

Bettendorf Public Library  
Information Center  
Board of Trustees Meeting  
Thursday, November 10, 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, Darrin Lindquist, David Pratt, John Rabine</p> <p><b>Absent:</b> Doug Lindstrom</p> <p><b>Others present:</b> Jillian Aschliman, Hayleigh Covella, Heather Gibbs, Karly Lyle</p> <p>Lindquist called the meeting to order at 5:01 p.m.</p>
2. Consent Agenda <input type="checkbox"/> Approve Meeting Agenda: November 2022 <input type="checkbox"/> Approve Meeting Minutes: October 2022 <input type="checkbox"/> Approve Payment of Library Invoices: October 2022	Lindquist	Approve	Motion to approve consent agenda by Brandtner, second by Rabine. Motion carried.
3. Public Forum -Limit of 3 minutes per person	Lindquist		None.
4. Correspondence	Aschliman		None.
5. Director's Report Division Reports Friends Report Foundation Update	Aschliman	Updates in written report	<p>The RiverShare group voted to transition to a full fine-free policy by January 1 pending Board approval, and allowing for each individual library to decide if individual collections should charge late fees, and if they will provide amnesty for existing fines. Aschliman recommends adopting the fine free policy and retaining the existing fee schedule for hot spots, passes, and reference materials. She recommends offering forgiveness for anyone who has existing fines.</p>

	Division Heads	<p>Aschliman noted that she was asked to speak on a panel for the State Library about disaster preparedness in libraries. She will be talking about COVID. That is on November 29.</p> <p>Odell reported that the Toddler Reading Program was in October. They had 192 sign ups and 105 finishers. Youth Services has added a new online resource called LOTE4Kids. It's similar to TumbleBooks, but it's in foreign languages. There are over 50 languages available. You can also choose different accents – British, American, Australian, etc. It's very inexpensive and the Friends are covering the cost. The Library received a discount through the Mobius Consortium. Lewis asked what ages the book selection is for. Odell said it's mostly picture books. Lewis asked if you need a Bettendorf library card. Odell said yes.</p> <p>Odell reported that the Winter Reading Program is coming up. The children's theme is Cabin Fever Reliever and the teens' theme is Resolve to Read. They are also planning ahead for the Summer Reading Program.</p> <p>Lyle reported that in October, Information Services had the highest level attendance for Memory Circle, which is held in partnership with the Iowa Chapter of the Alzheimer's Association. They have also added some more reminiscence kits, and are looking at even more. They found another company with a different variety. Those kits are part of the library's circulating collection. All of this is tied to the strategic plan focus on memory care. The library also does memory care kits, for folks who don't feel comfortable participating in a program.</p> <p>Lyle reported that they had some big outreach opportunities in October. They participated in the Walk to End Alzheimer's and the Iowa Healthiest State Walk.</p>
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	Odell		<p>The Friends held a book sale in October, which went really well. They made \$5,054.85. In their meeting they discussed whether it is worth it to have a book fair when the book store brings in money. It went a lot smoother and was easier to run with fewer books, and they still made quite a bit of money. The consensus was yes, they will still hold book sales. Odell believes they are still planning to hold two sales per year. The Friends approved the wish list of \$4,790. There is over \$22,000 available.</p>
	Sarver/Pratt		<p>No report.</p>
6. Policies/Contracts	Aschliman	Fine Free Policy Discussion (cont.)	<p>Aschliman reported that the RiverShare group officially voted to adopt a total fine free policy to begin in January. Aschliman recommends doing what the other libraries are doing. Wireless hotspots, admission passes, and reference materials will still have fines as a reminder to bring those items back to the library. Currently 879 patrons are blocked from using their cards due to overdue fees greater than \$5. They cannot check out materials from any RiverShare library. Moving to a fine free policy, she would recommend forgiving those fines in an attempt to entice those individuals to come back. Brandtner suggested a press release of some kind so people can read about the fine free status and know they are welcome back. Aschliman said they considered possibly sending postcards to patrons who have been blocked in the last three years letting them know we are fine free now and their fines have been forgiven.</p> <p>Pratt asked if there is a mechanism for those who do not return materials to be cut from the system. Aschliman explained that after 30 days, they are reminded, then again at 60 days. Then it goes to collections. The collections service the library uses does not affect the patron's credit score.</p>

		Collection Development Policy	<p>Lindquist asked if RiverShare libraries are going to continue with fees on the same items that Bettendorf Library is. Aschliman said yes, though they may also have other collections that BPL does not that they choose to continue fines on.</p> <p>Motion to move forward with the fine free policy with the listed exclusions by Lewis, second by Brandtner. Motion carries.</p> <p>Motion to forgive existing fines currently on record at the beginning of January 2023 by Pratt, second by Brandtner. Motion carries.</p> <p>Aschliman has gone through the Collection Development Policy and tried to remove as much procedural language as possible. This is the library's longest policy, and is one of the most important, especially given the reconsideration requests the library has received.</p> <p>Aschliman explained that she removed redundant language, as well as procedural language. She added information about accessibility and intellectual freedom. She removed census data because it requires more upkeep and updating. Aschliman updated areas that referred to materials the library no longer has and added some of the nontraditional format materials. She added language clarifying how the library selects local authors and creators. Aschliman took out the procedural language regarding reconsideration of materials and added it to Appendix D. For Reconsideration of Materials, Aschliman added language at the recommendation of the ALA Office of Intellectual Freedom. This section clarifies that once the Board makes a decision on a material, they will not revisit it again based on the schedule the library follows for weeding. Aschliman reviewed the steps for a reconsideration of materials request. Aschliman cleaned</p>
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			<p>up and added consistency to language throughout the policy. She added a statement that those attending a Board of Trustees meeting must comply with public meeting guidelines.</p> <p>Lindquist noted a typo.</p> <p>Pratt noted that he likes the inclusion of the BPL Mission Statement on the first page of the policy and asked if that can be included on all policies.</p> <p>Motion to approve the collection development policy as amended by Lewis, second by Brandtner. Motion carries.</p>
7. Governance	Lindquist		No report.
8. Community City Relations	Lindquist		No report.
9. Employee Appreciation	Wagle/Lewis		The Board of Trustees agreed to provide lunch for the staff in-service in February.
Next Meeting – December 8, 2022 at 5:00 p.m.	Lindquist		Motion to adjourn by Pratt, second by Brandtner. Motion carries. Meeting adjourned at 6:03 p.m.
Adjourn			