

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MARCH 15, 2022 MEETING

Steve Imming, President of the Library Board of Trustees, called the monthly meeting to order at 12:01 p.m. The meeting was held in the Brooke Room of the Fairmount Branch Library on Tuesday, March 15, 2022.

The roll call of Trustees was held showing that Malavika Shrikhande, Amanda Motto, Naghme Motto, Judie Lance, Craig Cooper, Sylvia Roba, Tom Engelmann and Steve Imming were all present either in-person or via Go to Meeting. Joe Heinrichs arrived at 12:25 p.m. Others present: Jeff Collins, Library Director; Lexie Reiling, Assistant Library Director; Jennifer Williams, Library HR Operations manager; Tracy Moore, Development Officer; Marion Meginnis, City Council liaison; Kasey Shipley, recorder.

Imming introduced Collins as it was his first Board meeting since beginning last month as the new Library Director. Collins stated he was excited to join the team and thanked the Trustees for the opportunity. He wanted to give a shout out to administrative staff and the stellar staff that have filled in during the six-week interim between directors. He thanked the staff and community for welcoming him as he completes his first 30 days on the job.

Engelmann motioned to approve the consent agenda with a second by Shrikhande. Imming noted one correction to the Budget Recap regarding the Levy fund balance near the bottom. It should read \$1,117,876, not \$111,876. Shrikhande, Roba, A. Motto, N. Motto, Lance, Engelmann, Cooper and Imming all approved to carry the motion.

Public with Comment: No one was present to comment.

FRIENDS Report: Imming reported on the last FRIENDS meeting since their board president could not be present. The financial advisor visited from Quad City Bank & Trust and shared a report on investments. The funds are in good shape. There was a presentation from the Early Literacy Coordinator, Alison McGaughey, which was similar to the one she had presented to the Trustees. The FRIENDS' annual board meeting will be held in April. It once was a dinner-time membership meeting but has changed format in recent years due to a fall-off in attendance.

Finance Committee: Engelmann noted the budget recap shows two-thirds through the fiscal year and spending is at near two-thirds, so right on track.

Personnel Committee: A. Motto reported that the committee, plus Imming, will be meeting with Collins to discuss goals and objectives after this meeting.

Advocacy Committee: Shrikhande thanked Reiling and staff for the monthly meetings of the Diversity, Equity and Inclusion team where Shrikhande represents the Trustees. The team is progressing on looking at changes to the testing for open positions. Another item the team is looking at is the advertising of open positions across different platforms to reach the community, and outside of the community, to diversify the applicant field. A student from Davenport West is working with Outreach to translate some Library signage and handouts. Shrikhande has reached out to Target for a volunteer opportunity to help with the annual Fairmount Block Party but hasn't heard back from them yet. She mentioned a LibGuide that Augustana College did for their students and how to use the Rock Island Public Library as a resource. She is looking into St Ambrose Library doing the same for Davenport Public

Library. When Shrikhande was attending a luncheon for Davenport high school students, a member of the local chapter of the National Society of the Daughters of the American Revolution. Their group had only good things to say about the Eastern Ave Branch where they meet. They utilize the online room booking software. Shrikhande took the opportunity to share information about the TechKnow items with them. Her last item to note was that she recently was a guest on the City's podcast and spoke of how she was in the first class of Davenport U. In the interview, she spoke of the Library and TechKnow Library items. Also, they discussed the board and commission applications on the City's website and how being in Davenport U led her to serving on the Library Board.

Director's Report: Collins is busy with training. He thanked staff for their time in training and acclimating him in this transitional period. From the report he gave a public shout out to Shipley and the Facilities Management team related to the work on the sewage and plumbing issues experienced at Main. He shared an update on the Fairmount Community Center. A meeting was held recently with Reiling, the City's Administrative Services Manager, and the Parks & Recreation Director for a status update. OPN, the selected architect, will be working on the first two phases of Public/Community Input this spring and Design and Schematics in late summer or early fall. Imming noted the story Collins shared in his written report about a patron that got a job after using the library's resources is something that was covered in a recent "Boardroom Series" training. The point was that libraries need to share their stories so the community knows the library is more than just books, but services that can impact lives.

Council Liaison: Meginnis reported the City continues to roll out American Recovery Plan Act (ARPA) projects. One is neighborhood revitalization with the "Dream+ Program". It is a grant program to help homeowners with up to \$40,000 towards home improvements and covers the Gaines St Corridor, 5th St to Locust for north and south boundaries and Scott and Warren Streets as the east and west boundaries. A second part of the project is cleaning up vacant and abandoned properties, obtained by the city, by home builders or investors with the renovating or building of new dwellings. Total amount allocated is \$4.1 million for both aspects. Another ARPA project is the Violence Interrupter program. Staff is attending a meeting in New York next week with the company assisting with the launch. It won't be the "same old way" of doing business, Meginnis reports. The third topic is the Canadian Pacific merger that will impact Meginnis' ward, which is one of the poorest census tracts in the city. There was a meeting of the transportation board, Canadian Pacific, and City representatives noting concerns of accessibility, safety, quality of life and other factors related to increased train traffic the merger will create. A proposal back from Canadian Pacific is expected. The final topic is the conversion of Third and Fourth Streets to two-way from one-way. The online survey ends tomorrow, so please provide input soon if you have not already done so. There will be public listening sessions at the Putnam Museum on March 30 at 5:30 p.m., the EICC Urban Campus on March 31 at 11 a.m. and at St Ambrose on Apr 2. Cooper had a question about the revitalization program and demolition. Meginnis stated it is not a demolition project; if something is taken down, something else must go back up in place of it. The goal is for homeownership and to make the area look nice. Imming did note that the Main Library's curbside book drop would be impacted by changing the one-way to two-way.

New Business: The first item of new business was to discuss creating a code of ethics for the Board of Trustees. Imming said this stemmed from viewing The Ten Habits of Highly Effective Boards in the Boardroom series from the State Library. One of the ten habits is to clearly define roles and relationships and a code of conduct or ethics was suggested. It was said that the best time to institute such a code is when everyone is getting along and you don't need it. Imming would like to open the discussion to create a code of ethics. The document sent in the packet is in the Library Trustees

Handbook from the State Library of Iowa and originated from the United for Libraries Board. Engelmann stated he believes it is a good idea to create such a document when tempers are cool. He had concern over recent attempts at censorship at the state and national level and believes it is important to either be approved by Trustees in policy or signed by Trustees that they support the library in rejecting censorship. Meginnis inquired about the removal of a Trustee. Imming stated that power lies with the Mayor as that position appoints and the Council confirms Trustees. To change how the Board is made up would take a public referendum. Collins added that the Bylaws only address removing a Trustee based on lack of attendance at six consecutive meetings. Shrikhande suggested that if any document is created and adopted, and she supports the idea, that it should be on the Trustee page of the website so anyone interested in becoming a Trustees would know of it. Imming said it may be something that is added to the Bylaws as an appendix. This will move to the next meeting. The second item of new business was to discuss the upcoming election of Board officers. Imming said this was last discussed in 2018 with similar options presented. No determination was made at that time on the preferred process. The document he shared had been updated to reflect the two full-term limits on the board which was recently clarified in the Bylaws. The election of Board officers will occur in July in the two-year cycle. He wanted to share this information in case the Board wants to set some form on how to proceed. Imming's suggestions included creating a nominating committee to select a slate of officers for election, open nominations for others or selves, or creating a succession to office with vice president to president, secretary to vice president and appointing a new secretary. The last one may get tricky with two-year appointments and term limits of members with a secretary not able to serve before their Board term runs out. The question of term limits for officers was also raised. Engelmann does not agree with the limitation of terms of officers as it may be limiting the willingness to serve. Roba suggested creating a process that works for the group now; it can be changed in the future. Heinrichs suggested having a fourth member of the officer group as "at large", maybe a newer member of the Trustees, to learn the leadership roles of those offices for succession purposes. Roba questioned how that would work; would it be a volunteer? She likes to avoid voting in such a small, non-contentious group. A. Motto noted that one model may work now, but would it work in the future and would you want to have the wrong person in a position for the two-year term? Imming will move it to the next meeting to determine if something will be enacted and incorporated into the Bylaws.

Old Business: The one item of old business was to approve the Tobacco/Nicotine Free Environment policy as discussion took place last month. Imming noted the only change recommended was the title. Heinrichs motioned to approve with a second by Engelmann. With no discussion, a roll call vote was held. Roba, A. Motto, N. Motto, Lance, Heinrichs, Engelmann, Cooper, Imming and Shrikhande all voted to approve.

President's Comments/Board Training: Imming took the time slated for his comments to do some board training related to challenges of library materials which is big in the news these days. On March 9, he viewed a webinar from the State Library which was a panel discussion of several library directors on intellectual freedom. He encouraged the Trustees to look at the Material Selection Policy, click on the links in the first paragraph to become familiar with the American Library Association Library Bill of Rights, the Freedom to Read Statement, Freedom to View Statement and the Statement on Labelling and Rating Systems. Also, read the policy. He shared some passages from the policy related to the freedoms library users should expect and that the library does not stand in the place of the parents when it comes to children using the library. Other shared passages included selection, who is responsible for it and what criteria is met in the process. He also covered how any challenges are handled and get to the level of the Board's decision on the matter. He shared a story on how he was approached by a community member outside of the Library that disagreed a book should be in the teen

section of the Library and how he handled it by sharing the Reconsideration of Materials form with them and the Library's process. Time spent on the training was approximately 15 minutes.

With no further business, Engelmann motioned to adjourn at 1:07 p.m. Shrikhande seconded and the roll call showed A. Motto, N. Motto, Lance, Heinrichs, Engelmann, Cooper, Shrikhande, Roba and Imming all affirming to adjourn.

Respectfully submitted,
Kasey Shipley, recorder