

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:01 p.m. on Tuesday, May 16, 2017 at the Main Library.

Present: Matt Casillas, Craig Cooper, Tom Engelmann, Steve Imming, Judie Lance, Amanda Motto and Malavika Shrikhande. Absent: Sylvia Roba.

Library staff present: Amy Groskopf; Library Director; Michael Priest, Assistant Director; Sue Anderson, Operations Manager; Jennifer Williams, Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, Recorder.

Guests: Patrick McElyea, FRIENDS of the Davenport Public Library Board President, arrived around 12:25 p.m.

Engelmann motioned to approve the consent agenda. Cooper seconded the motion and all present approved.

Finance Committee Report: Engelmann reported that budget is pretty well on track with expenses for the portion of year completed.

Personnel Committee: No report.

Director's Report: Some news on Eastern café space to report. A vendor contacted Groskopf recently and is interested in leasing the space. The board may be presented a lease to approve at the June meeting. Reference Department name is changing to Community Engagement and Learning to reflect the services provided by librarians to a changing world. Most use their phone for what was previously a reference question. Today's need is to work more closely with the community to offer library services. Groskopf introduced Jennifer Williams to the board. Williams began today as the new Operations Manager and will be working with Anderson until June 2 when Anderson retires. Shrikhande mentioned she was at Eastern recently and the new logo banners and handouts look great. She did pass along concerns on the new self-check screens to staff that day as well. Engelmann is excited to see Eastern Iowa Community College plans to support the library financially to provide staff in opening the Main Library more hours per week. Groskopf is working with Scott Community College Library on procedures. The mayor's office asked if the Library Board is interested in having a councilperson attend meetings regularly as a liaison to the council. Engelmann believes it is a good idea and this was practiced with many boards in the city when he was an alderman. Board discussion determined it is okay for Groskopf to proceed with this plan.

New Business: Due to the gun law passed in Iowa and set to go into effect July 1, residents with the proper permits will be allowed to carry guns into public buildings. Library's behavior policy needs to be updated to reflect this change. The Main Library will be exempt from the law due to the Creative Arts Academy being within 1000 feet of the library. Another proposed change to the behavior policy relates to the age for unsupervised children in the library. The current age is children under 10 require supervision. With the library being a Davenport Community Schools meal site at Fairmount this summer, there was concern from staff that we'd be inviting in kids under 10 that may not have supervision from an older child/teen or parent but they wouldn't be allowed to stay at the library after the meal. Groskopf recommends the age being lowered to children under 8 need supervision. There is not an age minimum on the caregiver for the child under 8 as maturity levels of caregivers differ and behavior issues would be addressed rather than age of child. Engelmann motioned to approve the two changes in behavior policy as proposed. Shrikhande seconded the motion and all present approved. The LED lighting bids to re-lamp the public floors on first and second floors at Main were received with Tri-City Electric submitting the lowest bid of \$32,316. Engelmann motioned to approve the acceptance of the bid with a second by Lance. All approved the motion.

Old Business: The mayor's secretary will be in contact with the applicant for vacancy on board. McElyea arrived and updated the board on the feasibility study for Main 50th Project. The report from Library Strategies is expected at the June 6 meeting of the FRIENDS. Groskopf reported that about 16 interviews were held in April and May. Any board members are welcome to attend to hear the report. The FRIENDS have changed their regular meeting date to the first Tuesday of the month due to schedule conflicts and the hope to have more members available to attend. If you know of any good candidates, the FRIENDS do have openings on their board. To provide a better public contribution to the project, it was suggested at a previous board meeting to look at moving \$250,000 from the levy reserve to help in

funding renovations. Imming noted this would get it to a 45% public/55% private funds as city CIP projects for Main are considered into the public funds total. Groskopf stated that Brandon Wright, City Finance Director, is comfortable with the levy balance at \$300,000 which would be retained with this amount moved. Engelmann motioned to approve with a second by Cooper. All approved.

Board Training on topic of Iowa Open Meetings Law: Training before adjournment of meeting held for 20 minutes.

Chapter 21 of the Iowa Code covers Open Meetings Law.

- Committee meetings are covered under law as well as the board meetings if members are deliberating.
- Posting the meeting must be done at accessible location for public to see; cannot only be posted online. Board meeting notices are posted on the Business Office door at Main Library. Date, place and time of meeting along with an agenda providing details on action items. The city is now using Novus Agenda and Library board agendas are on their website as well as library's website.
- Board can assemble with a quorum present for social events and training but business must not be discussed.
- The FRIENDS of the Davenport Public Library meetings do not fall under Open Meetings Law since they are a 501c3.
- Closed session rules are strictly defined and, if for the purpose of evaluation, require person of meeting's subject to request in writing that the meeting be closed. Those sessions must be recorded and that recording kept for one year.
- Meetings can be held remotely, or with board members participating from another location. There must be a physical location for anyone from the public to listen to and participate in the meeting.
- Discussions cannot be held via email. Refrain from "reply all" if commenting on an informational email.
- One board member cannot contact other members one by one getting their opinion or agreement on an issue.
- The board is responsible to comply with the law and will be the party held liable if a violation occurs.

Shrikhande wanted to thank Groskopf for allowing staff to participate in the QC Refugee Center event held recently. She was impressed with Cyndi, the clerk sent from Customer Service Department, and her interactions with the population served at this event. She also wanted to thank the Main Library for hosting Interlink, a group from St Ambrose University that teaches English to students and refugees, last week. Amanda from library staff was instrumental in arranging this experience for the class.

Imming suggested taking a photo of the board at the June meeting.

With no further business, Imming requested a motion to adjourn. Engelmann motioned to adjourn at 12:50 p.m. Lance seconded and all present approved.

Respectfully submitted,

Kasey Shipley, recorder