

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:02 p.m. on Tuesday, December 18, 2018 in the Director's Office of the Main Library.

Present: Matt Casillas (12:02), Craig Cooper, Tom Engelmann, Steve Imming, Amanda Motto (12:05), Naghme Motto (12:03), Sylvia Roba and Malavika Shrikhande. Absent: Judie Lance.

Guests: Laura Genis, FRIENDS of the Davenport Public Library Board President; Marion Meginnis, City Council/Board Liaison.

Library staff present: Amy Groskopf, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, Recorder.

Engelmann motioned to approve the consent agenda. Shrikhande seconded and all approved the motion.

Public with Comment: None.

FRIENDS Report: Genis reported there was a capital campaign meeting held last week with the Library Strategies consultant, Stu Wilson, on a conference call. Megan Stopulos chaired the meeting in which they assigned committee members to contact those on their lists of potential donors. The January 8th meeting will be a long lunch meeting with the FRIENDS board, the capital campaign committee and two representatives from Library Strategies in attendance to train the group on soliciting donations from businesses, organizations and individuals. The FRIENDS membership committee is working on what being a FRIEND member means as there is confusion. Library card holders have been confused at some recent events when speaking with FRIENDS board members, thinking their library card is their membership. The investment policy proposed revisions will come to their board for review in February, to the investment advisor after that, then back to the board for approval in March. A request for proposal for investment services will be done later in 2019 as it has not been out in quite a few years. The special events/special projects committee is working on reinvigorating the Facebook page. Groskopf announced the FRIENDS Facebook page was created within the last hour. Shrikhande will share on Facebook. Genis said the behind the scenes support by the trustees, whether sharing on social media or providing financial support, is important and appreciated. Cooper asked if the capital campaign committee could share their list of potential donors with the Trustees. Genis will take the request to the committee to see if they'd like the help of Trustees and any relationships they can help with in "asks" for the campaign.

Finance: Engelmann noted the maintenance budget is over budget. Groskopf reported there is another line for that fund in the budget. She also pointed out on the Miscellaneous Revenue and Expenses there is now a line for café rent. It will be used for maintenance or cleaning related to the café. Bubble Tea may be offering panini sandwiches and quick coffee in carafes in the near future.

Personnel: Casillas will send a survey to the board and asked for responses back within two weeks. He'd like Groskopf's review on the January agenda. She can determine if she'd like it held in closed session.

Advocacy: Shrikhande will send dates for Riverbend Food Bank backpack packing event to the board. Please reply with your preferred time. She will then create a SignUpGenius link with the most popular time to send to others that may be interested in the event. FRIENDS Board, family/friends, staff, etc. She also reported on a site she'll share with the Board; one created by librarians in Norway and Sweden where public, private and academic libraries can share information about their buildings, services, etc.

Director's Report: Lexie Reiling was introduced as the new Assistant Director. She previously held the Youth Services Supervisor position, which is now posted. The new Community Outreach Supervisor, Brittany Peacock, begins on January 2. Peacock most recently worked at Bettendorf Public Library, but held a similar position at Mt Pleasant Public Library when she was Youth Services Supervisor there and did a lot of outreach. Groskopf encouraged the Trustees to look at a video link on Des Moines Public Library's website entitled Five Simple Steps. It encourages easy things to do with children as young readers. There will be an African-American literary read-in at Fairmount on February 28. If you have a favorite passage from an African-American author and would like to read, please let Groskopf know. The event is

geared towards adults. Groskopf provided an update to the November meeting news regarding Blu-ray dvds found at a pawn shop. All those confiscated at the pawn shop have been returned to the library. Some were damaged beyond repair but those in good shape will be re-added to the collection. Charges will be pursued against the person that pawned the dvds. Groskopf will ask the board to approve making juvenile items fine-free in January. She has spoken with the City's Finance Director on the matter. Roba wondered if we'll be able to track results; Groskopf replied that many libraries have found items are more likely returned and users return to the library without perceived "shame" of overdue fines. Groskopf showed some preliminary renderings from Legat that will be used for the fundraising casebook with a few more tweaks. Views include the first floor lounge space just inside the entry, children's area, computer area with maker space, and teen area. As part of her report, a document from Davenport Reads was included. It showed proficiency test results from children participating in second grade tours that returned and checked out items, as well as those that participated in the summer reading program. She hopes for even better results once the Ascentra Credit Union "Cool Reader" program is rolled out to second graders at three Davenport Schools. Shrikhande mentioned that Central High has a "McKinley Mentors" program with second graders at that school, pairing them with high school students. Engelmann had a question regarding Groskopf's written report that mentioned the city council approving the first reading of the local landmark status on December 12. He asked Meginnis if she knew of any concerns council may have to it. She did not.

New Business: Engelmann motioned to approve the revisions to the Confidentiality Policy. Shrikhande seconded the motion. In discussion, Engelmann asked if the change was triggered by the relationship with the school district and sharing information. Groskopf replied in the affirmative and she wanted it stated clearly in the policy. All approved the language revision to the policy. Imming suggested some items to add to bylaws, and held a discussion of many he'd seen in other library board bylaws. He will work on including those in the revision of the bylaws to present at a future meeting. Expanding on how officer candidate selection is done and if a nominating committee would be useful may be one topic to address in revisions. Regarding liability covered in other's bylaws, Groskopf reported the Trustees are covered by the city insurance for actions; Engelmann wondered if the city legal department would defend actions as they do for city council. Groskopf noted that the library personnel manual states family of Trustees cannot be hired to work at the library as it could be a conflict of interest. Any need to expand on meeting attendance by electronic means? Some libraries had some rules in place for those held by conference call which may be helpful. Something to add to monthly email packet is notice given if you can attend by phone, if needed, for quorum.

Old Business: None.

Board President's Comments: The board received a Christmas card from the Special Collections staff. Shrikhande mentioned Kathryn Kuntz, Special Collections Supervisor, has been presenting a series on book arts which has been very interesting.

With no further business, Engelmann motioned to adjourn at 1:15 p.m. Shrikhande seconded and all approved.

Respectfully submitted,

Kasey Shipley, recorder