

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE JANUARY 19, 2021 MEETING

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:02 p.m. on Tuesday, January 19, 2021. The meeting was held in-person at the Fairmount Branch Library in the Brooke Room and also partially electronically as a fully in-person meeting is impossible or impractical due to the concerns for the health and safety of Board members, staff and the public presented by Covid-19. And, to follow the Governor's proclamation and Mayor's executive order directing social distancing and placing restrictions on gatherings. In person attendance by the general public at any City of Davenport public meeting within its facilities shall be limited to ten persons.

Roll call of Trustees: Amanda Motto, Judie Lance, Joe Heinrichs, Craig Cooper, Malavika Shrikhande, Naghme Motto, Steve Imming were all present either in-person or via Go To Meeting. Imming noted that both Tom Engelmann and Sylvia Roba had indicated they would not be available to attend.

Others present either in-person or via Go To Meeting: Laura Genis, FRIENDS of the Davenport Library President; Marion Meginnis, City Council liaison to the Trustees; Amy Groskopf, Library Director; Lexie Reiling, Assistant Library Director; Jennifer Williams, Operations Manager; Tracy Moore, Development Director; Kasey Shipley, recorder.

Heinrichs motioned to approve the consent agenda which consisted of today's agenda, December 15 meeting minutes and financial reports. Shrikhande seconded. A roll call vote was held with A. Motto, Lance, Heinrichs, Cooper, Shrikhande, N. Motto and Imming all approving to carry the motion.

Public with Comment: None.

FRIENDS Report: Genis shared that the FRIENDS Board has been meeting the same as the Trustees in a combination of some directors in-person and most joining virtually. They are forming a workplan for the new year and hope to have a celebration of the Main Library completion of renovations since the event planned for last year's kickoff to the public phase couldn't be held due to Covid-19.

Finance Committee: No report.

Personnel Committee: A. Motto reported the committee met with Groskopf and she will send a summary to the Board noting the 2021 goals set. Cooper said it was a very helpful process and praised A. Motto for her leadership in the process.

Advocacy Committee: Shrikhande did not have anything from the Advocacy committee but wanted to mention and praise the strength of the Library's social media presence.

Director's Report: Groskopf noted the FRIENDS' treasurer is working to move funds from investments to checking so the City can be paid \$400,000 for the renovation project. The first City budget session was held Saturday and they shared the results of the Citizen Survey that is done every other year. The Library ranked #2, just behind the Fire Department, overall in the city services. From those surveyed, 92% rated the Library Services as very good or good. 8% rated services as fair and no one rated service as poor. A full 50% of respondents reported they'd used the Library at least once in the last year. A quick update on renovations at Main: It is actually quiet today since they have all of the walls removed that were coming down as part of this project. They did find some asbestos in restroom plumbing that

needs to be abated. It will be a one-day project and cost will not be very high. New walls are also being framed. The contractor estimates they are on schedule or slightly behind due to the restroom asbestos and many layers of tile. Just before the meeting, Groskopf sent Trustees an email regarding methods of communication to staff and how it is encouraged for staff to share information with administration.

Council Liaison: Meginnis reported Council is working on planning with the capital budget session this Saturday and Administrator's Work Plan the following Saturday. Those are held at 8:30 and are available to view live online due to restriction of ten attendees from the public in council chambers. This cycle they will be approving the Downtown Davenport Master Plan that looks at the downtown globally as different areas and neighborhoods. The City looks to be in pretty good shape budget-wise; no big items added but looking better than expected and better than many cities. If you have any questions, please reach out to her. Meginnis also shared info on a cat that came to her house this morning if you know of anyone missing one. More information is on Facebook and she hopes to get the cat back home since she doesn't need any more.

New Business: The first item of new business was to approve closing the Library on Thursday, October 21, 2021 for a staff training day. Shrikhande motioned to approve with a second by Cooper. With no discussion, it was unanimously approved with a roll call of Lance, Heinrichs, Cooper, Shrikhande, N. Motto, A. Motto and Imming. The second item of new business was to approve the new agreement with the Library AFSCME bargaining unit. Heinrichs motioned to approve with a second by Cooper. Groskopf reviewed major changes on what cannot be in the contract due to Iowa law. The Library management is working with the bargaining team to put new policies in place that would cover some of what was removed from the contract. Policies will be coming to the Board for approval before the new contract begins in July. Another change is in Article 8 that covers scheduling which adds a choice of a 30-minute or 60-minute meal period. The union has agreed to the procedures. It has also been in the contracts that Friday is the preferred day off during the week if working Saturday. That will change to have it be at the discretion of the supervisor scheduling the employee to best meet the needs of the Library. A roll call vote passed the motion with Heinrichs, Cooper, Shrikhande, N. Motto, A. Motto, Lance and Imming all voting affirmatively. The third item of new business was to approve the side letter with Library AFSCME Bargaining Unit relating to 30-minute lunch periods. A. Motto motioned to approve with a second by Shrikhande. Groskopf shared the background on the original offer to staff to have it cover Monday through Thursdays in the contract but the City's payroll system is all or nothing for the week so it was changed to Monday through Saturday. The side letter also changes the start from March each year to May due to the due date being February 1 for staff to select. This gives supervisors time to make the schedule since it is due to the staff a full month before. The side letter has already been approved by the union. Cooper, Shrikhande, N. Motto, A. Motto, Lance, Heinrichs and Imming all voted yes with a roll call vote. The fourth item of new business was to approve opening the Library for patron browsing following guidelines established by the Board of Trustees on July 21, 2020. Cooper motioned to approve with a second by A. Motto. Heinrichs asked if this change would be immediate. Imming replied that the executive committee had discussed and determined the opening would begin this morning with Eastern. This will modify the Covid-19 policies put in place in November when the libraries closed for browsing and we'll now go back to policies put in place in July. With no further discussion Shrikhande, N. Motto, A. Motto, Lance, Heinrichs, Cooper and Imming all approved in a roll call vote. The last item of new business was to approve changes to the Library organization chart. Heinrichs motioned to approve and Lance seconded. Groskopf noted this reflects the elimination of the principal clerk position in Special Collections due to a retirement and eliminates all of the student clerk aide positions. With savings and a benefit package a supervisor position for Information Services will be created that will oversee the Information Service librarians. Reiling is currently supervising the

librarians, and doing a great job, but with adding the makerspace at Main and the programs that librarians will be in charge of doing it was determined that a supervisor to begin and lead the program would be needed. Three shelving positions of 24 hours per week will also be created with some of the savings created by eliminating the 14 student clerk aide positions. Groskopf does feel bad since we do still have four students in the positions but is hoping that some will be interested in the new positions. The Library has had difficulty in recent years in recruiting students to the jobs when there were openings. Heinrichs did notice the box at the bottom noted 83 employees but the breakdown adds up to 73. Shrikhande asked about the student positions and why it was hard in finding student workers. Groskopf replied that the wage doesn't match what they can get elsewhere and it is also hard to schedule the hours of a busy high school student around their other activities, school and the hours to work at the Library. N. Motto, A. Motto, Lance, Heinrichs, Cooper, Shrikhande and Imming all approved the change to the organization chart through a roll call vote.

Other: Imming shared information from the January 4 Monday Morning Eye-Opener email from the State Library regarding Trustee Training and the debut of the new Trustee handbook written by the State Library of Iowa staff. The training will be Thursday, January 28 from 6-7:30PM and he encouraged all to register for it. If you don't get the Monday Morning Eye-Opener emails, let Groskopf know and she'll send a request to add you to the mail list. Imming noted there is a change in the sign-up system from the last time he registered for training so you may need to set up a new account before registering. Another opportunity is an online conference scheduled for tomorrow on recruiting and training younger people as board members. The evening keynote speaker from 6:30-7:30 may be of interest.

With no further business, Shrikhande motioned adjourn at 12:44. A. Motto seconded and all approved adjournment.

Respectfully submitted,
Kasey Shipley, recorder