

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE AUGUST 15, 2023 MEETING

President Steve Imming called the regular monthly meeting of the Davenport Public Library Board of Trustees to order at 12:02 p.m. on Tuesday, August 15, 2023. The meeting was held in Meeting Room C at the Main Library.

The roll call of Trustees showed that Amanda Motto, Joe Heinrichs, Craig Cooper, Judie Lance and Steve Imming were present. Laura Genis arrived at 12:05 and Tom Engelmann at 12:06. Absent: Sylvia Roba and Malavika Shrikhande. Others present: Jeff Collins, Library Director; Lexie Reiling, Assistant Library Director; Jennifer Williams, HR Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, recorder; Marion Meginnis, City Council Liaison.

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

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

**FRIENDS Report:** Collins shared a few items discussed at the last meeting as Heidi Lubben, FRIENDS President, was not present. The FRIENDS are working on increasing their membership and increasing the number of ways people can donate including recurring monthly donations as part of the annual fundraising campaign. There is a request for proposals out for the management of their investments. In theory that happens every five years, he stated. They will also be sending out request for proposals for their insurance as well.

**Personnel Committee:** Nothing to report by Motto.

**Advocacy Committee:** Imming shared information from Shrikhande who had a work conflict. She is attending area public library board meetings, as her schedule permits, to foster meaningful connections, collaborative opportunities and overall growth and development of the local library community. By forming connections with trustees from other libraries, the collective voice can be strengthened to advocate for libraries at local, regional, and national levels. A united front of trustees can lead to more effective advocacy efforts and increased support of libraries. She hopes to arrange a get together of trustees in the region in the near future, and plans to attend meetings in Illinois as well. Things she hopes to gain from these visits include knowledge sharing, collaboration, networking, diverse perspectives, advocacy, professional development, problem-solving, innovation, mutual support, community impact, fellowship and friendship. Shrikhande attended the LeClaire Public Library trustee meeting on August 8. She plans to attend the Scott County Library trustee meeting on September 25 and the Bettendorf Public Library's meeting on September 14. She will be at the Farmer's Market on September 2 with the Figge, but will be advocating for the Library as well as the museum. Today is the Presidential Assembly Day at St. Ambrose so she was unable to attend the Trustee meeting. Imming noted that if anyone else is interested in attending the meeting of another library board, he has some information on when other boards meet.

**Finance Committee:** Engelmann reported there is a budget recap for fiscal year 2023 and the first month of fiscal year 2024. The annual recap shows that 98% of the city appropriation was spent. The month of July's recap is 8% into the new year and expenses are close to that percentage.

**Director's Report:** Collins reported there was a request for reconsideration regarding the placement of the title "House of Salt and Sorrows" by Erin A. Craig. The request was that it be removed from the Young Adult fiction section and placed in the Adult Fiction section. The Collection Development Policy directs the Library Director, Assistant Library Director, Youth Services Supervisor and Information Services Supervisor to evaluate and

analyze the request based on criteria in the policy. The request was denied. The complainant may appeal to the Library Board through a written request and that information was provided to them. Meginnis asked if the complainant must be a Davenport resident and Collins replied that is a requirement to file a request for reconsideration. Engelmann inquired if the Board would receive the same information the Library staff gathered and Collins confirmed that they would be provided that information if the complainant appeals to the Board. Collins stated this title had not appeared on any other list staff had seen as a challenged book and the request was well written by the complainant. The Main Library has had been "through the wringer:" of late. Fourth Street did reopen fully after the building collapse, Main Street opened and closed a few times, Collins noted. There was a natural gas leak at the construction site to the south of the building two weeks ago and staff and patrons evacuated for about one hour. Iowa American Water did not give the Library advance warning, or it didn't go to the appropriate staff, when they shut off water last Friday to the block to cap the water main that led to 324 Main Street. They then encountered issues in the task that extended the water shut off for about five hours on the following Monday. Main has had to close often and for a lot of reasons, none of which is the fault of the Library; all from external factors. There is exciting news to relay. Good progress is being made on the enhanced youth spaces project. On December 2, there will be a ribbon-cutting and grand opening at Eastern for the space that will coincide with a visit from author/illustrator Jan Brett at 10 a.m. There will be a program by the German American Heritage Center at 11:30 on winter traditions geared towards adults and the ribbon-cutting for the children's space will be at 12:15 with cake. Any Board members available to attend that day would be appreciated and share with your networks. More to come with official invitations. The ribbon-cutting for the space at Fairmount will take place at 2:15 and have cookies, inviting the public to attend, for a lower-key event. The Business Services program launches in a couple of weeks. There are two new resources, Gale Business Plan Builder and LinkedIn Learning. These are resources for small business as well as job seekers. Genis inquired as to what the Plan Builder is and Collins replied that it is a database and helps patrons create a business plan. The goal of the Business Services program is to funnel residents interested in starting their own business into the Small Business Development Center, QC Chamber, Downtown Davenport Partnership and other like entities. Please check out the list of upcoming programs and events to see what is coming up in programming. Imming asked if Jan Brett would be at Fairmount for the afternoon groundbreaking on December 2. Collins replied that the only stop for her in Davenport is at the Eastern location as she is passing through town to the next stop on the tour. Collins thanked the Youth Services team for coordinating her visit. Imming noted he had looked at the Gale business resource and it has information on writing non-profit bylaws. Cooper inquired what poison hemlock looked like and Meginnis shared it looks similar to Queen Anne's Lace but has purplish dots on the stem.

**Council Liaison:** Meginnis reported the Council will be voting to approve the study to explore silent crossings in downtown for Canadian Pacific Railway. It is a complex process with many requirements and approvals since it involves state highways and railroads. The plan is to have these between Marquette to Mound, so it extends beyond downtown. The road will be elevated over Concord to allow access to the City's Water Pollution Control Plant. Main Street Landing is the area vacated when the riverboat left the riverfront. Destination Iowa is funding much of the repurposing of the space. Sasaki is holding sessions on Friday and Saturday for public input on the design of the space. There is a lot going on downtown with Alternating Currents, baseball game and the Farmer's Market this weekend. There will also be an online opportunity for input. Meginnis shared information on the 2023 Dream Project that was announced Monday. This is for grants of up to \$20,000 for owner-occupied homes in certain areas but with no income guidelines or match. It is a short window of just 15 days, so encourage anyone you know living in, or planning to move to, the area to apply. Imming asked if the Council had received any information on the property tax reduction bill passed by the State. Meginnis stated they had not.

**Old Business:** In the first item of old business, Engelmann motioned to approve the Sex Offender Policy with a second by Cooper. Collins noted one change from what the Board reviewed last month was in the paragraph that begins “Persons barred from...” to change “courier” to “someone else” as courier sounds too formal or that someone must be hired. The suggestion came from the Diversity, Equity & Inclusion (DEI) committee. Engelmann asked about exceptions granted and Collins said he’s only fielded one request in his tenure and denied it. A roll call vote was held to approve the revised Sex Offender Policy with Genis, Lance, Heinrichs, Engelmann, Cooper, Motto and Imming approving to carry the motion. The second item of old business was to approve the change to the bylaws to specify the Board President speaks on behalf of the Board as the public spokesperson. Engelmann motioned to approve with a second by Lance. Imming noted this doesn’t preclude the other Trustees to state their own views. The vote showed that Lance, Heinrichs, Engelmann, Cooper, Motto, Genis and Imming all approved.

**New Business:** The first item of new business was to approve the Business Plan for FY2025. Heinrichs motioned to approve and Engelmann seconded. Discussion began with Collins stating that all City departments are part of the budgetary process and create a business plan to cover July 1, 2024 through June 30, 2025. Each department is required to complete the document that includes a summary, core services, statistics and strategic goals. The Library’s next strategic plan will be created in the middle of FY2025. Imming noted that this is a quick turnaround and doesn’t allow for one month to review and discuss, then the next month to approve. Heinrichs, Engelmann, Cooper, Motto, Genis, Lance and Imming all approved. The second item of new business was to discuss the Meeting Rooms Policy. Collins stated this is a big change from the current policy as it is written and that it allows use of the rooms by non-profit or individual users as well as for-profit companies in the business community. This will better support the Library’s mission and vision, position the Library as friendlier to the business community, meet a need in the community for spaces to meet, bring more people into our facilities, create a small source of revenue, and demonstrate our value and further position the Library as a third space in the community. There was spirited discussion over the language used in the policy may not clearly state what is considered a non-business meeting such as meeting with educational partners or interviewing for a job remotely. Collins will work on adding language to clarify the sixth point. Genis would like to see “individuals” added to that wording. She also noted that there is duplication in points nine and eleven in regards to being left clean and in default set-up. Collins noted that study rooms can be used for remote or in-person job interviews rather than a meeting room. There was discussion of non-profit and not-for-profit differences. Imming asked about point 7(d) “meetings where money is collected through sales or donations” and if that would apply to Girl Scouts. Collins said if it is regular meeting of a troop, that would be no charge but if it is for cookie sales, there would be a charge. He is glad to have this good conversation on the document since we want it clear for the public and staff to follow. There was discussion on the 30-day window on point number three. Collins agreed it is confusing. The software allows booking 90-days in advance and we limit the number to two per month to be equitable. Once within the 30-day period, it is opened up for additional bookings to help fill in the calendar. It is felt that everyone had a shot at booking time and the times remaining can be filled if there is interest. Genis has worked with not-for-profits in the past and only being able to book 3 months in advance and not for the whole year has sent her looking elsewhere since the Library only allows the 90 days in advance. Collins said those don’t go out more than 90 days so Library programming can be booked 3 months, or more, into the future. Time slots left from Library programming becomes available for the public to book. Motto would like to see the wording changed as she didn’t fully understand the explanation of the 30-day window. The policy also states the rooms can be booked same day, but needs 24-hour notice to cancel which contradicts, Motto said. Collins said in practical application there are not cases of someone wanting the room the same day and then saying they don’t want it.

**President’s Comments:** None for today.

**Board Training:** (10 minutes) Shipley introduced herself as the Office and Facilities Manager and has been in the role for 8 ½ years. She held the part-time administrative assistant position in the Business Office for 10 years prior. She first shared which staff she'd be talking about in the training. There is a part-time administrative assistant which is currently vacant. The Library Van Driver is Nick and he typically works weekdays from 11 a.m. to 3 p.m. and he transports materials between the three libraries with other stops like the Hy-Vee book drops three days per week. Shipley's regular work schedule is 8-5 on weekdays. For the facilities side of things, Jim is our full-time caretaker and he works 6-2:30 on weekdays; Mytrece is one of the part-time assistant caretakers and works 6-10 weekdays; and Ethan is the second part-time assistant caretaker. Main shares Ethan's hours with Fairmount on Wednesday evenings since Main is no longer open until 8. His other hours at Main are Monday afternoons or evenings, depending on the two-week cycle, and either half days Thursday and Friday, or working all day Saturday. The three staff in facilities perform custodial tasks and light maintenance. Key office tasks were summarized under accounts payable and receivable, ordering and inventory of office and library processing supplies, delivering materials between buildings, compiling reports and statistics, budget planning and supervising of office employees. Key library facilities tasks include creating a safe and welcoming atmosphere for patrons and staff, maintenance of buildings by Library staff, City Facilities and contractors, and supervising the caretaker staff at Main. Collins complimented Shipley and her team on the job they do.

Imming stated that with the way things are changing in "Library Land" with challenges of books and more, the importance of having policies in place is vital. If inconsistencies can be found before they are approved, there will be less likelihood of having them used against us. He thanked the Board for the extra time today.

Genis motioned to adjourn at 1:21 p.m. with a second by Engelmann. All approved to end the meeting.

Respectfully submitted,  
Kasey Shipley, recorder