

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE FEBRUARY 19, 2019 MEETING

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:00 p.m. on Tuesday, February 19, 2019 in the Small Meeting Room of the Main Library.

Present: Craig Cooper, Tom Engelmann (12:01), Steve Imming, Judie Lance, Amanda Motto (by phone at 12:02), Naghme Motto and Malavika Shrikhande. Absent: Matt Casillas and Sylvia Roba.

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; Tracy Moore, Development Officer; Kasey Shipley, recorder.

Cooper motioned to approve the consent agenda with a second by Shrikhande. All approved.

**Public with Comment:** None

**FRIENDS Report:** Groskopf presented report since Genis had just returned from abroad and had not caught up on the meeting information from last week. There was not a quorum so no official action was taken. They did approve some invoices by email that will be paid. The casebooks are finished and Groskopf passed around a couple to review. The capital campaign committee is working to find a good date to meet and assign asks now that the casebook is complete. A new date will be shared for the annual meeting in April as the 16<sup>th</sup> will not work after all. Engelmann asked when his pledge will be billed. Groskopf will have staff look into that and reply. Donors will also have their gifts acknowledged as paid so let her know if that has not happened.

**Finance Committee:** Engelmann noted that some budget lines are over and some are under. Groskopf stated that the maintenance budget has taken a big hit due to the number of snow and ice events our contractors have salted or plowed. It is now at \$31,000 for the balance.

**Personnel Committee:** A. Motto had no report.

**Advocacy Committee:** Shrikhande reported there were 11 new volunteers for the February 2 backpack-packing event at Riverbend Foodbank. Those attending want to keep doing it. She plans to meet with a staff member there to work with us on a "Feed & Read" program and she will post the next date and time for volunteering. Groskopf mentioned she ran into their director, Mark Miller, and had a preliminary conversation with him regarding a specific partnership. Possibly programming for the library and serving as a drop-off location for donations for that partnership. Shrikhande noted she will share a pdf version of the American Library Association's campaign for Libraries Transform, made to be Iowa Library specific, which can be sent in postcard form to legislators. Lastly, the city is doing an annual cleanup on Saturday, March 23 from 8-11AM. Participating in a clean-up was another advocacy outreach opportunity discussed a few months ago.

**Director's Report:** Groskopf brought drink coasters from the QC Beats launch party held a couple of weeks ago to share. In the first week, 168 songs were streamed through the service. Statistic didn't show how many unique users streamed that number.

**New Business:** Library administration is creating a bad weather procedure document that will give clarity to staff on possible considerations taken by the director as decisions are made regarding any library closing. This document will be added to staff guidelines and procedures. A policy was discussed but it was felt to be too general for weather conditions that can be complex. Engelmann noted that part of the decision should be that staff can safely get in to work. Cooper asked if there was any repercussion if staff called in for weather and Groskopf replied there is not; they may use accrued time off for such use. Concern was raised if we had enough staff able to come during extreme cold; Groskopf replied there was, but some tasks that normally are done daily would not get done in some instances. Shrikhande saw that ALA social media noted many libraries were open to provide a warm place for residents. Cooper noted the importance of

using library computers and being open as much as we can. The second item of new business was to discuss a side letter to the union contract. The current contract contains a trial period of 30-work days for promotion or transfer to a new position. Two library positions, a 20-hour per week senior clerk and a 25-hour per week senior clerk, both in Customer Service only differ on the number of hours per week guaranteed. The drafted side letter to eliminate the trial period for this job move will be shared at the next labor-management meeting with stewards. If they vote to approve, it will then come to the Trustees to approve. The third item of business is to review the library policy of Posting on Public Message Boards. Due to confusion from the board on what it addresses, the title will be renamed to clarify as it could relate to social media platforms. A social media policy is also being drafted by staff. Revisions will be presented for approval at March meeting. The next policy discussed was Use of Tobacco and Smokeless products on Library property. Groskopf reported there have been few problems with use of smokeless products, but without smell of smoke it may just go unnoticed. The concern she has of the Iowa Smokefree Act is we cannot place a receptacle for cigarette butts on property since no one should be smoking. The butts pile up on the porch and sidewalk as customers don't have a place to dispose of them. Approval will be requested at the March meeting. The last item for new business was the presentation of a resolution regarding the Iowa Property Tax Backfill. Engelmann brought the idea to the January meeting and crafted language. The final resolution states, "The Board of Trustees of the Davenport Public Library is OPPOSED to any reduction in the PROMISED backfill to local governments". Engelmann motioned to approve with a second by Cooper. Discussion included that the state promised to provide revenue lost to local government by this tax break to businesses and they are proposing to backtrack on that action. Shrikhande noted she could print the postcards mentioned in her advocacy report with this language on it to mail to legislators. A question was asked, is there any downside to making this resolution? Engelmann noted it reminds lawmakers that a promise was made in the past. He encouraged the group to send it to their state legislators. All present approved the resolution. Engelmann asked to include the approved date on it.

**Old Business:** None.

**Other:** Shrikhande inquired about the possibility of the library working with the schools on their kindergarten roundup day. Reiling reported the library offers materials and brochures for handout during that day but cannot go to schools since it is done the same day and time at each elementary. Shrikhande asked if the Trustees could volunteer to attend these or the "meet & greets" at schools around the first day. Groskopf noted the library does issue the fine-free library cards to all incoming kindergarteners when school administration shares the final list of registrants.

With no further business, Engelmann motioned to adjourn at 12:46 p.m. Cooper seconded and all approved.

Respectfully submitted,  
Kasey Shipley, recorder