. Mikayla Oz, a magician, had 314 people show up. There were 60 people at Tales for Tots. For the Creation Studio program in which participants created their own survival bracelets, 20 people registered and 43 showed up. Today was the first Tuesday Theater of the SRP and 25 people showed up. Well over 300 grab-and-go bags have gone out the door; they can't keep them on the shelves. The Teen Activity Kits are also very popular.

Gibbs reported that Circulation is getting a ton of participation on the Library Card Design ballots. She provided the Board with ballots of the finalists. Voting goes through the end of the month. The winners will be presented on special library cards for Library Card Sign Up Month.

<p>Friends Update</p>	<p>Odell/Lyle</p>		<p>Circulation is interviewing for a 19-hour clerk and has had nine interviews. They had a wonderful batch of candidates. They hope to announce their selection at the next Board meeting.</p> <p>The Friends discussed the Fall Book Sale at their meeting. They are still debating whether or not to hold the sale. If they do, it will be October 7th-9th. They are doing so well in their shop that they are concerned about having enough inventory for a sale. They are making well over \$2,000/month. They are going to make a final decision at their September 6 meeting. People continue to make donations. Their next meeting is September 6th. They allotted \$1,000 for summer wish list items that may come up, which they allot each year. That money needs the approval of two officers. They approved a wish list of \$1,300.00.</p>
<p>Foundation Update</p>	<p>Sarver/Pratt</p>		<p>Sarver reported that the Foundation has raised over \$30,000 in sponsorships for Summer programs. They have five title sponsors for the Summer Concert Series, two for the SRP, and are starting to get some for the Discovery Fair. The Foundation submitted grants to the Regional Development Authority, the Scott County Regional Development Authority, and the Community Foundation for upgrades to the meeting room audio-visual equipment. They were awarded \$50,000. The cost of the upgrade is \$80,000. She has reached out to Ascentra and they are considering the request at their next board meeting. The Foundation has committed to supply whatever cost remains.</p> <p>Birdies for Charity is wrapping up. Pledges are accepted through July 1 and have to be paid by September 9. The Foundation is guaranteed a 5% bonus on all donations, so Sarver is having sponsors direct their money through Birdies. Individual participation is down.</p>

			<p>Brandtner noted that the Board of Trustees discussed having a joint Summer Concert get together with the Foundation. Sarver and Brandtner decided on the August 11 concert.</p>
<p>6. Policies/Contracts: Service Hours</p>	<p>Aschliman</p>	<p>Review current service hours</p>	<p>Aschliman reminded the Board that the Library has been conducting a foot traffic study so see what the library usage looks like, especially with the increase in digital traffic and to see post-COVID numbers. Aschliman has identified two times the Library may want to reconsider for operating hours. Those times are 8:00-9:00 p.m. Monday-Thursday, and 4:00 p.m. to 5:00 p.m. on Sundays. On Sundays, there is a decent door count, but it drops off from 4:00-5:00 by about 40%. Staff is paid time and a half to work on Sundays. Aschliman proposes shortening Sunday hours.</p> <p>Aschliman also proposes reconsidering whether the Library should stay open until 9:00 Monday-Thursday. Those numbers are also really low. People who come in don't stay for long periods. The library is pretty empty. The Library would probably want to keep some staff in the building to allow for programming and community meetings. They would close the main part of the library and staff can complete tasks without having to manage the service desk. Meetings have to end by 8:30. The change in hours would allow the Library to have staff on schedule earlier in the day when they are most needed. In shortening the Sunday hours, the Library would not need to have staff on schedule to cover breaks because they would only be working 3.25 hours, which does not necessitate breaks.</p> <p>Brandtner asked when staff leaves at night now. Aschliman said close to 9:00. Lewis asked what time the Library opens on Sundays. Aschliman said the Library is open 1:00-5:00 on Sundays. She proposes 1:00-4:00, which mirrors other libraries in the area. Wagle asked when other libraries close on weekdays. Aschliman said</p>

everybody else closes at 8:00. Bettendorf is the only library that stays open until 9:00. Wagle asked why this library is an outlier. Odell said he thinks it's because that's the way it's always been. Lewis asked how the hours change would affect organizations that use the meeting rooms. Aschliman explained that the meeting room portion of the Library would still be open. They would just close the main part of the Library and keep a couple of staff members behind in case a meeting runs late. They would close the Library after those meetings. They currently ask people to end their meetings by 8:30, which helps with closing. Gibbs noted that they haven't noticed as many groups staying until 8:30 since COVID. People have found other ways of meeting, such as virtually. The Library does not have meetings on Sundays. Lindquist asked how Aschliman got the hourly data. Aschliman explained that they installed a door counter in January. It counts people who go into the main part of the library. She can get full counts by hour. She averaged those numbers.

Aschliman noted that she made an additional change to the Service Hours Policy: she changed the reference to Public Information Officer to Communications Department due to City changes, and took out the reference to the café.

Rabine asked if there's any reason not to change the hours. Aschliman noted that whenever there's a change, some individuals will not be happy. She thinks it will be best if they frame it as reducing the hours because it's more efficient. Staff will not take a pay cut—their hours will be adjusted.

Motion to amend Service Hours Policy as written by Lindquist, second by Lewis. Motion carries.

Aschliman noted that the new hours would start after Labor Day. The Library does not have Sunday hours

			<p>during the summer and has already set the schedule for staff.</p> <p>Lewis asked how the Library will let the public know of the change. Aschliman said they will probably put out a press release and will include it in upcoming marketing. Brandtner suggested putting it in Bettendorf News and texting it out on the new Text Alert system. Lindquist recommended the bulletin board.</p>
7. Governance: Officer Elections	Brandtner	Review slate of officers & vote	<p>Lindquist reported that the committee met and came up with a proposed slate of officers:</p> <p>President – Doug Lindstrom Vice President – Darrin Lindquist Secretary – Archana Wagle</p> <p>Motion to approve slate of nominees by Lewis, second by Rabine. Motion carries.</p> <p>Brandtner said it has been her honor and privilege to serve as President. The first meeting with the new officers will be the August meeting.</p>
8. Community City Relations	Lindstrom		No report.
9. Employee Appreciation	Wagle/Lewis		<p>No report.</p> <p>Wagle and Lewis will talk and send out an email to the Board to organize the Summer Concert. That is on August 11.</p>
Next Meeting – August 11, 2022 at 5:00 p.m. Adjourn	Brandtner		Motion to adjourn by Lindquist, second by Rabine. Motion carries. Meeting adjourned at 5:50 p.m.