

BETTENDORF PUBLIC LIBRARY INFORMATION CENTER
 BOARD OF TRUSTEES MEETING
 THURSDAY, AUGUST 14, 2008, 4:30 P.M.
 MALMROS ROOM

Agenda item	Responsibility	Action	Result
1. Roll Call	Barrett		Present: Cameron, Cruise, Hartsock, Herzberg. Absent: Brandtner, Laas, Voigt.
2. Consent agenda <input type="checkbox"/> Approval of agenda <input type="checkbox"/> Approval of minutes of June 2008 <input type="checkbox"/> Approval of bills for July, August	Board	Decide	Motion by Cruise, second by Cameron to approve the Consent Agenda as presented. VOTE: Ayes: Cameron, Cruise, Hartsock, Herzberg. Nays: None. Absent; Brandtner, Laas, Voigt. Motion carried.
3. Public Forum (limit of 3 minutes per person)			There were no respondents.
4. Correspondence	Director	Point out important items; pass around to read	The folder was passed around for viewing.
5. Governance Committee	Hartsock	Report	President Hartsock reported that she spoke to Board Member Scott Voigt and they concluded that due to his current job situation of being out of town so often, it would be best if he resigned from the Board. The Director reported that both Tom Cruise

			and Patty Herzberg have been re-appointed to the Board for another 6-year term.
6. Community City Relations	Voigt/Cameron	Report	No report.
7. Employee Appreciation	Brandtner Laas	Report	No report. Herzberg commented that she thought the Volunteer Breakfast turned out very nicely and was well-received.
8. Library Foundation	Herzberg	Report	Herzberg reported that the next Foundation Meeting will be August 25, so she had no new information to report. She reminded members that the upcoming Doodle Day is the evening of October 16.
9. Legislative Liaison	Cruise	Report	No report.
10. Friends of the Library	Barrett	Report	The Friends Fall Book Fair will be held October 3, 4, and 5.
11. Recruiting Board Members	Hartsock	Discussion	Hartsock stated that as previously mentioned, Scott Voigt will be resigning from the Board and there is a need to replace his position. A discussion was held and members were asked to provide the Director with any suggested names for possible selection. The Director will work up a list of possible recruits to be provided

			to the Mayor for possible consideration for appointment.
12. RFID Grant Proposal to the Foundation	Nielsen	Discussion	<p>The Director reported that he has written a grant to the Library Foundation to cover a portion of costs to begin the process of switching the library to and RFID security system from the current TattleTape security system. The grant would be used to begin tagging books and cover a beginning portion of the total \$300,000 cost to implement the complete system. Once in place, the system will greatly assist staff in efficient materials procedures including checking in and out, as well as the security aspects.</p> <p>Several Iowa libraries, including Iowa City have already implemented the system; local libraries, including Davenport, are taking the first steps toward implementing the system.</p> <p>The Director will put together a field trip to view a system to allow staff and Board Members see a working system.</p>

13. Availability of Reports online	Nielsen	Discussion	The Director will be working toward utilizing a new website that could allow Board Members to securely view all reports and information online. More information will be provided as it becomes available.
14. Libraries Together Meeting	Nielsen	Report	The Director reported that the next Libraries Together meeting has been scheduled for Tuesday, August 26 and includes an invitation to the Library Board Members of the four local libraries, as well as State Legislators. BPL's Director will provide a short presentation on statistics, providing an overview of such information as circulated items and ILLs, broken down by library.
15. Update on front cameras	Nielsen	Report	The new upgraded color camera system will be installed sometime in the next month. The cameras will provide clear identification of individuals and will be located both inside the lobby and outside the front of the building. The system will be viewable within the library, but will also be tied into the Bettendorf Police Department, 24/7.

16. New Timesheet process	Nielsen	Report	The Director is working on a system to simplify the library's timesheet process concerning leave time.
17. Kids Experience/Summer Reading	Finley	Report	Staff person Tami Finley gave a brief overview of the upcoming Kids Experience event to be held all day throughout and on the grounds of the library on Saturday, August 23. There is no registration required and it is expected to be well-attended. There will be classes every half hour in all areas throughout the library, with a petty zoo outside.
18. New faxing Policy	Levetzow	Report	<p>The library's current Fax Policy states that the library does not provide faxing for the public. Previously, the library provided faxing, but it was decided that it was too time consuming for staff to continue and that service was discontinued and removed from the policy.</p> <p>Although faxing is not as popular as it once was, it is still requested by the public. The City's IS Department has offered to provide the library with a faxing unit, as well as a Vonage telephone line</p>

		<p>at no cost to the library. The fax machine would be placed near the public copiers and it would become a self-service for the public. Staff will monitor any changes approved and determine its value.</p> <p>Motion by Cruise, second by Cameron that the Board accept the revised Fax Policy as presented, with a review of the policy in 90 days.</p> <p>VOTE: Ayes: Cameron, Cruise, Hartsock, Herzberg. Nays: None. Absent: Brandtner, Laas, Voigt. Motion carried.</p>
<p>19. City Wide Marketing Effort</p>	<p>Nielsen</p>	<p>Report</p> <p>A proposal for a portion of the funds earmarked for city-wide marketing was recently presented to City Department Heads. A thumb drive will be made available to residents of Bettendorf and it will outline an overview of services provided throughout the City.</p> <p>The library's Director will assist in the implementation of this program and help teach City staff how to load each department's individual information.</p>

20. Next Board meeting	Hartsock	Discussion	The next Board Meeting will be held the 2 nd Thursday of September, on the 11 th .
Trustee Forum	Board	Discussion	No action was taken.
Adjourn			The meeting adjourned at 5:55 p.m.