

Bettendorf Public Library
 Information Center
 Board of Trustees Meeting
 Thursday, September 8, 2022
 5:00 P.M.
 Bettendorf Room, Bettendorf Public Library



Agenda Item	Responsibility	Action	Result
1. Roll Call	Covella		<p>Present: Doug Lindstrom, Darrin Lindquist, David Pratt, John Rabine, Archana Wagle Absent: Kathy Brandtner, Cindy Lewis Others present: Jillian Aschliman, Hayleigh Covella, Heather Gibbs, Paul Odell, Karly Lyle</p> <p>Lindstrom called the meeting to order at 5:01 p.m.</p>
2. Consent Agenda <input type="checkbox"/> Approve Meeting Agenda: September 2022 <input type="checkbox"/> Approve Meeting Minutes: August 2022 <input type="checkbox"/> Approve Payment of Library Invoices: August 2022	Lindstrom	Approve	<p>Pratt requested a change to the minutes. He asked that "knock [the policies] out" be changed.</p> <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	Lindstrom		None.
4. Correspondence	Aschliman		Aschliman detailed changes to the correspondence procedure. For future meetings, Aschliman will keep comment cards in her office for trustee review.
5. Director's Report	Aschliman	Updates in written report	Aschliman reported that landscaping has been put on hold pending negotiating bundling a contract between multiple city departments and Uncommon Ground. She hopes to discuss the contract at the City's goal setting meeting. She is working with Parks Maintenance to address the weeds around the building.

<p>Division Updates</p>	<p>Division Heads</p>	<p>The Foundation has secured funding for meeting room upgrades. Aschliman has met with the IT Department and the vendor to approve the proposal and design, which she has sent to the vendor. They anticipate materials will arrive in 60-90 days. The Malmros Room should take 1-2 days to upgrade. The larger meeting rooms will take longer.</p> <p>Aschliman and Odell have been training employees on the new incident reporting system, PITS. It is live and being utilized by staff. The software helps track behavior and repeat offenders.</p> <p>Aschliman is finalizing the annual report that goes out to trustees, City Council, and the Library website. She hopes to finish that next week.</p> <p>The mayor read a proclamation at City Council for National Library Card Sign Up Month. They invited the winners of the card design contest and the mayor presented framed copies of the cards, and Gibbs gave beautiful remarks. They will do the contest again in 2024.</p> <p>The City's annual goal setting meeting will be held on October 21st. The City's new IT Manager has reviewed his master plan with Aschliman and Lyle and plans to give a full presentation on the 23rd. There are a lot of changes he wants to make that will benefit the library, including changes to the wireless internet to get more bandwidth and maintain more traffic.</p> <p>Staff is working on catalog updates. They hope to have those live by November 1.</p> <p>Odell reported that Discovery Fair last month was very successful after its two year COVID hiatus. They estimate 1,100 people attended.</p>
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<p>Friends Update</p> <p>Foundation Update</p>	<p>Odell</p> <p>Sarver/Pratt</p>		<p>Lyle reported that the Library wrapped up its summer concert series in mid-August. One concert had the second highest turnout in the series' existence.</p> <p>Gibbs reported that the Library has 1,000 copies of each winning design library card. Those should last a couple of years, and then they will hold another contest. In September, the Library is holding Food for Fines again. Those donations go to the Bettendorf Food Pantry at the Community Center.</p> <p>Lyle noted that the Banned Book T-shirt Gibbs was wearing was made in the Creation Corner. Banned Books Week is the 18th-24th. There will be a lot of events in the Creation Corner. Patrons are able to bring shirts and use the Library's heat press to apply the Banned Books Week design.</p> <p>Odell reported that the Friends have decided to host an October book sale, which will be held October 7-9th. The seventh is the member preview sale, the eighth and ninth are open to the public. This book sale will not include fiction. It will include nonfiction, children and teen books, puzzles, and DVDs. Proceeds for the summer in the book shop were \$8,687.78, including textbooks they sold online. They approved a wish list of \$10,470. Lindquist asked about the Friends' stock of fiction books. Odell reported that those sell in the book shop.</p> <p>Pratt reported that Sarver is preparing final reports for sponsorships for summer programming. She is starting to work on her annual appeal drive for funds for the library.</p>
<p>6. Policies/Contracts</p>	<p>Aschliman</p>	<p>RiverShare Annual Fee</p>	<p>Aschliman reported that the City's purchasing policy states that anything over \$25,000 must go through City Council, however the Library Board adopts and maintains the budget. The City Attorney asked the</p>

		Fine Free Policy Discussion	<p>Board to review and vote on the RiverShare annual fee. Aschliman will submit it to the City, who may still ratify it through City Council.</p> <p>Pratt asked if RiverShare is for interlibrary loans. Aschliman explained that it's the shared cataloging service and catalog, the staff client ILS, the delivery system, etc. Rabine asked what period of time the invoice represents. Aschliman said it's for this fiscal year. Rabine asked if it's the same amount as last year. Aschliman explained that the cost has gone up. The RiverShare Assembly of the Whole voted to increase the budget slightly to include the new Vega product, which was a budgeted expense.</p> <p>Lindquist asked for more information on RiverShare. Aschliman explained that the library has an agreement with nine other libraries. Scott County always acts as the treasurer and maintains the money. The other libraries write their checks to them, and they submit them to vendors. Pratt asked if all libraries pay the same fee. Aschliman explained that it's based on circulation, population, number of items in the catalog, etc. Bettendorf is not the group paying the most, but they are towards the top tier.</p> <p>Motion to approve payment of the RiverShare invoice by Pratt, second by Lindquist. Motion carries.</p> <p>Aschliman explained that this is another item from RiverShare. The RiverShare directors were asked to go back to their library boards to discuss going fine free. Aschliman does not expect a decision tonight, but wanted to share some information and see if there is any other information the Board would like her to gather. The next RiverShare meeting is October 20th, and they'd like an answer from all of the libraries at that meeting. To go fine free, all nine libraries would have to agree.</p>
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7. Governance	Lindstrom		No report.
8. Community City Relations	Lindstrom		Lindstrom spoke to Ploehn about the landscaping plan that Aschliman mentioned. City Council is taking up the space needs study soon.
9. Employee Appreciation	Wagle/Lewis		No report.
Next Meeting – October 13, 2022 at 5:00 p.m. Adjourn	Lindstrom		Aschliman noted that in the packet, there is a tool she uses to see how Bettendorf Public Library is doing compared to other libraries its size. The comparison provided is for FY21.

			Motion to adjourn by Lindquist, second by Wagle. Motion carries. Meeting adjourned at 5:47 p.m.
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