

Bettendorf Public Library
 Information Center
 Board of Trustees Meeting
 Thursday, February 11, 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>Present: Kathy Brandtner, Cindy Lewis, Doug Lindstrom, Darrin Lindquist, David Pratt, John Rabine, Archana Wagle Absent: None Others present: Hayleigh Covella, Heather Gibbs, Karly Lyle, Paul Odell, Susan Sharp</p> <p>Rabine called the meeting to order at 5:02 p.m.</p> <p>The Bettendorf Public Library Board of Trustees met remotely, via conference call, for the meeting scheduled on February 11, 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: February 2021 <input type="checkbox"/> Approve Meeting Minutes: January 2020	Rabine	Approve	<p>Motion by Wagle, second by Lewis to approve the Consent Agenda as presented. Motion carried.</p>

<input type="checkbox"/> Approve Payment of Library Invoices: February 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 the Board has been working on hiring her replacement. Sharp's last day will be in two weeks. Odell will be the Interim Director. Sharp has created a file on the Director's computer drive containing information and documents for the incoming director.</p> <p>All library policies are currently up to date. Odell and Lyle have been working on updating the Program Development Policy, which Sharp recommends reviewing as part of the next round of policy updates.</p> <p>Plans for resuming on site services remain static, with no recommended changes in library programming moving forward. The face covering policy remains in place on the Learning Campus, as supported by City Administration and the City Attorney.</p> <p>Sharp included a draft of the Library Budget in the Board packet. There is a minor reduction in the Administrative Salaries line due to Sharp's retirement. The collections and staff development budgets have been reinstated. The City has also budgeted for a replacement for the library car, which was damaged during last summer's derecho. The budget will move forward to the County Auditor's office on March 15.</p> <p>Sharp noted that the Foundation has decided to hold off on funding allocations until the new director starts, but division heads continue to work on grants in preparation for that time.</p>
Friends Report	Odell/Lyle		There was no Friends update.

<p>Foundation Updates</p> <p>Division Updates</p>	<p>Sarver/Brandtner</p> <p>Division Heads</p>		<p>There was no Foundation update.</p> <p>Odell reported that the Winter Reading Program ends this week, and that numbers are about half of what they were last year. That is disappointing, but not unexpected due to the weather and COVID. They are currently working on ideas to increase signups for the Summer Reading Program, including working with Sharon and the Foundation on sponsorships. In-person browsing has picked up and Youth Services is seeing less overflow of materials as a result. Youth Services continues working on virtual programming. They are currently developing a plan for a virtual Battle of the Books.</p> <p>Karly noted that Information Services also had about half as many signups for the Winter Reading Program as usual. Their materials circulation has picked up with in-person browsing. Though Information Services does not usually see much demand for career services, with the pandemic they have been hosting resume and job searching programs and have been getting a lot of interest. Since starting online book discussion groups, Information Services has had more authors and their representatives reach out and asking to join. In March, author Hank Phillippi Ryan will be joining the Mystery Book Discussion Group for their discussion of her book. Virtual programming continues to go well, including the recent virtual Community Connections performance and usage of some of the new online subscription services such as CreativeBug and Flipster. The library's community outreach programs are back in modified form. The library currently has outreach in place with three different facilities and is working on a by-mail version for homebound persons.</p> <p>Heather reported that Circulation has seen a large decline in curbside service requests with the reopening</p>
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			of in-person browsing. They have moved curbside services to the drive-up window. Circulation has filled a shared full-time position, which was vacated by an employee retirement in December.
6. Policies/Contracts • None	Sharp	Approval	
7. Governance • Library Director's Retirement/Recruitment • FY22 Budget Approval	Lindquist Sharp	Update Approval	Kathleen Richlen will be contacting all Board members on Friday with an update. Motion by Rabine, second by Lindquist, to approve the FY22 budget as presented. Roll call vote: Brandtner – yes; Lewis – yes; Lindstrom – yes; Lindquist – yes; Pratt – yes; Rabine – yes; Wagle – yes Motion carried.
8. Community City Relations	Lindstrom		There was no report.
9. Employee Appreciation	Wagle/Lewis		There was no report.
Next Meeting – March 11, 2021 at 5:00 pm. Adjourn	Rabine		Motion to adjourn by Lindquist, second by Lewis. Meeting adjourned at 5:48 p.m.