

On Tuesday, December 16, 2014, Board President Steve Imming called to order the regular monthly meeting of the Davenport Public Library board of trustees at noon.

Present: Matt Casillas, Craig Cooper, Tom Engelmann, Jimmy Holt, Dave Iglehart, Steve Imming & Judi Lance

Absent: Amanda Motto & Sylvia Roba

Others present: KennethWayne Thompson, Library Director; Amy Groskopf, Assistant Director and Karen Neal, Recorder.

1. Consent Agenda

- A. Roll Call
- B. Approval of agenda
- C. Approval of November 18, 2014 board minutes
- D. Financials

Engelmann made a motion to approve the Consent Agenda with a second from Lance. Motion passed with all ayes.

2. Reports

A. FRIENDS

Thompson reported that, at this month's FRIENDS' meeting, there was a spirited discussion and questions raised about possible naming opportunities. Especially with a Development Officer now in place, Thompson anticipates there may be new revenue possibilities from donors. Thompson revisited the Sponsorship and Gift Policy that was approved by the board earlier this year. Discussion ensued. Board members thought beneficial to the library to have naming opportunities outlined in a document. It would be logical to amend the Sponsorship & Gift Policy to include tier levels for naming opportunities. Thompson would present any such naming potential to the board before accepted. Board members asked Thompson to check with other libraries to see how they deal with gifts and naming opportunities. Thompson will meet with Tracy Moore, Development Officer, to discuss the concept and ideas gleaned from both boards as well as other libraries, and then will send an email to board members on his findings.

B. Committee Reports

Finance – no report

Personnel – Iglehart brought everyone up to speed on the status of the Library Director's annual performance evaluation. The Personnel Committee met at the end of November to set up the framework. Different components of the process include:

- Roba and Motto will be meeting in Focus Groups tomorrow with the Library Supervisors and the Administration Team
- While last year, all staff were included in Focus Groups, the Personnel Committee thought that an "Employee Satisfaction Survey" later in the spring could be used to gather additional input
- Plan to have Thompson do a self-evaluation
- The survey for board members to fill out is a bit challenging because of the many new faces on the board
- Greg Lundgren has had informal chats with city officials
- Iglehart hopes to visit with FRIENDS board members, as well, for their input
- A special board meeting will probably have to be called in January to identify goals

- Finally, Iglehart and Imming will meet with Thompson with the final evaluation document.

Iglehart hopes to close the evaluation process by the end of February.

C. Director's Report

Having sent a detailed Director's Report prior to the meeting, Thompson did want to make special note of a few items:

- Crawford Company came in as low bidder for replacement of the Main Library's Chiller unit. The existing unit is the original from when the building was erected in 1968.
- Having to remove asbestos tile in the Technical Services area will extend the carpeting project timeline but the Library will re-open to the public on the 26th as scheduled. Board members applauded the look of the new carpet.
- New walkie-talkies will be programmed next week – additions to the mix include replacing the current ones at Fairmount and new ones for the Creative Arts Academy. Because the PA system is not effective in the Creative Arts Academy areas, having walkie-talkies will allow CAA staff to be apprised of any emergencies, e.g., shooter in the building, tornado warning, etc. When asked, Thompson said that Anderson, when orienting new employees, does review the emergency procedures with new hires. The walkie-talkies are for "local traffic" only – meaning, staff only talk among themselves in the building they are working in.
- The exterior sign for the Creative Arts Academy was approved by the City's Design Review Board. Paul Herrera and the City's Facilities/Maintenance crew will work together to mount.
- The Library and the Creative Arts Academy are applying for an Arts Dollar\$ Grant sponsored by the Quad City Arts. The emphasis will be on community engagement as it relates to support of artists and arts programming.
- A new FRIENDS logo has been created and was passed around for everyone to see. Imming noted the names of the FRIENDS board members on the bottom of the letterhead and encouraged board members to extend a thank you if they knew someone serving on that board.

3. Old Business

Personnel Policy/Manual

Several changes have been recommended over the past couple months; some simply formatting or re-phrasing and others for content, etc. Imming feels strongly that how the document looks is a reflection on the institution. Thompson continued to stress that the board may be reviewing it again after negotiations are completed in 2015. Given all the changes included in the most recent document, it was recommended to go ahead and "fix" the document with changes noted to this point for next month's meeting.

Strategic Plan

Imming and Thompson met back in October to begin fine-tuning the Strategic Plan document. At last month's meeting, Thompson was asked to provide some additional time lines. A very lively discussion ensued on the Strategic Plan and questions raised:

- Explanation by Thompson on how some former goals were folded into the new document's goals
- Should other measurable stats be included, e.g., circulation?
- Digital library cards in the future?
- Enhance texting options for patrons?
- Are key measures focused enough?
- Maybe some of the goals would, instead, be included or become part of Thompson's annual evaluation

Imming and Thompson will meet to further the discussion and clarifications thought needed to set realistic goals.

4. New Business

Thompson reported that at last week's department head meeting, the Finance Director asked all departments to prepare a FY16 budget decrement package: total for the Library being \$84,654. Having met with the Administrative staff, Thompson's goal is to not touch staffing to reach this goal. As an aside, board members would like to see the Library open again on Sundays and raised the question on how best to lobby to be open more hours, even.

Thompson reported that the City is having a work session on Saturday at Modern Woodmen Park to launch its Strategic Plan. He will keep the board abreast of its progress.

Thompson also reported that he will be out of the office December 22-January 2.

Being no further business, Engelmann made a motion to adjourn the meeting at 1:10 pm with a second from Casillas. Motion passed with all ayes.

Respectfully submitted,

Karen Neal, Recorder