

President Steve Imming called the September 19, 2017 monthly meeting of the Davenport Public Library Board of Trustees to order at 12:02 p.m. The meeting was held at the Fairmount Branch Library in the Brooke Room.

Present: Matt Casillas, Tom Engelmann (arrived at 12:10), Steve Imming, Judie Lance, Amanda Motto, Naghme Motto, Sylvia Roba and Malavika Shrikhande. Absent: Craig Cooper.

Library Staff Present: Amy Groskopf, Library Director; Michael Priest, Assistant Director; Jennifer Williams, Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, recorder.

Shrikhande motioned to approve the consent agenda. N. Motto seconded the motion and all present approved.

FRIENDS Report: Imming reported the FRIENDS' financial advisor was at the last meeting and all looked good on that front. A literary pub crawl is being explored for the spring in the downtown area. Groskopf noted that Ames Public Library held one where each participating bar picked a book and created a theme to decorate their establishment and some created signature drinks. It was successful in bringing awareness of the library to millennials and a good time was had by attendees. Imming noted that the week of Oct 15-21 is Friends of Libraries week. Watch for promotion of memberships on their new website

Finance Committee: No report.

Personnel Committee: Roba reported the committee will set a meeting with Groskopf at the end of this meeting for her annual review.

Director's Report: The re-lamping of the Special Collections department has not gone out for bid yet, but the approval is likely to be on the October agenda. A rebate check from MidAmerican Energy of \$16,050 was received for the first round of re-lamping at the Main Library and that will be used towards the cost of this project. There is talk of the state not backfilling the commercial property tax difference with cities after FY19. This will be watched closely and Groskopf will keep library board updated so legislators can be contacted by constituents to voice support of the backfill to cities. Any cuts to the city budget would impact the library; possibly heavier than public safety. The city budget kickoff for FY19 was held last week. Current service level budget was requested by finance staff. The FRIENDS should know tomorrow if they received a \$10,000 matching grant for virtual reality stations through Community Foundation. In late October, the company that makes the those workstations will be at the Main Library with a bus to demonstrate the product. The Summer Reading Program trophies will be awarded at September 20 City Council Committee of the Whole meeting. All are welcome to attend at 5:30 p.m. in council chambers. There is a vendor interested in the Eastern café space. More to follow as the board must approve the vendor and lease. Groskopf shared a story from River Music Experience director Deb Powers regarding the "experience pass" for their establishment used by a library patron. A single mother checked it out and used it as an inexpensive night out to re-charge and was very grateful for the chance to do so. September is Library Card Sign-up month. To encourage new cards, the library is introducing a Refer-a-friend program. You can get a card, the size of a business card, from any Davenport library service desk to give to a friend that lives in Davenport but doesn't have a card. You put your name on the card, they come in and get a library card. They receive a drink koozie and notepad and you are contacted to get a coffee mug with the library's logo. It is the only way to get this mug! Groskopf has received a request for reconsideration from a patron regarding a book in the children's section. She will review and determine direction taken on the case and report back to patron. It is possible they will appeal the decision to the Board of Trustees if not satisfied with the outcome. The Eastern Iowa Community College District approved the Memorandum of Understanding at their board meeting last night. The trustees approved the same document at August 15 meeting. Imming will sign as board representative.

New Business: Circulation Policy revisions requested at August meeting were reviewed. Engelmann motioned to approve as revised with a second by A. Motto. All present approved. Discussion of draft by-laws took place. Groskopf drafted changes in language to be in line with accreditation requirements that have been updated. A revised version will be presented at a later meeting with edits suggested. The closing of the libraries on Thursday, February 22, 2018 for the annual staff development day was motioned by Roba. Shrikhande seconded the motion and all approved.

Old Business: The Strategic Plan committee had a good meeting on August 30 with many names suggested to invite to retreat. Letters were mailed on September 12 and we've heard back from around 15 with about half able to attend. Shipley will send out a spreadsheet to the committee for more contact information or to see if they can reach out to invitee on attending or possibly sending a designee in their place. The community survey is live and will be going up on the website soon. Will send out link to share with others. There will be printed forms for library users, but feedback is needed from non-library users as well. A QR code was mentioned as a way to get people to do survey on their phone but some board members believe those are not used much. Will also try to get a story in the QC Times on it.

Board Training: Groskopf picked up where board training left off in July with organizational chart. The Community Engagement and Learning (CEL) department is taking over some adult programming from Youth Services & Programming department. This allows CEL to program in a different way and concentrating on education rather than entertainment. Programs they've had so far include DIY Compost Bin and Home Brew School. One to be held tomorrow involves the data breach of a credit bureau and what to do if you've been "hacked". Youth Services will then have more time for youth programs and staffing the future outreach mobile going to schools. The scheduling for CEL to do this was made possible by the changes made in desk scheduling to an "on call" model in the last year. (12:48-12:58; 10 minutes of training)

Other: Imming let the trustees know that the annual Iowa Library Association conference will be held in Coralville Oct 18-20. Check out their website for programs to see if you are interested in attending. Groskopf noted the library can pay for conference registration; just let Shipley know if you are interested in going to the conference.

With no further business, Engelmann motioned to adjourn at 1:04 p.m. All present approved.

Respectfully submitted,

Kasey Shipley, recorder