

Bettendorf Public Library  
 Information Center  
 Board of Trustees Meeting  
 Thursday, January 13, 2022  
 5:00 P.M.  
 Malmros Room, Bettendorf Public  
 Library



Agenda Item	Responsibility	Action	Result
1. Roll Call	Covella		<p><b>Present:</b> Doug Lindstrom, Darrin Lindquist, David Pratt (by phone), John Rabine, Archana Wagle (by phone)</p> <p><b>Absent:</b> Kathy Brandtner, Cindy Lewis</p> <p><b>Others present:</b> Jillian Aschliman, Hayleigh Covella, Paul Odell, Karly Lyle, Heather Gibbs, 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: January 2022 <input type="checkbox"/> Approve Meeting Minutes: December 2021 <input type="checkbox"/> Approve Payment of Library Invoices: January 2022	Brandtner	Approve	Motion by Lindquist, second by Rabine to approve the Consent Agenda as presented. Motion carried.
3. Public Forum (limit of 3 minutes per person)	Brandtner		None
4. Correspondence	Aschliman		Aschliman shared a couple of comment cards, which were very positive. She also shared a thank you card from library staff for Staff Appreciation Day.
5. Director's Report Division Updates Foundation Update Friends Update	Aschliman	Updates	Aschliman reported that due to an increase in COVID cases, the library is shifting programs back to virtual whenever possible for January and possibly February. Some afterschool programming will continue in person in an attempt to spread out the teens, which will help with social distancing. The library has ordered KN95 masks for library staff for extra protection. The City this week did encourage that city departments have staff start working from home whenever possible. Aschliman

		<p>is working with the Operations Team to do that without disrupting work flow or disrupting services. She is hoping to hold services and hours as is for now, but if cases continue to rise and there are increases in staff absences, she may look at temporary closures and reduction of services.</p> <p>Aschliman reported that the library was one of seven recipients of a very generous gift from the Sharon K. Tracy Trust. That has been in the works for the last year. The library received \$106,618.52 from this trust, which went into the Gift Fund. That funding goes to any programming or costs the library didn't anticipate during the fiscal year. The City Attorney was instrumental in helping work out the paperwork.</p> <p>Aschliman met with Joe Huberty and David Vinjamuri to narrow down some options for the Space Needs Study. Huberty had a couple of drawings, which they narrowed down to three options for the board to consider. He is fleshing out the details for those now and will bring those drawings and a presentation to the February board meeting.</p> <p>Staff is currently looking at how the library is being used after the pandemic. They have a newly installed wireless door counter giving a more accurate picture of foot traffic, which can narrow down traffic by the hour. They are going to watch that on Sundays and in the evenings. Staff has noticed a change to foot traffic, so Aschliman wants to see if the library needs to make changes to staffing hours.</p> <p>The library's personnel request for next fiscal year was moved to the following fiscal year. The City will look at a full time and part time position the next funding cycle.</p> <p>Aschliman provided a RiverShare Consortium update. The autorenewal and fine free policies went into effect at</p>
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	Division Heads	<p>the beginning of January. Those changes have been well received by patrons.</p> <p>Odell reported that Youth Services had a clerk resign, and is accepting internal and external applications for that position. They have 33 applicants so far, and several look very good. The Winter Reading Program began on January 3. They have currently 202 children registered and 23 teens. They have a handful of finishers so far. The program will run through February 12. As Aschliman mentioned, they have gone to primarily virtual programming for January. Youth Services is continuing some teen programming after school, but they will monitor how that goes. The grab and go kits continue to be popular. Staff made over 250 for this month and they were gone quickly. People come in and specifically ask for them. They have gone through many of the teen kits as well. The adult one is also very popular.</p> <p>Gibbs noted that, as Aschliman reported, they have started the new Young Adult fine free and autorenew programs. Additionally, there were 483 books in the library's book tree. They drew a winning guess and the winner got a BPL swag bag. They had a total of 79 guesses.</p> <p>Lyle reported that Information Services has also started their Winter Reading Program. They currently have 102 registered, which is pretty good. She hopes that will continue to grow. Information Services has rolled back some in-person programming, but they have a lot of great virtual programs coming up this month and in February. Patrons will have a lot of offerings to explore. This was big month for growing the library's online resources. Over January and February, they are adding three new online resources. The first one is Kanopy, a streaming video provider. This first year it is going to be supported by the Friends. The library is also starting in</p>
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	Odell/Lyle		<p>January with Newsbank, which is how patrons will have html archival access to <i>The Quad City Times</i>, <i>Bettendorf News</i>, and <i>The Dispatch Argus</i>. This is a move away from microfilm and will save money. The third new online service is QC Beats, which is an online streaming service of Quad City artists. With the library's rich tradition of music-based programming, they thought that would be a great addition.</p> <p>Odell reported that the Friends continue to report positive book shop sales from week to week. They have purchased a couple of bookshelves and set them up. The Friends also approved the January wish list of \$800 for Information Services.</p> <p>Lindquist asked if the Friends are planning a book sale. Odell said they are planning to do one the first weekend in April.</p> <p>Sarver reported that Booker Bear will be all virtual again this year, but they are adding to what they did last year. Odell has arranged for a couple of Youth Services librarians to have Ascentra record them reading stories to the kids, which will count toward their reading challenge.</p> <p>Sarver reported that the Annual Appeal is just about wrapping up at this point. She decided to remove the numbers she had added that were donations from library fines for last year. With those out, the Foundation raised just over \$33,000. This year, the response is at \$34,300, which is \$1,000 over last year. Last year was \$10,000 over the year before. Additionally, 72% of donors from last year donated again this year. That is really an unheard of retention rate.</p>
6. Policies/Contracts	Aschliman		None.

7. Governance	Aschliman	Approve	No report.
8. Community City Relations	Lindstrom		No report.
9. Employee Appreciation	Wagle/Lewis		Aschliman thanked the Trustees for the fantastic meal from Nally's Kitchen. It was excellent and very much appreciated, as well as the treats that were delivered. The food helped staff get through the first early dismissal Wednesday back from break.
Next Meeting – February 10 <sup>th</sup> , 2022 at 5:00 pm.  Adjourn	Brandtner		Motion to adjourn by Lindquist, second by Lindstrom. Meeting adjourned at 5:19 p.m.