

Bettendorf Public Library  
 Information Center  
 Board of Trustees Meeting  
 Thursday, October 13, 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, Doug Lindstrom, Darrin Lindquist, David Pratt, John Rabine  <b>Absent:</b> Cindy Lewis, Archana Wagle  <b>Others present:</b> Jillian Aschliman, Hayleigh Covella, Heather Gibbs, Karly Lyle</p> <p>Lindstrom called the meeting to order at 5:00 p.m.</p>
2. Consent Agenda <input type="checkbox"/> Approve Meeting Agenda: October 2022 <input type="checkbox"/> Approve Meeting Minutes: September 2022 <input type="checkbox"/> Approve Payment of Library Invoices: September 2022	Lindstrom	Approve	Motion to approve consent agenda by Pratt, second by Rabine. Motion carried.
3. Public Forum -Limit of 3 minutes per person	Lindstrom		None.
4. Correspondence	Aschliman		Aschliman shared the library's new comment card design with trustees.
5. Director's Report Division Reports Friends Report Foundation Update	Aschliman	Updates in written report	Aschliman reported that in September, she, Lyle, and Odell met to review the progress of last year's activities in regards to the strategic plan and goals for the upcoming year. Most of the deadlines in the strategic plan were in 2021-2022. Staff has been directed to build upon those targeted goals. They discussed the feasibility of a library kiosk, which Aschliman has begun discussing with the Foundation Coordinator.

			<p>The Annual Report was finalized and has been posted to the website. It has also been submitted to City Administration and Council members. Their feedback was very positive.</p> <p>Staff is undergoing different trainings this month at the request of the city. Anyone who handles credit card transactions must be trained on Payment Card Industry Data Security Standards. Staff must also complete blood borne pathogen training.</p> <p>The sidewalks around the library that had been tripping hazards have been ground down and sidewalk replacement is being discussed as part of capital improvements later this year or next year. Aschliman will learn more at the city's budget meetings.</p> <p>The library has contracted with Nightwatch to install electronic locks on the meeting room doors so they can be unlocked without staff having to come upstairs.</p> <p>Citywide training is October 18-20. The training will be conducted in small groups and focus on emotional intelligence.</p> <p>Multiple library administration team members were part of fact finding sessions for new citywide financial software, which will streamline a lot of processes. Currently, a lot of processes are paper-based. The current interface is not user friendly.</p> <p>The City is hosting their Boards and Commissions Appreciation Dinner this weekend.</p> <p>Aschliman submitted the State Library Annual Survey on September 29.</p>
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	Division Heads		<p>The library received a donation from a patron who had been experiencing some hardships and felt the library extended a tremendous amount of support.</p> <p>Lindquist asked how the Nightwatch door system works. Aschliman explained that it is software hardwired to the internet. It will be installed at a couple of desks: the information desk, the service desk, and a few spots in the back of the library. This is something City Hall and IT also use.</p> <p>Lyle reported for Odell. In Youth Services, fall is a big time. School Liaison Librarian Christine starts going back to schools, doing book talks, and establishing relationships with new students. Youth Services focused on the Iowa Children's Choice Award in September and in October will be focusing on storytelling of scary tales, which the library is well known for. Odell also received a call from a college last week to see if Christine can do stories on a hayride.</p> <p>Youth Services started the Toddler Reading Program on October 1<sup>st</sup>. The theme this year is Reading is "Dino"-mite. Participants get a plushie dinosaur and mark off 20 books. The toddler reading program is a key component of early literacy.</p> <p>The Youth Services Team is working on ongoing collection management efforts.</p> <p>Odell and a few staff members are attending the Iowa Library Association conference.</p> <p>Lyle reported that in the summer, Information Services focuses on the Summer Concert Series because programming doesn't get the same response in the summer. She is excited to go back to their regular routine. There are business and leadership classes coming up this fall. Information Services wanted to focus</p>
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	<p>Odell</p> <p>Sarver/Pratt</p>		<p>on entrepreneurship opportunities. They have a program with a speaker who is an entrepreneur, as well as mini workshops with the QC SCORE chapter.</p> <p>Banned Books Week was in September. There was a nice interactive display in the Creation Corner downstairs. Staff had a lot of great conversations with patrons about banned books. They had phone calls from people hearing about book bans on the news. Banning and censorship are on the rise in our country. In the future, there will be programming that goes along with other Banned Books Week efforts.</p> <p>Gibbs provided yearly statistics for Food for Fines. Even though juvenile and young adult items are fine free, there is still a lot of participation. Some want to donate just to donate, not to reduce fines.</p> <p>Limited edition library cards are available and going very well.</p> <p>Aschliman reported that the Friends had their book sale this weekend. They made over \$5,200 in sales and memberships.</p> <p>Pratt reported that the Foundation is meeting next week. He will be unable to attend. They will be discussing the Laser Engraver.</p>
<p>6. Policies/Contracts</p>	<p>Aschliman</p>	<p>Fine Free Policy Discussion (cont.)</p> <p>Reference Policy</p>	<p>Aschliman reported that the RiverShare libraries will discuss fine free status at their next meeting. She is hoping to have a vote by November.</p> <p>Aschliman proposed changing the Reference Policy to a procedure. Most of the information is dated, redundant, or procedural. In talking with the State Library, they said most libraries are doing away with reference policies or integrating them into existing policies.</p>

			Motion to move the Reference Policy to a procedure by Lindquist, second by Rabine.
7. Governance	Lindstrom	Renew Wagle, Lewis board terms	Aschliman noted that she recently discovered that Wagle's and Lewis's terms ended last fiscal year. She spoke to the city and they said it happens all the time – there is no concern. Both Wagle and Lewis expressed interest in continuing on as trustees. The Board needs to vote to reinstate them.  Motion to reinstate Wagle and Lewis by Pratt, second by Lindquist. Motion carried.
8. Community City Relations	Lindstrom		No report.
9. Employee Appreciation	Wagle/Lewis		No report.
Next Meeting – November 10, 2022 at 5:00 p.m.  Adjourn	Lindstrom		Motion to adjourn by Lindquist, second by Rabine. Motion carries. Meeting adjourned at 5:24 p.m.