

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE JANUARY 18, 2022 MEETING

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:03 p.m. The meeting was held in the Small Meeting Room at the Main Library.

Roll call of Trustees was held and showed that Amanda Motto, Naghme Motto, Judie Lance, Craig Cooper and Steve Imming were present via Go to Meeting or in-person at that time. Tom Engelmann arrived at 12:05 and Sylvia Roba joined remotely at 12:08. Absent: Joe Heinrichs and Malavika Shrikhande.

Imming noted others present in the room, or via Go to Meeting, included Lexie Reiling, Interim Library Director; Jennifer Williams, HR Operations Manager; Tracy Moore, Development Director; Kasey Shipley, recorder; Alison McGaughey, Early Literacy Coordinator; Marion Meginnis, City Council liaison; and Jerry Skalak, President of the FRIENDS.

Engelmann motioned to approve the consent agenda with a second by Lance. A. Motto, N. Motto, Lance, Engelmann, Cooper and Imming all approved the motion.

**Public with Comment:** No one was present from the public.

**FRIENDS Report:** Skalak reported the FRIENDS are discussing their focus of funding and energy towards the early literacy efforts and promoting awareness of the FRIENDS. They are looking at co-sponsoring speakers this year, possibly with River Action. The Books by Mail program has been underwritten by the FRIENDS. They are working to recognize donor levels of FRIENDS, creating a catalog of significant donor opportunities and recognizing long-term continuous donors. They are looking forward to working with the new director. Imming thanked Skalak for all the work the FRIENDS do to support the Library. Engelmann added his thanks for the work they do; it helps the Library out a lot. Skalak stated he is a firm believer that the FRIENDS spend the money they accumulate in supporting the Library and its programs.

**Finance Committee:** Engelmann stated the Budget Recap shows at half way through the year, expenses are near 50%, so the Library is on track in spending.

**Personnel Committee:** A. Motto reported the committee is looking forward to goal-setting for the new Director and evaluating progress of the goals at three and six months. Once the plan is ironed out, they will share with the Board.

**Advocacy Committee:** No report.

**Director's Report:** Reiling noted that there is a contingency plan in place if staffing levels are too low to operate a building safely. A recent purchase of KN95 masks was made to supply some to each staff member. They have been popular with staff and she hopes they help in maintaining good staffing levels. City HR is recommending and requesting that all staff wear masks; no mandate at this time. This information has been relayed to Library staff. Brittany Peacock is doing a presentation at the Iowa Libraries Online Conference on Thursday at 10:15. You can register for it on the Iowa Learns website if you are interested in viewing. The topic relates to the Library in the Parks program that was held last summer. Reiling mentioned an article in the Quad City Times over the weekend that pertained to the Iowa Legislature and concerns over books held in school libraries. While that won't directly impact the books held at public libraries, it could impact outreach we do to the schools or, possibly, in other ways. It is just something to be mindful of as it plays out in the legislative session. Also, in a

recent issue of the Quad City Times, there was a nice article on the Library Social Worker in which they interviewed Quinn O'Brian and Brittany Peacock. The article was picked up by the Associated Press and U.S. News & World Report, according to Reiling's Google feed. Imming inquired about the community input for the Fairmount Community Center. Reiling believes that will be the topic of the first meeting with the architect, OPN, and City staff that includes the Library and Parks.

**Council Liaison Report:** The Saturday budget meetings continue in January, Meginnis reported, and she's glad to see Imming there and making connections. She mentioned speaking with the City Administrator and they thought it would be good to have the new director in to say hello at a City Council meeting when he starts and give him a few months on the job before coming in front of Council for a presentation. Meginnis is excited to see the Library's American Rescue Plan Act (ARPA) programs are launching. There is a schedule out for the summer's Party in the Parks events and those will run June through August. She will share specific information with Lexie. Meginnis will probably ask Special Collections for help in the history of the parks that are hosting this year. Some are repeats, but some are new to the program. She encouraged the Library to reach out to the new aldermen. She assumes many are unfamiliar with the City's relationship with the Library. Imming said the Board will invite new, and newer, council members for an orientation. Some may not have gotten one due to Covid beginning when their terms did two years ago.

**New Business:** The first item of new business was to authorize the Library Director or Interim Director to close the library building(s) if staffing levels are too low to operate the buildings safely. Imming noted this stemmed from a couple of days, earlier in the month, where it was very close to not having enough staff in a building to operate Library business and consideration was given to closing a building to consolidate staff. The Board authorizing this action would allow staff to do it on a short-notice, emergency basis. Engelmann made the motion with a second by Cooper. Cooper asked if there is a designation for the one building to be closed. Reiling answered that the building that would be closed is the branch open the least number of hours for the day, as it would impact the fewest number of patrons. Main would be the first priority to keep open. Meginnis added that the City would have the means to communicate the news to many residents if a closure was necessary. A roll call vote was held that had N. Motto, Roba, A. Motto, Lance, Engelmann, Cooper and Imming all approving to pass the motion. The second item of new business was to approve the selected bid for the Fairmount Branch furnishings project. Imming noted that information needed was not yet in place and requested the item be tabled. A special meeting would likely be called next week to complete that business and keep the process moving. Engelmann motioned to table the item with a second by A. Motto. Lance, Engelmann, Cooper, Roba, A. Motto, N. Motto and Imming all approved to table that item. The third item of new business was to approve the updated 2022-2024 Strategic Plan. A. Motto motioned with a second by Cooper. Reiling noted this was to add the information on the front page noting the plan included input from the community. The State Library requires that in the process and to have that statement in the plan for accreditation. Engelmann, Cooper, Roba, A. Motto, N. Motto, Lance and Imming all approved. The fourth item of new business was to discuss the welcoming of the new Library Director. Imming had asked the Trustees to share information with him regarding that process and he brought the feedback to the meeting to be discussed. Imming suggested a public "meet and greet" at a branch, similar to what was held for the Director previous to Groskopf, KennethWayne Thompson, on his third day at the Library. As far as meeting the Mayor and Council, he suggested that be done at a work session or before a meeting. At a later date, the Director could give a State of the Library presentation to them. Meginnis noted that the Council members don't get together in full at a social event as it could be considered by some as a meeting. There was discussion on the best way for the new Director to get to know each Board member, possibly by having a one-on-one meeting with each. Meginnis suggested working with City Administration in his onboarding to get to know City departments. Engelmann asked about regular City Department Head meetings and Meginnis believes those are not required since the Library Director doesn't report to the City Administrator, but Groskopf did attend those. Meginnis noted that the Davenport Academy is

taking place this spring. It may be worth seeing if the new Director would be interested in attending that six-week series if it would work for his schedule as it is a good way to get an overview of many City services. She will share dates when she gets that information. Imming asked that all Trustees provide a short bio on themselves with a photo to compile and give to Jeff Collins when he arrives. Meeting a deadline of January 31 would be appreciated. The last item of new business was the Board President's discussion items. The first topic was term endings and limits. Shrikhande, N. Motto and Engelmann all have terms ending in June 2022. In the By-Laws, it is not clear on the terms when an appointment is made to a vacated seat. Engelmann filled four years of a vacated term before his last appointment of six years in 2016. Does that constitute the two-limit terms, or is he entitled to another full six-year term? N. Motto also filled a vacated position on the board. If there will be a vacancy to fill, the sooner it is known it will help in getting the word out to potential Trustees. Imming will create edits to the By-Laws to clarify the intent, which he believes to be two full terms but could include fulfilling a vacated position's term. The City ordinance does not cover terms, only to say the Trustee is appointed by the Mayor and confirmed by the Council. It may be possible to address at the special meeting that will be called for the Fairmount furnishings bid approval. Meginnis suggested having the information of any terms on the roster or contact list. Imming spoke with Mayor Matson and he asks that Trustees up for reappointment contact him by phone, mail or email so he knows their intention in seeking another term, or that they are not interested in serving. Imming asked to be included in that, as well, if you can let him know by the end of this month. Imming also wanted to talk about Board training and being more diligent in Trustees' training. On Thursday, the Iowa Library Online Conference runs 9-3 and has an evening session directed towards Trustees. That would be an opportunity, if you are available, to obtain some hours of training.

**Board Training:** Alison McGaughey, the Early Literacy Coordinator in the Youth Services Department, began her Board training at 1:02 p.m. She shared her educational, work and volunteer background with the Trustees. A big part of her job at DPL, that is funded by ARPA dollars, is to administer the 1,000 Books Before Kindergarten program that was launched by Youth Services staff in March 2021. She provided an overview of that program. She also spoke of the literacy partnerships she has formed, or is forming, with local organizations to help reach more households to participate. Another piece of the program is being present at Outreach events like the Farmer's Market, story times, evening school events, etc. Public awareness and marketing initiatives are two more avenues that are happening to educate the public on the program. She shared statistics from the start of the program which includes nearly 600 registered to-date and nearly 55,000 books read. The current total number of those that have finished the 1,000 books is 14. She shared a couple of testimonials from parents/caregivers and then shared long term goals of other events, partnerships and fundraising. Meginnis suggested having the "graduation" program at a Council meeting.

With no further business, Engelmann motioned to adjourn at 1:20 p.m. A. Motto seconded. She also noted Roba had messaged her that the computer battery was low and she had departed. Cooper, A. Motto, N. Motto, Lance, Engelmann and Imming all approved to adjourn.

Respectfully submitted,  
Kasey Shipley, recorder