

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE SEPTEMBER 15, 2020 MEETING

Board President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:02 p.m. on Tuesday, September 15, 2020. The meeting was held in the Brooke Room of the Fairmount Branch Library and was partially electronic due to an in-person meeting being impossible or impractical due to concerns for the health and safety of Board members, staff and the public presented by Covid-19 and to follow the Governor's proclamation directing social distancing.

Roll call of Trustees: Amanda Motto, Craig Cooper, Judie Lance (disconnected from meeting at 12:56 for another commitment), Tom Engelmann, Naghme Motto, Malavika Shrikhande and Steve Imming present. Joe Heinrichs arrived at 12:05. Absent: Sylvia Roba.

Others present in-person or via Go-To-Meeting: Marion Meginnis, City Council liaison; Laura Genis, FRIENDS of the Davenport Public Library President; Amy Groskopf, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, recorder.

A. Motto moved to approve the Consent Agenda with a second by Engelmann. A roll call vote had A. Motto, Cooper, Lance, Engelmann, N. Motto, Shrikhande and Imming all vote yes to carry the motion.

Public with Comment: No one was present from the public.

FRIENDS Report: Genis reported their board did not meet in September due to lack of quorum. A grant was recently received for \$18,000 from the Jenkins Family Foundation for the capital campaign. The renovation project goes to the City Council next week for approval to bid. A letter to supporters was recently mailed to kick off the public phase of the campaign.

Finance Committee: Engelmann reported the Budget Recap notes it is 16% of the year and the total city appropriation is at 16% as well. There have been some lines with higher expenses and he noted those are for some larger annual expenses.

Personnel Committee: A. Motto reported that she and Cooper sent survey results to the board and they will likely do Groskopf's evaluation in October. A. Motto requested an update on goals from Groskopf sent to either herself and Cooper, or to the whole board. A. Motto had some other questions for Groskopf relating to required facial coverings for staff. Groskopf replied that when working the public floor all staff are required to wear a mask. It is strongly encouraged when in a shared workspace or passing through shared spaces such as hallways or stairwells. The city does not require staff or customers to wear masks and cannot due to the State not mandating masks. Groskopf noted there is a range of staff's feelings of mask wearing, much like America, and it goes from not so concerned about using masks to wanting 100% of people wearing them 100% of the time. Her goal is to be able to say that no one was in close contact, per the CDC's definition, of another staff member if they would test positive. A. Motto also asked if there were regularly scheduled updates with Covid-19 information. Groskopf noted those are not on a set schedule but as things change an all staff email is sent out with the information and that is then stored on the staff intranet for future reference. One more question regarding the staff survey was regarding the banning of violent or aggressive patrons. Groskopf replied it is based on the level of the offense. If violent or aggressive it would be the maximum ban of six months, especially if police were called and charges were filed.

Advocacy Committee: See end of meeting; Shrikhande experience technical difficulties and could not be heard.

Director's Report: Groskopf had a minor update to her written report. The Budget Kick-off for FY2022 took place this morning and it sounds like Union negotiations will begin in early November rather than late November as noted last week. There is not a decrement or budget reduction planned, but the budget will be flat with no increases in supplies or staff. Groskopf gave kudos to Moore for finding the grant for the Jenkins Family Foundation opportunity. The total funds raised by the FRIENDS is at \$833,000 with this most recent pledge. The air handler replacement project at Main is coming to an end. Start up and testing should end just as the cooling season does, then the resolution for the water damage will be determined. She has a hope that the October meeting will have the bids for the renovation on the agenda but the time table is tight. It may involve calling a special meeting. She estimates the renovation work will have Main being closed for 4-6 weeks with some of the work off the public floor being done while we are open. Early voting dates are still tentative; waiting for the County Auditor to finalize those dates. That will be done at Fairmount and Eastern locations only.

Council Liaison Report: Meginnis reported that while Iowa was in the top 5 or 6 states for self-response for the census, it is in the lowest ranked for follow-up enumeration. She is following the lawsuit that will be heard in court on Thursday regarding the end date of September 30 for Census 2020. She reported the City is in good financial shape and FY2022 will be a flat budget year with no new projects. Many other cities are in bad shape and a slow recovery is expected. She noted the Downtown Davenport Partnership is rolling out their new strategic plan and encouraged the board to ask Kyle Carter to speak to them on what it means since the Main Library is an important part of the downtown. Meginnis asked if Groskopf could speak to the Council at a management update, possibly in November, to let them know how the renovation project is proceeding. Another piece of information she shared is that the King's Harvest shelter downtown will not open this winter. Humility of Mary, Salvation Army and others plan to continue housing in hotels as they began doing with Covid-19. This may impact the populations downtown as they turn towards this model rather than a shelter. Heinrichs did have a question for Meginnis regarding the census. He has submitted his census but also received two notices on his door recently. She recommends he call the number on the sheet to resolve the issue. Shrikhande added that she has shared census information with St Ambrose faculty and students.

New Business: The Sex Offender Policy was the first item of new business. The document only contains edits to add hot links and notations to the document for ease of use as the law has not changed. Groskopf noted that permission has never been granted to allow use of the library by an offender against juveniles. There have been instances when an appointment has been made for them to come into the library for a specific instance. One example Groskopf shared was to get a library card with the Customer Services supervisor so they could have access to electronic resources or allow another person to pick up materials with their card. The second item of new business was the labeling of library materials. Reiling presented a 15-minute training on how the library organizes and identifies library materials in a viewpoint-neutral manner with directional labels while not being persuasive. The goal is to provide a broad age range rather than grade level or specific age ranges for children's materials. For fiction genres, we do not break out Inspirational fiction like Mystery, Romance and Science Fiction since that term can mean many things to different people. If patrons are looking for a genre we don't break out, this is where librarians have been trained to help with readers' advisory and can do a reference interview with them to help find materials they would enjoy reading. For video games and movies, there are ratings systems already in place. We do not label or shelve according to that and those ratings are found on the cases. The ratings are subjective and the criteria changes. Libraries labeling by the ratings' systems would be a violation of the Library Bill of Rights since it is subjective. She will be happy to email her presentation that includes the resources.

Old Business: Heinrichs motioned to approve the 2018-2021 Strategic Plan with a second by Engelmann. There was no discussion. A roll call vote was conducted with Cooper, Engelmann, N. Motto, Heinrichs, Shrikhande,

Imming and A. Motto all voting yes to carry the motion. Groskopf said the implementation plan for 2021 will be presented at the November or December meeting.

Advocacy Report: Shrikhande will send an email to the board about nominating a librarian through the American Library Association's initiative "I Love Libraries" for a cash prize of \$5,000. The board has purchased donuts as a treat for staff during April's National Library Week on Library Worker's Day the past few years. Due to Covid-19 this was not done this year and Imming wondered if the board would like to pitch in funds and catch up on it this fall. Shrikhande is looking into a bakery that makes individually-wrapped treats and the cost. More information will be coming to the board on this from Imming after costs are determined.

With no further business, Engelmann motioned to adjourn the meeting at 1:03 p.m. Heinrichs seconded and all approved.

Respectfully submitted,
Kasey Shipley, recorder