

On Tuesday, January 15, 2013, Board President Greg Lundgren called the regular monthly meeting of the Davenport Public Library Board of Trustees to order at noon at the Main Library.

Present: Marie Christian, Tom Engelmann, Dave Iglehart, Greg Lundgren, Steve Imming, Judie Lance, Sylvia Roba & Tracy Schwind. Absent: Ken Croken

Others present: LaWanda C. Roudebush, Library Director, Amy Groskopf, Associate Director of Library Resources, Stephanie Schulte, Associate Director of Customer Services, Sue Anderson, Library Operations Manager, Ian Russell, FRIENDS Board President and Karen Neal, recorder.

1. Consent Agenda

- A. Roll Call
- B. Approval of Agenda
- C. Approval of December 18, 2012 board minutes
- D. Financial Reports

Schwind made a motion to approve the Consent Agenda with a second by Roba. Motion passed with all ayes.

2. Reports

FRIENDS – Russell reported that the FRIENDS are considering financing the renovations to repurpose either the RAM room or the Film Room at the Main Library. Roudebush commented that these rooms have been included in the CIP requests for several years but continue to get pushed back; now to FY16 or maybe FY18. The rooms need to be updated with technology, lighting, etc. The RAM Room, for instance, would be an excellent meeting room and much more convenient for the public, being on the first floor.

The FRIENDS are also discussing amending the by-laws to reflect a change in term length and more staggered terms.

Russell thanked the board for the opportunity to speak at Roudebush's retirement reception this past Sunday. It was quite an enjoyable party; planners to be commended. At that, board members and staff applauded Neal for her organization of Roudebush's retirement party.

Committee Reports

Finance – Roudebush, having attended the first council budget session last Saturday, reported that the Finance Director is trying to hold the line in all departments in planning the FY14 budget. She told Council members on Saturday – that as part of the decrement planning - that we would not be filling a recently open part time customer service position. But, in so doing, the Homebound Program would be eliminated to move that position to the Customer Service Department. While important to those it serves, the Homebound Program serves less than 50 people. Lundgren, in his advocacy role, recently had occasion to chat with the Mayor and City Administrator, both together and individually. They both expressed their hope that the library system could increase its hours. That is not realistic without additional operational monies.

Lundgren added that staff should email board members if their attendance at any of the budget sessions would be helpful.

Personnel – Besides working with board members on the Library Director Search, Anderson has been dealing with filling several positions from within the organization as a result of, for instance, retirements. Even hiring from within involves numerous steps, including looking at the position description in the first place to see if we are getting the best value.

Buildings/Grounds –

Main - The Sorter Room at Main is up and functioning well and looks great, too. The student shelvers at the Main Library are amazed to be able to, finally, keep up with returned items.

The construction on the Renwick building continues. Staff continues to monitor the construction site daily in the event the workers' actions are negatively affecting the Library. For instance, they had tied their fencing to a pipe on the back side of the library and it broke the bracket holding the exhaust pipe in place. There was no permanent damage but Public Works staff had to refasten the pipe to the building.

Basement water infiltration. City-assigned contractor showed up yesterday, proceeding to dig the hole at the east end of the alley. The plan, we are told, is to replace the existing 8" pipe with 12" pipe and thereby causing an improved "fall" from the library storm water outlet located under the dock. The work is now at a standstill as a result of running into a MidAmerican Energy power vault. The contractor needs to work with MidAmerican to see what the possibilities are to work thru or around the vault. Public Works staff is overseeing the contractor's work.

Fairmount – In searching for the cause of a leak discovered above the ceiling of the Youth Services Work Room, library staff discovered that there is a hole in a pipe that is above the workroom counter. Roudebush will query Public Works staff to determine if they, Northwest Mechanical or Johnson Controls should repair.

Of 36 glycol valves in the HVAC system at Fairmount, 4 or 5 have gone bad in recent months. It was agreed that the rate of failed valves is high for a building that is only 7 years old. Staff from Public Works reported that we could just replace the stems on the valves (about \$10 each) or the entire valve could be replaced (about \$96 each). The Board had a question about whether the \$96 was just the valve itself or does that include the labor? Inasmuch, they asked to have an estimate prepared of the cost of replacing all of the valves at once, including labor costs.

Eastern Avenue – The snow removal contractor as well as several staff have agreed that positioning a snow fence at a couple spots at Eastern would probably be very beneficial. Areas include the entrance and where the staff park. Roudebush has contacted IDOT for the placement formula. She reported to the board that "we have a plan".

Planning – Imming asked if the Business Plan had been updated for the budget process and Roudebush replied, "yes". Roudebush will email the updated Business Plan as well as the Strategic Plan to all board members.

3. Director's Report

As explained in her Director's Report sent last week, Roudebush is recommending an increase of \$1500/month for Groskopf for serving in the capacity of Interim Library Director. Roba made a motion to increase Groskopf's salary by \$1500 effective February 1, 2013 until the position is filled. Iglehart seconded the motion. Groskopf's increase is sustainable for an indefinite period of time since savings will be realized from Roudebush's retirement. Board members agreed that they would re-visit Groskopf's salary after someone is hired to consider a transitional pay period increase while the new director is being oriented. Further, there will need to be a discussion of how best to orient the new library director and development of a "to do" list for him/her. Motion passed with all ayes. Roudebush expressed her willingness to develop a list of contacts, e.g. Rotary, Chamber, etc.

Roudebush thanked board members for their support for the last 9 ½ years. The reception on Sunday was phenomenal and the proclamation from the Mayor last Wednesday was such a surprise. Not only folks she has worked with in many capacities stopped by on Sunday but strangers, too, to thank her for her library service to the community. She is humbled by everyone's accolades. She assured the board that staff has a wealth of knowledge, are informed and passionate about their work for the library. She leaves the library system in good hands.

Roudebush oriented two of the three newest FRIENDS board members this morning.

4. Old Business

Library Director Search – Anderson provided an overview of the schedule of events for next week’s interviews with the three candidates. Discussion ensued on how best to choreograph the interviews so that the process is the same for each of them. Anderson and Roba will develop a scoring sheet for the interviews.

Coffee Shop spaces - Roudebush has been talking to a vendor that is interested in, initially, a trial period only at the Fairmount coffee shop location. Tom Warner, City Legal, is drafting a suitable contract for this circumstance. The person interested in the Eastern Coffee Shop has no business experience and has not been in contact with her recently. Roudebush also has chatted with the woman who runs the Bettendorf Public Library Coffee Shop for general operational advice, etc. since that coffee shop has met with such success. General discussion ensued for thoughts for a successful coffee shop. All agreed there needs to be a plan and one that is carefully executed. Roudebush was asked to invite the Fairmount-interested vendor to write up a pseudo business plan and proposal to be presented to them at the February board meeting. Finally, Roudebush said the rooms could simply be used as a “Commons” area and people could bring their own food and drinks should they choose to do so.

Schwind asked staff to pull down the wording from the closed sign at the coffee shops that says “effective immediately”. It sends a peculiar message that has a negative connotation.

5. New Business

Lundgren presented two plaques to outgoing Library Director, Roudebush as she ends her tenure as Library Director on January 31, 2013. Plaques will be hung at each branch library in recognition of her tireless work towards getting the branches built and operating under her direction as Library Director.

Being no further business, the meeting was adjourned at 1:30 pm.

Respectfully submitted,

Marie Christian, Secretary