

Bettendorf Public Library
 Information Center
 Board of Trustees Meeting
 Thursday, December 10, 2020
 5:00 P.M.
 Online Meeting



Public Location: Bettendorf City Hall, Large Conference Room

Agenda Item	Responsibility	Action	Result
1. Roll Call	Covella		<p>Present: Cindy Lewis, Doug Lindstrom, Darrin Lindquist, David Pratt, John Rabine, Archana Wagle Absent: Kathy Brandtner Others present: Hayleigh Covella, Heather Gibbs, Karly Lyle, Paul Odell, Sharon Sarver, Susan Sharp</p> <p>Rabine called the meeting to order at 5:03 p.m.</p> <p>The Bettendorf Public Library Board of Trustees met remotely, via conference call, for the meeting scheduled on December 10, 2020.</p> <p>The meeting was held via conference call in accordance with social distancing guidelines and meeting size requirements established by local authorities during the COVID-19 crisis of 2020.</p> <p>In accordance with Iowa Open Meetings Law, a quorum of the board is present, an agenda was posted in advance, and public space was provided at Bettendorf City Hall for the public to participate during the proceedings, as desired.</p> <p>Rabine noted that Item 7 will be moved up to after Item 4 – Correspondence.</p>
2. Consent Agenda <input type="checkbox"/> Approve Meeting Agenda: December 2020	Rabine	Approve	<p>Motion by Pratt, second by Lindquist to approve the Consent Agenda as presented. Motion carried.</p>

Division Updates	Division Heads	<p>are doing a wonderful job. Sharp noted that she has talked to City Administration about this issue as well.</p> <p>Lindquist suggested some changes to the library website, such as summarizing and moving older COVID information off the Library Services Summary front page. He also suggested reaching out to various media outlets to explain what is going on, and possibly hanging a large poster at patron entry points explaining current processes.</p> <p>Sharp reported that City Hall has closed to the public except by appointment. At this time, several other city facilities are also offering reduced or modified hours and services.</p> <p>Odell reported that Youth Services continues to provide a lot of virtual programming. They are getting good feedback. Youth Services has begun assisting with curbside service due to the need for extra help there. They are continuing regular duties such as the picklist and shelving. The Winter Reading Program begins in January. That will again be held online through Beanstack. Typically Youth Services would have the Summer Reading Program pretty much planned out by now, but with so much pending due to COVID, they are still planning.</p> <p>Lyle reported that Information Services is also planning for their Winter Reading Program. They are excited about the programming theme for 2021: Start Something New at your Library. To encourage participation in the Winter Reading Program, there will be more prizes and participants will be able to earn badges through the Beanstack program. Take Home Creation Studio kits continue to be very popular. Information Services will be hosting two take-home kit programs in December. For 2021, Information Services is planning to host a job search and resume creation</p>
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Friends Report	Odell/Lyle		<p>program with an expert from Blackhawk College, Free Comic Book Day, and what the Summer Concert Series may look like. 2021 is also a Global Gathering year, so they are working on that. In Technical Services, Mulcrone has been working on making the library catalog easier to browse. Additionally, the library is seeing record use of online services, especially the online tutoring service HelpNow. In December, through the state library, the library will begin hosting a Live Chat service on the library website, through which patrons can contact library staff.</p> <p>Gibbs reported that curbside has been busy. They have between 900-1,000 items on hold per day. Every day they get a list of 300-600 items to select from library shelves that go out to people requesting holds. They are offering more curbside appointments now that the library is curbside only. They are filling 75-90% of those appointments.</p> <p>Lyle reported that the Friends book store has been going great. Their projection was exceeded in the first two days and traffic has been steady. The Friends have resumed donation activity. Sharp noted that she has been working with the Friends and City Signage to get some new signs made to support that service. Lyle and Odell have been working with the Friends to help with shelving needs, carts, etc. It has been going well and is a good use of the space.</p>
6. Policies/Contracts	Sharp	No Report	<p>Sharp had no policies for review, but noted that she would be submitting some prior to her retirement. All job descriptions are up to date and all policies are on schedule.</p>
7. Governance <ul style="list-style-type: none"> • Library Director's Retirement/Recruitment 	Rabine/Brandtner/Lindquist	Update	<p><i>Discussion of Item 7 followed Item 4</i></p> <p>Rabine noted that the hiring committee met with Kathleen last week. He deferred to Lindquist for a report.</p>

			<p>Lindquist reported that the committee met and reviewed candidates, of which there were about 16. They took about an hour and a half vetting them and came up with about half of those applicants who will go on to the next round. Those people have received a short questionnaire that they need to complete and get back to the committee by the end of the day on 12/21. The committee will further review the candidates based on those answers. Shortly after the holidays, before January, the committee will reconvene and see who they want to ask to move forward. Lindquist noted that he was pleased with the number of applicants as well as the quality of the applicants.</p>
<p>8. Community City Relations</p>	<p>Lindstrom</p>		<p>Sharp noted that the Budget Season has started in the City. Postage rates are going up, so Sharp did ask for additional funds in that budget line, as well as staff development and return to regular collection capital outlay levels. The rest of the budget is essentially the same as last year. She is hopeful that next year, staff will be able to go to conferences. Generally the Library Board reviews and approves the budget in February before it goes to Council in March. Sharp will have a draft budget available at the February meeting.</p> <p>Sharp noted that at the November meeting, the trustees had discussed requesting administrative support for face-covering age ranges to be lowered. City Administration did take action in response to the governor's recent proclamation. The age range has been lowered to 2 years in accordance to Reynolds's proclamation. That moved forward by virtue of state recommendation.</p> <p>Lindstrom had no update.</p>

9. Employee Appreciation	Wagle/Lewis		Wagle and Lewis will reach out to Sharp and Covella to plan a holiday staff lunch.
Next Meeting – January 14, 2021 at 5:00 pm. Adjourn	Rabine		Motion to adjourn by Lewis second by Wagle. Meeting adjourned at 6:05 p.m.