

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE SEPTEMBER 20, 2022 MEETING

The monthly meeting of the Davenport Public Library Board of Trustees was called to order at 12:02 p.m. on Tuesday, September 20, 2022 by President Steve Imming. The meeting was held in Meeting Room C of the Main Library.

A roll call was held for attendance with Malavika Shrikhande (exited at 1 p.m.), Amanda Motto (exited at 1:05 p.m.), Judie Lance, Joe Heinrichs, Craig Cooper and Steve Imming present in-person or via Go To Meeting. Sylvia Roba arrived at 12:05 p.m. and Tom Engelmann and Laura Genis arrived at 12:07 p.m. Others present: Jeff Collins, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, HR Operations Manager; Jason Orr, IT Supervisor; Kasey Shipley, recorder.

Shrikhande motioned to approve the consent agenda with a second by Cooper. Shrikhande, Motto, Lance, Heinrichs, Cooper and Imming all voted yes to carry the motion.

Public with Comment: None.

FRIENDS Report: In the absence of the FRIENDS' Board president, Imming recapped highlights of their meeting last week which he attended. Reiling presented to the FRIENDS for the funding of a project she will also present at today's meeting. The FRIENDS voted to approve the support of a food pantry at Fairmount aimed at providing snacks for kids that come to that location. A \$1500 commitment was made to go from now through the next calendar year. Collins' noted that they also had a suggestion from staff to change the t-shirts they have as a fundraiser on their website to America Needs Public Libraries rather than Davenport Needs Public Libraries as it may get more sales. The FRIENDS accepted that suggestion and will also have shirts that say I Read Banned Books, with FRIENDS logo, available for a short time.

Finance: Engelmann had not yet arrived, so Heinrichs reported. He did have a question on the software costs in the Budget Recap that were over the allocated budget. Collins was ready for the question as Engelmann had spoken to him about it. Collins noted he had researched it after seeing it was 132% for that line and 84% for the line "226 Maint/Machines & Equipment". Essentially, the City follows guidelines set by the Government Accounting Standards Board for best practices of accounting in their order 87 from 2017. Expenses for contracts should be expended in the year they cover. To comply with this standard, the City moved approximately \$32,500 paid in last fiscal year to this fiscal year. Moving forward we will align our contracts with the fiscal years and figure a way with the City Finance Department to replenish those funds to pay up to next fiscal year's start.

Personnel: Motto had nothing to report.

Advocacy: Shrikhande thanked Reiling and staff on the Diversity, Equity and Inclusion (DEI) committee as she serves as the Board liaison on that committee. At the last meeting, they reviewed the Makerspace Policy and a LibGuide that was created by the Library Social Worker on Black, Indigenous and People of Color resources. This list can be found on the Library website under Electronic Resources and she encouraged everyone to read it. It could allow staff to direct patrons to resources when the social worker is not in. Another from the committee viewed a Coursera course on mentoring diverse populations for future employment opportunities and reported on that topic. Shrikhande worked with Mercado's Maria Ontiveros on attaining prizes for Hispanic Heritage Month reading challenge.

September is library card sign-up month. There has been social media coverage on “What does your Library card do?” from City staff holding an oversized Davenport Public Library card and sharing how they use their library card. If you are interested in participating, contact Brittany Peacock. A member of the community was not aware of the Book A Librarian service, so Shrikhande explained how to utilize that program to them. Lastly, she has sent personal notes on some postcards sent for the Makerspace inauguration after running it by Imming and Jerry Skalak, the FRIENDS president. She signed those on behalf of the Library Board of Trustees.

Director’s Report: Collins wanted to expand on the roll out of the Vega Discovery catalog from his written report. Library employees working on the project to configure for Davenport’s environment include Bianca Sierra, Merideth Willett and Orr. A soft launch is expected November 1 with a formal roll out on January 1, 2023. The Community Outreach and Marketing Team led by Peacock will market it to prepare users for the change. The new catalog will look different but there will be access to the classic catalog if users prefer it. The new page will have a white screen and search bar, similar to a browser home page. A roll up feature that staff is excited about will show all formats for a title and puts it on one record. There are still some kinks to work out, such as when an item is not in the RiverShare catalog. In the classic catalog you can select Mobius or Prospector for items not available through RiverShare and it remembers your search. You need to re-type the search if trying that as an alternative from Vega Discovery. There is not a way to select “Borrow by Mail” at this time. Davenport is the only library in RiverShare using that as a pick-up point. Williams and staff are working on filling the many vacancies created by recent resignations and promotions. The café space at Eastern did not garner any interest in the Request for Proposals over the summer and none of the three leads that have inquired since have panned out. Staff has suggested placing vending machines or self -service coffee in the space. Reconfiguring the space for more book sale space, a gift shop or setting up an open mic stage have been other suggestions. Collins is seeking guidance from the Trustees on the future of the space since the café vendors have had limited success since Eastern opened in 2010. Genis inquired about Café d’Marie and Collins shared that they asked to be released from the lease due to a change in circumstances and the Board agreed to it. Shrikhande mentioned possible partnerships with either Davenport Community Schools or Eastern Iowa Community College on a café space run by their culinary students. Roba said the EICC coffee shop at the Urban Campus is run by a third-party vendor and Genis said she thought they tried having it run by students and that didn’t work out. Roba commented she like to see a coffee shop on every corner as she is a fan. Heinrichs noted that Burlington Public Library used to have a café run by handicapped individuals. Roba noted that the equipment is very expensive and that may be a hurdle for finding a vendor. She is willing to speak with some café owners on the opportunity. Collins shared information on what equipment is in the space. After more discussion, Imming said it will go on a future agenda. The signage project at Main is complete and Collins noted new signs will be explored for the branches. Ongoing behavior issues at Main are being addressed. Reiling did an audit on frequently challenged books and was pleased to find they have not been taken from our buildings. Summer Reading exceeded expectations and was up 54% from last year. If you are able, please attend the October 12 City Council meeting at 5:30 p.m. when the Summer Reading Program trophies will be awarded to Hayes and Trinity schools. Each winner will also get \$1,000 in books for their school library. New Reading Challenges include Hispanic Heritage Month, mentioned by Shrikhande earlier, and Teen Reading Challenge in October. The registration for many youth programs has been lifted and now only in place for those programs that require supplies. This was in place due to COVID to limit attendance. Collins asked the Trustees to take a look at all of the future programs; there are many. It is Library Card sign-up month and Trunk or Treat is also coming up in October.

Council Liaison: No report.

Old Business: Engelmann motioned to approve the Makerspace Policy with a second by Shrikhande. Collins reported two changes from the version reviewed and edits suggested by Trustees in August. One was defining a makerspace in the first paragraph; the second clarifies accommodations needed in bullet point #15. Roba, Motto, Genis, Lance, Heinrichs, Engelmann, Cooper, Imming and Shrikhande all voted yes to approve the policy.

New Business: The first item of new business was to rescind the COVID-19 Pandemic Policy. Engelmann motioned to approve with a second by Cooper. Collins reported this was created in response to the COVID-19 health crisis in May 2020 and edited a few times. It was last revised 18 months ago and staff feels that it is no longer needed. It can be revisited in the future if needed. The City has revoked all restrictions, per Collins in response to a question from Engelmann. Motto, Genis, Lance, Heinrichs, Engelmann, Cooper, Shrikhande, Roba and Imming all approved. The second item of new business was to approve the FY2024 Business Plan. Imming noted this is part of the City's budget preparation process and an extension to the City's deadline so the Board can approve. Heinrichs motioned to approve and Shrikhande seconded. Collins shared that there were some changes to the format this year and that any of the highlighting in turquoise can be changed. The plan is recommended with Library Administration and Supervisory staff input. Imming asked about autorenewals that cannot be reported as a checkout and Reiling said those are not part of the statistics reported. Genis, Lance, Heinrichs, Engelmann, Cooper, Shrikhande, Roba, Motto and Imming all approved the Business Plan. The third item of new business was to discuss the Filming and Recording Policy. Collins read through the summary sheet provided with the proposed policy noting the intent of it is to provide direction to staff in cases where the public is filming within the Library. It is within First Amendment rights to do so, and Iowa is a one-party consent recording state. The Trustees can establish rules to prevent going into staff only areas and prevent the harassment of patrons and staff. Best practice is to ignore someone that is recording unless they interfere with the employee's ability to do their job. "Staff Only" signs are posted and some doors that were previously unlocked are now locked during open hours. RAILS (Reaching Across Illinois Library System) provided a template for the document. The policy also covers media requests, the recording of Board meetings and the use of security cameras. A copy was sent to City Legal on August 29 but a reply has not been received. The recommendation is to only discuss at this meeting and come to the Board for approval in October. A First Amendment audit has not happened at any of the Davenport Public Libraries, but Collins experienced it at other libraries where he was employed. Engelmann inquired about the harassment of staff or other members of the public and Collins noted that response is covered by the Behavior Policy. The fourth item of new business was a presentation on a project to enhance the youth areas. Reiling shared information on what is currently at each location's children's area. The educational and interactive play opportunities is what the Library is seeking to enhance in each location. Having these areas would make it a destination for children and their caregivers. Large signature pieces, kiosks and educational panels would engage children in learning through play. Early literacy is critical for lifelong learning. Reiling share some recent statistics from the Davenport School District regarding the percentage of those reading at grade level. At the third-grade level, only about half are reading at their grade level. The Burgeon Group utilizes the Public Library Association's Every Child Ready to Read concept of talking, singing, reading, writing and playing in their design. The overall theme, to create a unified vision, is nature. The Main Library would be Riparian/River, Fairmount would be Woodlands/Wetlands and Eastern would be Prairie. One prominent point of entry would be part of the design, a large signature piece in the middle of the space, one to two mid-sized pieces, and 8-15 interactive panels on the ends of ranges. The timeline shared with the FRIENDS to potentially take on this project would be a quiet phase now through October 31 with grant opportunities and a bequeath, a public phase in November using the annual appeal and Giving Tuesday

to kick it off and ending in March. The goal would be to have enhancements in place by the end of 2023. A firm commitment has not been requested of, or given by the FRIENDS; this was shared informationally to them to consider matching funds up to \$500,000. Collins said there is a grant submission to Regional Development Authority for their September 30 deadline and when the exact amount of the bequeath is known, that will be shared with the Board. The goal of fundraising is \$1 million to make good spaces we have now into great spaces for children and their caregivers to enjoy high-quality, self-directed learning play. This is a one-time, life of the equipment project.

President's Comments: To keep it brief, Imming noted it is banned books week.

Board Training: Jason Orr, Library Information Technology (IT) Supervisor presented information from 1:02-1:17 p.m. on what his department does at the three libraries. The Library information technology budget is funded by the Electronic Replacement Project (ERP) as part of the City's Capital Improvement Program. Orr provided a hand out to the Board noting the annual budget amounts for the past 10 years. It has been at \$110,000 annually for seven years. If you stand anywhere in one of our Libraries and look around, you will see some sort of technology that IT manages. Computers, cameras, access points; technology in so many aspects of what we do at the Library. As the Library has grown the IT department and budget have not. The IT budget was cut in half in FY17 and stayed the same amount since that year. A larger part of the budget in these times is for software rather than hardware. Many vendors now have a subscription model with an annual cost rather than licensing for the life of the product. Orr shared cost comparisons of a few software products related to security and the Library's intranet from FY17 to FY22 and their rate of increase. Expanding services like the gaming laptops at Eastern to other locations is not possible within the constraints of the budget. For the future of Library technology needs and the change of industry trends, Orr noted that best practice on the life of a computer is three to five years. We have computers that are eight years old. Software as a Service (SAAS) with software publishers moving to the subscription model has lower up-front costs but higher long-term costs. Imming wondered how the City's IT budget is and if they are in the same situation. Engelmann noted the revenue streams for the operating and capital budget are different. In closing of the training, Orr noted that two people cover three buildings of equipment.

With no further business, Engelmann motioned to adjourn at 1:21 p.m. Roba seconded and all approved.

Respectfully submitted,

Kasey Shipley, recorder