

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE MAY 21, 2019 MEETING

President Steve Imming called the monthly meeting to order of the Davenport Public Library Board of Trustees at 12:00 p.m. on Tuesday, May 21, 2019. The meeting was held in the Small Meeting Room of the Main Library.

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

Guest: Marion Meginnis, City Council liaison.

Library Staff: Amy Groskopf, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, Recorder.

Shrikhande motioned to approve the consent agenda. N. Motto seconded the motion and all present approved.

**Public with Comment:** None.

**FRIENDS Report:** Groskopf presented the FRIENDS report. At their last meeting, the FRIENDS looked at the election of officers and recruitment of officers for succession planning. They will look at creating job descriptions and plan to look at the by-laws and responsibilities of officers and directors. If you know of anyone interested in joining their board, please share. They can have 8 to 20 on their board and there is no Davenport residency requirement. The Capital Campaign committee is meeting on Wednesday, May 29.

**Finance:** No report.

**Personnel:** Casillas reports he will be meeting with A. Motto soon.

**Advocacy:** Shrikhande shared information with a teacher from Adams Elementary about the library including how to access the newsletter and information on the summer lunch program. She met her at the Jason Reynolds event where the teacher had her students color pictures related to Reynolds' books and they gave to him that night. Shrikhande also shared a FRIENDS' membership form with her and hopes she joined. Shrikhande gave information to the director of Dress for Success about the library having hotspots for checkout and put her in touch with Brittany Peacock in the library's Outreach and Marketing department.

**Director's Report:** Groskopf reports the library plans to have another author visit next year. The Google grant has been submitted. It is for \$175,000 and the funds would be used for more hotspots and technology to connect with the community as a part of Outreach. Davenport Schools provided a letter of support. The Outreach vehicle is expected as early as September/October if we do not require a blind spot assist system, or in November/December if we choose to wait for the model that would have it. Currently, staff is weighing the options with city fleet's input. The air conditioning at Main is not working yet this spring. One of the air handlers on the replacement project for next year has failed and a work around is being sought. A cost for the parts is not yet known but with the unit being replaced next year minimal funds will be spent on the repair. Groskopf pointed out the budget line under "Misc revenue/expenses" and labeled EICDD contains funds restricted to personnel from a grant received years ago and not expended. The plan is to use some of that to expand the hours of the three part-time librarians from 20 hours per week to 24 hours per week for a trial period. If adding those hours works well in covering staffing needs, a permanent funding source may be sought. Imming noticed the increase in program numbers and Main Library circulation in the statistic report. Groskopf cautioned that the e-book circulation is up and all of those are credited to the Main Library.

**New Business:** The Legat proposal for their cost estimate to complete design development and construction documents was presented. N. Motto motioned to approve the contract pending legal review by the city and not-to-exceed \$150,000. Cooper seconded. Imming reported that Groskopf has done a lot of work on this project and scrutinized the proposal carefully. Meginnis asked if the Trustees owned the building rather than the city. The city does own it, so it

would not be eligible for historic tax credits such as HVAC and carpeting. With no further discussion, a vote was taken and all approved with the stipulations of legal review and the not-to-exceed amount.

**Old Business:** The Library Trustee Job Description, with revisions, was presented as the first item in old business. Lance motioned to approve with the edits Imming provided. Casillas seconded the motion. Edits included the addition of “Being a citizen and resident of the city” under qualifications. Trustee responsibilities added were “Setting the compensation for the Library Director and all staff”, “ Approving the budget, subsequent transfers from one budget line to another and expenditures”, “Exerting fiduciary control of the Library’s annual budget”. All approved the changes as presented. Imming asked that a copy go to the mayor. The second matter of old business was to look at the revised Library Patron Appeals procedure. Casillas approved on the condition of review by city legal with a second by Shrikhande. Discussion included where this procedure would be kept or how it would be disseminated. Groskopf replied if a patron asked for reconsideration of library materials or if they were banned, this could be given to them at that time. All approved the procedure pending city legal review.

**Other Business:** Alderman Meginnis reported there will be a press conference tomorrow at 11AM to announce the Party in the Parks event. It will include food, music and activities for residents at smaller parks in the city and take place a couple times each of the summer months. The point is to bring people together, have a good time and share information on city services. Representatives from many city departments will be at each event. Due to the flood this spring, she noted there may be some delays in tasks from Public Works while they are dealing with that crisis. City staff is working on a new “dream” program in needed areas of the city proposing forgivable loans for rehabilitation costs. Existing homeowners may apply for a repair loan. More information to come, probably in July, for a kick-off. There have been questions to the council about the new zoning rules that were passed recently. Cost of the flood is at around \$1 million so far and the city may review the current practices as they did after big floods in the past.

With no further business, N. Motto motioned to adjourn with a second by Casillas. All approved adjournment at 12:53 p.m.

Respectfully submitted,  
Kasey Shipley, recorder