

President Steve Imming called the monthly meeting of the Davenport Public Library to order at 12:03 p.m. on Tuesday, August 15, 2017 at the Main Library.

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

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

Guest: Patrick McElyea, President of the FRIENDS of the Davenport Public Library.

Engelmann motioned to approve the consent agenda with a second by Shrikhande. All approved the motion.

FRIENDS Report: McElyea thanked the board for splitting the cost of the strategic plan with the FRIENDS evenly. Strategic Plan retreat will be Saturday, October 14 and the FRIENDS have contracted with Library Strategies for the service. The planning committee will be working to bring together 60 community members to the meeting to solicit their input for the plan. The FRIENDS are also working on marketing their group. They hope to offer window clings in addition to the Fine Forgiveness cards to members. The new brochure is now printed and ready to handout. Groskopf noted staff will bring the brochure to programs noting the financial support is provided by the FRIENDS and encourage membership. Shrikhande asked if the FRIENDS still participated in Amazon Smile and McElyea replied that they do. And, it is a good thing to put on the updated FRIENDS website.

Finance Committee: Engelmann noted the expenses for first month were slightly under where expected and it looks good.

Personnel Committee: Roba conducted a meeting of the committee recently with Casillas and Motto. They created a process for the director's evaluation containing a survey from board members, peer review information from library staff and will poll some department heads as colleagues. The committee will meet with Groskopf after results have been compiled. Roba thanked those that had responded and asked that surveys be returned to her.

Director's Report: Groskopf thanked the board members that were able to attend the August 1 meeting with council. The strong support is appreciated but she did apologize for the time spent waiting while the council finished with their earlier meeting. In looking at the year-end statistics included in the meeting packets, she noted that circulation had dropped significantly. This is in part due to the Illinois RiverShare libraries leaving the consortium as 30,000 items were circulated the year before from those libraries at Davenport. Another piece is the checkout time for DVDs with multiple discs, like a full season of a TV show, was changed from one week to three weeks. It allows the user more time to watch without being late, but can lower the number of times it goes out. She also noted the library trend where fewer items are going out. She was pleasantly surprised that computer usage is slightly up over last year, figuring more people use their smart phone, but that was not the case. Last year there was a major weeding project of items at the Main Library. That has freed up many ranges of shelving near the front windows on second floor. There may be some rearranging of collections and the purchase of some study tables and other furniture to use some of that space. She is considering contacting Legat to find if there is furniture we can buy now and still use in the plans as that plays out. Administration is going to be working with supervisory staff to see if there is a way to expand hours at branches with current staffing. The goal is uniformity of hours. Any request for hours change will come to the board. The lease for the Creative Arts Academy, which was on the school board's agenda last night, was tabled since Dr Tate nor Joel Franken were there to answer their questions. Groskopf has shared City Risk's document need for insurance certificates before students come next week with the school district. Groskopf will be on vacation Sep 1-16. The date for the Summer Reading Trophy has been changed to September 20 at 5:30 council meeting.

New Business: Groskopf will be revising the business plans for FY19 budget after visiting with City Finance Staff, Brandon Wright and Lauren Gonner. They are okay with changing the current makeup of administration, customer services and resources budgets to create one library services. She passed around long and short term goals that will be in the revised business plan for board to review as it will be published. There were no additions or deletions suggested. Groskopf will

send to board when complete. The circulation policy with edits suggested by staff was shared. One change under "A" was procedural information that has changed; no signature is needed by parent for those under 14 with fine-free card. Section B has a line added regarding Illinois Quad-City libraries and interstate borrowing agreements. Board input was that bullet above it needs to be re-worded to allow for this exception to the rule. Groskopf will edit and present at September meeting for approval. The memorandum of understanding has been revised with input from Eastern Iowa Community College District personnel but not yet reviewed by City Legal. Engelmann motioned to approve pending the city legal's review and approval. Roba seconded and all approved the motion. Groskopf is looking forward to working with the Urban Campus in this partnership. The EICCD board will have the document on their September 18 agenda.

Old Business: The Library's strategic plan process is moving forward. FRIENDS board members Melissa Osen and Jerry Skalak, Trustees Imming, Roba and Shrikhande along with Deb Powers from RME and possibly Alex Kolker from United Way will make up the planning committee. They will meet on August 30 at either 4 or 5PM with Library Strategies to work on the retreat invitation list and format for that day, Saturday, October 14 at Fairmount Branch. Time is still up in the air but likely to be 9-2 or 10-3. If you know of someone that should be part of the 60 we'd like to get together, share with the committee. Even better if they can check more than one box, say a teacher that is also affiliated with a non-profit. This planning committee will be the group that reviews the draft of the strategic plan as well.

Imming reminded the board the September 19th meeting will be at Fairmount. The library opens at noon. Roba thanked Shrikhande for the cupcakes that she brought to the meeting to celebrate a few milestones.

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

Respectfully submitted,

Kasey Shipley, recorder