

Bettendorf Public Library  
 Information Center  
 Board of Trustees Meeting  
 Thursday, January 14, 2021  
 5:00 P.M.  
 Online Meeting

Public Location: Bettendorf City Hall, Large Conference Room



Agenda Item	Responsibility	Action	Result
1. Roll Call	Covella		<p><b>Present:</b> Kathy Brandtner, Cindy Lewis, Doug Lindstrom, Darrin Lindquist, David Pratt, John Rabine, Archana Wagle  <b>Absent:</b> None  <b>Others present:</b> Hayleigh Covella, Heather Gibbs, Karly Lyle, Paul Odell, Sharon Sarver, Susan Sharp</p> <p>Rabine called the meeting to order at 5:04 p.m.</p> <p>The Bettendorf Public Library Board of Trustees met remotely, via conference call, for the meeting scheduled on January 14, 2021.</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.</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>
2. Consent Agenda <input type="checkbox"/> Approve Meeting Agenda: January 2021 <input type="checkbox"/> Approve Meeting Minutes: December 2020	Rabine	Approve	<p>Motion by Brandtner, second by Lindquist to approve the Consent Agenda as presented. Motion carried.</p>

<input type="checkbox"/> Approve Payment of Library Invoices: January 2021			
3. Public Forum (limit of 3 minutes per person)	Rabine		No respondents.
4. Correspondence	Sharp		There was no correspondence.
5. Director's Report	Sharp	Updates	<p>Sharp reported that, commensurate with local COVID rates, the library has resumed in-person public browsing and continues to offer curbside service. Other library services remain as they were last fall. Sharp continues to keep an eye on local COVID rates.</p> <p>Sharp reported that budget season is underway. She submitted budget information to City Finance on December 9. The Trustees will consider approval of the Library budget at the February meeting. Sharp has included the city's budget adoption schedule in the trustee packets.</p>
Friends Report	Odell/Lyle		Lyle reported that the Friends Book Store has been doing very well and that the Friends have been able to recruit some new volunteers to help staff the store.
Foundation Update	Sarver/Brandtner		<p>Sarver reported that she is finalizing numbers for the annual appeal. So far, at \$35,000 this year's appeal has generated \$10,000 more than last year's.</p> <p>Sarver noted that today, she and Christine Garrow were at Ascentra filming the Booker Bear video, which will be part of this year's socially-distanced Booker Bear celebration. Mayor Gallagher read a book on the video, which will get children started with their first book of their goal of 10.</p> <p>Brandtner reported that at the Foundation meeting on Tuesday, they discussed the cancellation of this year's Summer Concert Series. The Foundation was not comfortable canceling the Series this far in advance of</p>

the series. Foundation members approached Brandtner and asked her to bring their concern to the Board. The Foundation would really like to have some form of Summer Concert Series.

Sharp explained that the Library canceled the SCS because in a typical year, this is the time during which they would be scheduling performers and finalizing contracts. However, there is no way to determine what the COVID situation will be like by summer, and the library has no way of guaranteeing that a summer concert would meet guidelines for social distancing. There is a risk that holding one of these concerts could cause a super-spreader event. Sharp noted that library staff looked into holding the concerts online, but that was not attractive to performers. Sharp asked the Board to consider the precedent being set where if the Friends or Foundation are unhappy with a decision, they can come to the Library Board to get a different outcome. Additionally, staff is already devoting a significant amount of time to developing online/virtual programming. To ask them to plan traditional programming on top of what they are already doing would exhaust an already exhausted staff.

The Trustees discussed the Summer Concert Series and were in agreement with the decision to cancel the event due to COVID risk. Brandtner will let the Foundation know that the Board has decided to back the director and management team and will decline having any concert series this summer/fall. Rabine asked that Brandtner incorporate the amount of energy and time it would take staff to hold the series this year. Sharp noted that staff has been going unbelievably beyond the local and state standards. She thinks it's important to expect that some services may not return to normal when there's no immunity in the community.

Division Updates	Division Heads		<p>Lyle reported that Information Services launched their Adult Winter Reading Program in January. There are currently 44 people registered. Recently, Maria Levetzow appeared on <i>Paula Sands Live</i> to promote the library's take-home kits. Coming up, Information Services will host job searching skills and resume building programs in collaboration with Blackhawk College. There are also some pre-recorded and live programs for people to participate in from their own homes, including a Facebook Live streaming of <i>Harriet Beecher Stowe</i> in February. The library launched a new service, 360 Chat, which allows patrons to ask questions, schedule curbside appointments, etc. through the library website's chat feature. That service is seeing a lot of use. Finally, Cody Noble has reestablished delivery to eldercare/retirement facilities in the area through a completely no-contact outdoor delivery program.</p> <p>Odell reported Christine Garrow was recently on WHBF promoting library programs. The virtual programs and craft kits are very popular. The Winter Reading Program in Youth Services has been off to a slow start with 54 children and 11 young adults currently signed up. Last year they had 600 signups. Odell reported that one of the Youth Services Clerks retired, leaving a 19-hour position available. They were able to combine that 19-hour position with another open 19-hour position to create a single 38-hour position, which makes scheduling and coverage easier and helps promote retention of staff. Sharp noted that combining positions is a strategy she implemented when she started as Director at BPL and is a strategy she would recommend continuing.</p> <p>Gibbs reported that they have been getting a lot of positive responses from patrons for opening up the library to public browsing. They are continuing to offer the same number of curbside appointments, but the</p>
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			number of scheduled appointments has dropped. Additionally, Circulation has filled a 19-hour clerk position.
6. Policies/Contracts <ul style="list-style-type: none"> <li>• Gift and Donor Policy</li> </ul>	Sharp	Approval	<p>Sharp noted that after review by her and the Division Heads, she determined no changes are needed to the Gift and Donor Policy. This policy has worked well for all types of donations.</p> <p>Motion to approve Gift and Donor Policy by Brandtner, second by Pratt. Motion carried.</p>
7. Governance <ul style="list-style-type: none"> <li>• Library Director's Retirement/Recruitment</li> </ul>	Lindquist	Update	<p>Lindstrom reported that the Hiring Committee reduced the number of applicants down to six, all of whom received questionnaires. They are now down to four applicants. At this point, they have conducted two interviews and will conduct two more on the 22<sup>nd</sup>. After the next stage of interviews, they will look at bringing finalists in for a tour of the library. Sharp asked when they expect to extend an offer and what the start date will be. Lindstrom suggested asking Kathleen Richlen for more information, but that the plan is currently to have some overlap between Sharp's retirement and the new Director's start date. Sharp expressed concern about having two directors in the building at the same time, both for the directors' and staff's sake. The Board discussed the overlapping positions. Sharp noted that the Division Heads and Managers have been preparing for Sharp's retirement and the transition. Sharp will pass her concerns along to Kathleen Richlen.</p>
8. Community City Relations	Lindstrom		There was no report.
9. Employee Appreciation	Wagle/Lewis		There was no report.
Next Meeting – February 11, 2021 at 5:00 pm.  Adjourn	Rabine		<p>Motion to adjourn by Lindquist, second by Wagle. Meeting adjourned at 6:10 p.m.</p>