

Bettendorf Public Library
 Information Center
 Board of Trustees Meeting
 Thursday, October 10, 2019
 5:00 P.M.
 Bettendorf Room - Second Floor



Agenda item	Responsibility	Action	Result
1. Roll Call	Covella		<p>Present: Brandtner, Herzberg (5:15 p.m.), Lewis, Lindquist, Rabine, Wagle (5:11 p.m.) Absent: Pratt Others present: Covella, Gibbs, Lyle, Mannix, Odell</p> <p>Call to order at 5:03 p.m.</p>
2. Consent Agenda <input type="checkbox"/> Approve Meeting Agenda: October 2019 <input type="checkbox"/> Approve Meeting Minutes: September 2019 <input type="checkbox"/> Approve Payment of Library Invoices: October 2019	Rabine	Approve	<p>Motion by Lindquist, second by Lewis, to approve the Consent Agenda as presented.</p> <p>VOTE Ayes: Brandtner, Lewis, Lindquist, Rabine Nays: None Motion carried</p>
3. Public Forum (limit of 3 minutes per person)	Rabine		No respondents.
4. Correspondence	Mannix	Circulate Correspondence	<p>Mannix passed the correspondence envelope and comment cards. There were a couple of comment cards regarding changing furnace filters in the library. Mannix has confirmed with Public Works that the filters are changed on a seasonal basis and were changed last month.</p> <p>Rabine asked about vandalism at Faye's Field. Mannix explained that the stone benches were</p>

			broken and some of the musical instruments were damaged, but they have since been replaced. They were covered under city insurance. More recently, it has been reported that the electrical outlets in the gazebo have been damaged. That has been reported to Parks Maintenance.
5. Director's Report			
<ul style="list-style-type: none"> • Kelinson Scholarship 	Mannix	Update	Mannix reported that there are no Kelinson Scholarship applications at this time. She requested to leave the scholarship available for the remainder of the fiscal year. The Board unanimously agreed to keep the Kelinson Scholarship available for the remainder of FY20.
<ul style="list-style-type: none"> • Café 	Mannix	Update	Mannix noted that the current café occupant's last day will be Friday, October 11. The café will close early that day and they will finish moving over the weekend. On Monday, Mannix is having the locks rekeyed. She will transfer the keys to Greg Aronson of Coffee Hound on Tuesday. Tentatively, the new occupant will open for business on November 1.
<ul style="list-style-type: none"> • Statewide Lending 	Mannix	Update	Mannix reported that the State Library has contracted with Stat Delivery Service to provide statewide delivery among Iowa libraries via a courier service rather than through the mail. This delivery service will be utilized for Interlibrary Loans, not for Rivershare lending. That process will move forward around November 14. Gibbs and Burkhead will facilitate onboarding for staff.

			Mannix provided trustees with the action agenda from the city's Strategic Planning Process. The majority of the action items for the coming year focus on economic development, community development, legal, and the fire department. The library was not charged with any specific actions.
6. Policy/Contracts			
<ul style="list-style-type: none"> Annual Survey 	Mannix	Update	Mannix reported that the annual survey was filed on September 17.
<ul style="list-style-type: none"> Meeting Room Policy 	Mannix	Approval	<p>Mannix presented the revised Meeting Room Policy for Board review. She updated the capacity for the Kelinson Room and made some minor wording changes.</p> <p>Motion to approve Meeting Room and Study Area Policy with changes as presented by Brandtner, second by Herzberg.</p> <p>VOTE Ayes: Brandtner, Herzberg, Lewis, Lindquist, Rabine, Wagle Nays: None Motion carried</p>
7. Governance Committee	Rabine		No report.
8. Community City Relations	Lindquist	Report	No report.
9. Employee Appreciation	Wagle	Report	<p>No report.</p> <p>Mannix reminded the trustees that staff in-service will be on November 19. Trustees are invited to come to lunch at noon. Wagle noted that the trustees usually provide dessert and will again this year.</p>

10. Library Foundation	Brandtner	Report	<p>Brandtner noted that Sarver provided a fundraising update via email. There is a total of \$25,625 in secured funding so far. Sarver has submitted all grant applications listed under “Pending Income” in her report. She also met with a major local business that is interested in doing a challenge match for donor gifts targeting the general public. She anticipates being able to approve the motion to allow Mannix to move ahead with Paragon at the November Foundation meeting.</p> <p>Sarver has been working with library division heads on obtaining sponsorships for library programs. She has also been preparing for the annual appeal and plans to have those letters hit mailboxes the week before Thanksgiving. Sarver has requested that the trustees each provide three to five names she can send appeal letters to.</p> <p>Mannix reported that Sarver recently approached her asking for assistance with the Foundation’s Facebook page. Mannix offered to have Foundation announcements posted on the library’s Facebook page, which is in accordance with the level of support offered to the Friends. Additionally, Sarver requested assistance taking minutes at Foundation meetings. Mannix offered that Covella may take minutes at the meetings since her position already acts as a liaison in that manner to the Friends. Covella has agreed to take Foundation minutes.</p>
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11. Friends of the Library	Covella	Report	<p>Covella reported that the Friends approved the October wish list in its entirety at \$269.49. The Friends raised \$10,500 at the book sale, plus any additional money that comes in from the box sets people bid on.</p> <p>Brandtner presented Covella with a gift on behalf of the Board for her assistance with the book sale.</p>
<p>Next Meeting –November 14, 2019 at 5:00 p.m.</p> <p>Adjourn</p>	Rabine		<p>Mannix noted that after the meeting’s adjournment, the Board of Trustees will be moving into the annual strategic planning process with the trustees and division heads.</p> <p>Motion to adjourn by Lewis, second by Herzberg. Meeting adjourned at 5:30 p.m.</p>