

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE FEBRUARY 18, 2020 MEETING

Board President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:02 p.m. on Tuesday, February 18, 2020 in the Small Meeting Room at the Main Library.

Present: Matt Casillas, Craig Cooper, Tom Engelmann (12:03), Steve Imming, Judie Lance, Amanda Motto (12:04) and Malavika Shrikhande. Absent: Naghme Motto and Sylvia Roba.

Guest: Marion Meginnis, city council liaison, by phone.

Library Staff: Amy Groskopf, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, Operations Manager; Stephanie Marvin, Customer Services Supervisor; Tracy Moore, Development Director; Kasey Shipley, Recorder.

Shrikhande motioned to approve the consent agenda with a second by Casillas. All approved.

Public with Comment: None.

FRIENDS Report: Groskopf reported the FRIENDS' meeting for February was canceled since quorum could not be met. The capital campaign committee continues to solicit funding for the renovation project. Moore submitted two grant requests in the last week that total \$115,000.

Finance Committee: Engelmann noted that the budget recap shows some accounts high in spending for the fiscal year-to-date and others below expected spending for the year.

Personnel Committee: No report.

Advocacy Committee: Shrikhande will be sending an email regarding the next Riverbend Foodbank backpack-packing event date and time. She is checking to see if they can add an informational flyer on the upcoming census to the bags as well.

Director's Report: Groskopf gave an update on the Outreach Vehicle; it is now expected to arrive in early April. The Community Outreach Supervisor, Brittany, is making great plans to get it out into the community when it arrives. Library staff is working with the Complete Census Count Committee on walking in the St Patrick's Day parade. The library will be applying to be a partner with the Riverbend Food Bank to provide afterschool snacks to kids at Fairmount. Imming asked about the Text-A-Librarian service he noticed on the payment report. He did not know we offered that service. Groskopf noted it is available on the library's app, but that app is in transition to the new one.

Council Liaison Report: Meginnis thanked the library for planning to walk with the census committee in the St Patrick's Day parade to promote census awareness. The city budget will be voted on in the coming weeks. This coming Saturday there will be a work session to discuss long term flood planning, immediate planning, Canadian Pacific issues, and just getting all the new aldermen updated on flood issues. There will be a request for proposals (RFP) in the future to devise a long-term plan.

New Business: Groskopf noted the Library's Circulation Policy is up for review as part of the 3-year review cycle. At this time, staff has no recommendation for changes. It is a broad policy compared to other libraries as the board has looked at taking procedures out of policies. She explained that Open Access is a way for Iowa libraries to sign-up to participate in sharing resources. A resident with a card from another participating Iowa library can come to Davenport and checkout items here. We track the number of items lent this way for reimbursement. For Interstate Borrowing, Illinois residents, with their home library card in good standing, can check out our materials. Groskopf also answered a question about the Institutional card giving examples of why that may be sought rather than a personal card. The policy will be up for approval at the March meeting.

Old Business: Imming brought the by-laws back to the table for approval. Discussion was held regarding policy within the by-laws and what should be there as needed to govern meetings. With some revision to language regarding public with comment in Article 1, Section 2, Engelmann motioned to approve the by-laws. Lance seconded and all approved. The second item of Old Business was to review the Legat cost estimates. Legat took the February 6 review meeting costs and had value engineering applied to reduce costs. Partition walls were removed from the plans; those are very expensive. Storefront glass, like the walls to the sorter room, will go between columns to define the space between the public computers and maker area. There would not be a wall between Teens and Children's at this time due to the cost. If it becomes an issue, it can be addressed later. Exterior lighting cost was much higher than initially thought. Different fixtures will be sought to save on that expense. More cost savings will need to be found to meet the amount fundraised which may be closer to \$1.5 million than original \$1.9 million. The final plans will come to the board for approval. Imming inquired about moving the fire alarm. Cost estimate was high due to age of wiring they may find. Shelving will be moved in the teen space and the current cabinet will be locked to avoid the cost of moving it. Discussion of using more of the Levy reserve fund and other library gift funds to pay for renovation costs was held.

Board Training: Stephanie Marvin, the Library's Customer Services Supervisor, presented a report on efforts to break down barriers to library use that her department has been working on the past year. Sweet Forgiveness is a program held last February and is going on right now. It encourages cash donations to pay off other card users' fines. Free replacement cards began in May 2019; one card replaced for free once per year. Read Away Your Fines was held in May 2019. Every 15 minutes read and logged paid off \$1 in fines during that month. Nearly \$400 in fines were waived with 100 hours of reading time. Two new community experience passes were acquired; Niabi Zoo and the QC Botanical Center. Digital Library Cards began in June 2019. These can be applied for online to use digital resources through the website. Project Fresh Start began in August 2019. This celebrates the 13th and 18th birthdays of cardholders who may have fines keeping their card from being used. Staff send notice that their fines have been forgiven and encourage them to come back to the library. Casillas wondered if 16th birthdays could be added since some teens get driver's licenses at that age. Curbside delivery began at Main in September. Those patrons with holds at Main can pull into that space, text or call the cell phone number on the sign and staff will check out their holds and deliver to their vehicle. Food For Fines has been held for several years in conjunction with the Student Hunger Drive. Last year 867 cans of food were donated to erase over \$700 in fines. Thanks and Giving was a pay-it-forward like the Sweet Forgiveness program but done just before Thanksgiving 2019.

With no further business, Engelmann motioned to adjourn at 1:04 p.m. Lance seconded and all approved.

Respectfully submitted,
Kasey Shipley, recorder