

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:05 p.m. on Tuesday, December 20, 2016.

Present: Craig Cooper, Matt Casillas, Tom Engelmann, Steve Imming, Judie Lance, Amanda Motto, Sylvia Roba (12:13 p.m.) and Malavika Shrikhande. Absent: Jimmy Holt.

Guests: Patrick McElyea, president of the FRIENDS of the Davenport Public Library.

Library staff: Amy Groskopf, Library Director; Michael Priest, Assistant Director; Sue Anderson, Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, Recorder.

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

**FRIENDS Report:** McElyea reported the FRIENDS have interviewed two firms to perform a fundraising feasibility study related to the Main renovation project for the 50<sup>th</sup> anniversary. Library Strategies from St Paul, MN is their choice. They only perform these services for libraries and are related to the FRIENDS of St Paul Library. More information to follow, and the FRIENDS may be asking the trustees for community contacts.

**Finance Committee:** Engelmann noted the year-to-date spending seems to be on track for the time of the year and commended Groskopf for that. He also encouraged the board for the Main Library lighting project to proceed as it will save on operating costs in utilities for many years to come.

**Personnel Committee:** No report.

**Director's Report:** The United Way grant was submitted on December 15. Grant requested \$112,000 annually for three years. Even if partially funded, it will allow much needed programming and expanded services. Notification of award is mid-May with funds released on July 1. Wireless use is now tracked at the three buildings. The first week saw 509 users in our locations. This does not reflect staff use, only public use of their own devices using the library's wireless connection. As an aside, public computer use is up this year compared to the same time last year. A question was asked about Legat's change in projected costs of the Main Library renovation that went from \$5 million to \$3.7 million. Groskopf noted the costs associated for furnishings is now quite lower. At the city council briefing a couple of weeks ago, where Groskopf presented the plans for the renovation, the council members were very excited about the exterior lighting coming back after seeing an older photo of the building lit at night.

**New Business:** Estimated cost for re-lamping the Main Library interior with LED lights is \$136,083. Groskopf proposes using \$62,492 from a MidAmerican rebate received for Eastern with the balance of \$73,591 to come from Levy reserve. A rebate of approximately \$28,000 is anticipated that can be used for future like projects. Engelmann noted he'd like to see the same done at Fairmount. As utility savings are realized, that money can be allocated to other operating budget lines. Engelmann moved to approve the LED lighting project at Main with a second by Roba. All present approved. A draft of revisions to the Non-Discrimination and Harassment Policy was shared. The city policy is covered by the edits made. Engelmann motioned to approve the revised version. Motto seconded and all present approved. Groskopf presented the brand personality, values and promise created by DMW Design, along with the proposed logo. The board liked the three brand documents but would like to see more movement in the logo; it seems static. Groskopf will relay this back to the design team to see if a better image can be created. They did like that Library was prominent and Davenport was in bold. Once finalized, there will be a FRIENDS logo that incorporates with the chosen design.

**Old Business:** Main 50<sup>th</sup> renovation project was covered in Director's and FRIENDS reports earlier. One item discussed was naming opportunities and levels should be known from feasibility study before capital campaign kicks off.

**Other Business:** A question was raised regarding trustee attendance; Imming will look into by-laws. Shrikhande asked if the library or FRIENDS group considers donating discarded books to prisons. Groskopf noted that some recently discarded books were shared with Heritage apartments in downtown as they are city owned. In turn, they were sending some of their older materials to the county jail.

With no further business, Engelmann motioned to adjourn at 12:50 p.m. Casillas seconded the motion and all approved.

Respectfully submitted,  
Kasey Shipley, recorder