

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE JANUARY 15, 2019 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 15, 2019 in the Small Meeting Room of the Main Library.

Present: Matt Casillas, Craig Cooper, Tom Engelmann (12:10), Steve Imming, Judie Lance, Amanda Motto (by phone), Naghme Motto (12:03) and Sylvia Roba. Absent: Malavika Shrikhande.

Guests: Marion Meginnis, City Council liaison; Laura Genis, FRIENDS of the Davenport Public Library President.

Library staff present: Amy Groskopf, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, Operations Manager; Brittany Peacock, Community Outreach Supervisor; Tracy Moore, Development Director; Kasey Shipley, recorder.

Roba motioned to approve the consent agenda. Lance seconded and all approved.

Public with Comment: None.

FRIENDS Report: Genis reported on the meeting held last week with the Capital Campaign Committee, FRIENDS and Library Strategies consultants. Lunch was provided as they gave status update, timeline for the campaign and the goal date for the end of private phase of fundraising. Training and role-playing was provided by Library Strategies to attendees. Co-chair Megan Stopulos will send a list of potential donors to the groups. Naming rights were discussed and range from \$25,000 to \$250,000 with room for negotiation with committee. Locations for naming will be presented later in this meeting to the trustees for approval. The final draft of the FRIENDS' investment policy will be presented at their February meeting. It is likely they will do a Request for Proposals for investment services later this year.

Personnel Committee: Casillas reported they will present Groskopf's annual review later in the meeting.

Advocacy: In Shrikhande's place, Imming passed along some information from her. The River Bend Foodbank packing event on January 5 had 25 attendees, 17 of those community members that joined the board and staff volunteers. She thanked those for showing commitment to the community by doing this. Many expressed a desire to do it again. February 2 is the next event and she will send out a sign-up link. She'd like to form a group like Orchestras Feed America, but library related. She is looking into it to see if there is already a program in place.

Director's Report: Groskopf introduced Brittany Peacock. She is the Community Outreach Supervisor and began the job on January 2. She got her first library job at 16 as a page in her local library. She graduated from Coe College then received her Masters of Library Science from LSU while working at Mount Pleasant Public Library. She is excited to be here and work in the community. Groskopf reminded the board of the QC Beats launch party on February 8 from 7:30-11:30. Six artists selected will perform at the RME that evening.

New Business: Roba motioned to approve changing the library circulation policy to have juvenile materials be fine free if the RiverShare Consortium votes to make the recommendation. Engelmann seconded. It is on the agenda for this week for RiverShare per Groskopf. Estimated annual fines for juvenile items is \$10,000-11,000. The city Finance Director has been told of the plan and is fine with it since it is a barrier that is lifted for many library users. Groskopf would hope rollout would be during National Library Week in April. Meginnis offered to have the council issue a proclamation for that week and include this announcement. Groskopf will share language with her. All approved the motion after this discussion. For the second item in new business, Engelmann motioned to approve the change in pay grade for IT Supervisor, Customer Services Supervisor and Business Office Manager and Facilities Supervisor to that of Supervising Librarian with the change to take effect at the beginning of the next pay period. Cooper seconded. Groskopf explained that the position duties and responsibilities have changed since the jobs were originally created and feels the compensation is not adequate at the current pay grade. With the recent organizational changes there was a small amount of savings so there are currently funds available to change this salary schedule. It is a change in the 12-

step salary schedule, not a one-time adjustment. All approved the motion. In the third item of new business, Cooper motioned to approve the following areas as options for naming opportunities for the Main Street Library Renovation project: Children's Area; First Floor Meeting Room; Teen Area; Lower Level Meeting Rooms; Large Study Rooms, and Small Study Room. As the campaign proceeds, naming opportunities will be discussed individually with donors making significant gifts to the campaign. N. Motto seconded the motion. All approved. In the fourth item for new business, Groskopf reported that as part of the accreditation process through the State Library of Iowa, the board has to review one of the four ADA checklists. She provided restroom checklists for each of the three buildings. In the future, the library's safety committee will be tasked with doing one of the checklists each year. There were some issues with signage and accessibility that will be looked into for the restrooms. Engelmann motioned to approve the checklist review with a second by Roba. All approved. For the final item in new business, Engelmann motioned to approve the 2019 implementation plan for the Strategic Plan 2018-2020. Lance seconded. Groskopf noted this is a continuation of the three-year plan. Some items of note for 2019 were presented by Groskopf. One is rolling out the digital library card. It would allow residents to sign up for a card online to take advantage of digital resources through the website, eBooks, etc. Auto renewing library cards due to expire with a letter sent to cardholders is another. If the letter is returned, we will know the address is not current and stop the card. Getting the outreach mobile library, tentatively called OWL (Outreach Wheeled Library), on the road in late summer is a goal. DMW Design is working on a vehicle wrap design. Evaluation process for partnerships is another goal. All approved.

Old Business: Engelmann would like to add an item to the February agenda regarding the board's position on backfilling funds for commercial property tax break by the state legislature. He will provide language to Imming.

At 12:34 p.m. Roba motioned to move to closed session for Groskopf's performance evaluation per Iowa Open Meetings code, chapter 21.5 section i,"to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session". Groskopf provided a signed request for closed session. Engelmann seconded and all approved.

At 1:25 p.m. Imming returned the meeting to open session after reviewing the Library Director's performance. Lance motioned to approve the evaluation with a second by N Motto. All approved.

Roba motioned to adjourn at 1:26 p.m. Casillas seconded and all approved.

Respectfully submitted,
Kasey Shipley, recorder