



LIBRARY BOARD OF TRUSTEES  
MINUTES  
April 16, 2024

### **Roll call and introduction of attendees**

The Davenport Public Library Board of Trustee monthly meeting was called to order at 12:01 p.m. by Steve Imming on Tuesday, April 16, 2024. The meeting was held in Meeting Room C of the Main Library. Board members present at roll call: Malavika Shrikhande, Sylvia Roba, Amanda Motto, Judie Lance, Joe Heinrichs, Michael Hustedde and Steve Imming. Laura Genis arrived, via phone, at 12:04 p.m. Tom Engelmann arrived in person at 12:08 p.m. Staff present: Jeff Collins, Library Director; Lexie Reiling, Assistant Library Director; Jennifer Williams, HR Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, Office and Facilities Manager & Recorder; Michelle Frieden, Cristina Amador-Perez and Joe Crawford, staff members of the IDEA Committee; and Marion Meginnis, City Council Liaison.

### **Consent Agenda**

Shrikhande motioned to approve the consent agenda with a second by Roba. Shrikhande, Roba, Motto, Lance, Heinrichs, Hustedde and Imming all approved.

### **Public with Comment**

No one present.

### **Reports and Communications**

#### **FRIENDS Report**

Collins reported the FRIENDS held their annual meeting last week and discussed finances. All seems to be in good shape.

#### **Finance**

Heinrichs reported that outside of electronic and computer expenses being up everything else looks to be in line.

#### **Personnel**

Motto had no report but stated there will be discussion later in the agenda related to personnel.

#### **Advocacy**

Shrikhande wished librarian's a happy National Librarian's Day which falls on April 16. She thanked Collins for attending Alderman Ben Jobgen's 6<sup>th</sup> ward meeting. QC PastPort has a plaque at Rock Island Public Library for their online tour.

#### **Director's Report**



Collins shared that at least 329 people attended the solar eclipse party on April 8. Leading up to the event we had thousands of glasses to give away and kept 300 for the program. Youth Services is sending recycled glasses to South America for a future eclipse. Grade Level Outreach Experience (GLOE) trips are taking place in April and May. Outreach and Youth Services staff goes to each Davenport Community School District's elementary school to do a craft and share library news with the first-graders. There are prizes and chance at a staycation for those that visit the library afterwards. Thank you to the Trustees for donuts during National Library Week and to the FRIENDS for funding other treats for staff that week. Collins is serving on the American Red Cross Board and as a troop leader for Boy Scouts. He performed the icebreaker exercise at the first gathering of the latest DavenportU Citizen's Academy. A reminder that this Thursday is a Trustee training opportunity put on by the State Library. Meeting Room A is booked at Eastern at 6 p.m. if you'd like to view from that location. Thursday, April 25, is the annual staff in-service with the libraries closed. Trustees are invited; just let Collins or Shipley know if you will be attending all or part of the day. Upcoming programs are at the end of his report, and let him know if you need any of the marketing materials he passed around the table.

#### Council Liaison

Meginnis held a ward meeting last night and Clay Merritt was present to share news on the silent crossings as they work with Canadian Pacific on that process. It is a long process that takes approvals from many agencies. The end of 2025 is the best guess on when they will be active. The City received \$13 million to raise portions of River Drive for flood protection. Storm sewer separation at Marquette and River Drive continues. There is a clean-up event along the river on April 27 from 10-noon, by the Freight House. The committee to hire a search firm has selected the firm that will seek the new City Manager and it will go to Council to approve. The goal is to have a new City Administrator in place by September 1.

#### **Old Business**

The first item of old business was to approve changes to Bylaws. Engelmann motioned to approve with a second by Heinrichs. Imming went through the changes and there was no further discussion. Roba, Motto, Genis, Lance, Heinrichs, Engelmann, Hustedde, Shrikhande and Imming all approved. The second item of old business was to approve changes to the Electronic Resources Use Policy. Hustedde motioned to approve with a second by Lance. Collins added that the Inclusion, Diversity, Equity and Accessibility (IDEA) team reviewed since the last Board meeting and had no recommendations for change. Motto, Genis, Lance, Heinrichs, Engelmann, Hustedde, Shrikhande, Roba and Imming all approved.

#### **New Business**

The only item of new business was to discuss the evaluation process of the Library Director. This topic came from information Imming received from the State Library's law librarian, Mandy Easter, and it is apparently not best practice to go into closed session for an employee evaluation unless there is a real chance of "causing irreparable harm to one's reputation". In the past, the Board has required the



Director to request, in writing, the wish to have their annual evaluation be held in closed session per the open meetings section that allows for it. The Trustees have followed all closed session rules precisely by having the written request, audio recording it, transcribing minutes and sealing those documentations with the recording before securing for at least one year. Collins will reach out to IUPLA (Iowa Urban Public Library Association) members for input on how they handle it and to the City attorney for guidance. The answer may be having the Personnel Committee performing the evaluation and approving it at an open meeting. Roba remembered that is how it was done when she was first on the Board. The second part of the discussion was to discuss the timing of the evaluation so that Trustees would have an opportunity to provide input before their terms expired. It is proposed to have the regular evaluation in November 2024 and change the cycle in 2025 to be in May or June and go forward using that timeline. Due to a technical difficulty when Genis' question could not be heard through the AV, she raised concerns on any exposure the Board may have for violating Open Meeting laws and did not feel comfortable proceeding as in the past. Imming assured her the Board has done everything correctly; the State Library would prefer to see the use of Closed Meetings used sparingly as a best practice. Engelmann noted the State legislature recently increased fines for breaking Open Meeting rules.

#### **President's Comments**

Nothing to report except to pass along Trustee contribution for donuts to Imming.

#### **Board Training**

The Library's IDEA Team representatives Michelle Frieden, Cristina Amador-Perez and Joe Crawford began the training at 12:54 p.m. They shared information on the inception of the committee, the mission, which staff participates on the committee and tasks they perform. Some samples of recent monthly training opportunities were shared and they are geared towards all learning styles. There are articles to read, videos to watch and podcasts to listen to. There is a LibGuide which is not public-facing, but you can view if you have the link. Shrikhande noted it has been a pleasure to be part of this team and thanked them all for what they do. She has also shared the link to the LibGuide with the Trustees. Collins noted that guidance from the team led to changes in the testing process of Library job applicants. The data they collect and place on the staff LibGuide helps programming and selection team members. Engelmann appreciates their input on policy reviews through the lens of the IDEA team.

#### **Adjourn**

Engelmann motioned to adjourn at 1:12 p.m. with a second by Roba. All approved.