

On Tuesday, October 21, 2014 Board President Steve Imming called to order the regular monthly meeting of the Davenport Public Library board of trustees at noon.

Present: Matt Casillas, Craig Cooper, Dave Iglehart, Steve Imming, Judi Lance & Amanda Motto.

Absent: Tom Engelmann, Jimmy Holt & Sylvia Roba.

Others present: Greg Lundgren, ex-officio board member; KennethWayne Thompson, Library Director; Amy Groskopf, Assistant Director; Sue Anderson, Operations Manager; Tracy Moore, Development Officer, Paul Herrera, Art Legacy League, J. Douglas Miller, Planning Consultant for the Creative Arts Academy and Karen Neal, recorder.

1. Consent Agenda

- A. Roll Call
- B. Approval of agenda
- C. Approval of September 16, 2014 board minutes
- D. Financials

Iglehart made a motion to approve the Consent Agenda with a second from Lance. Motion passed with all ayes.

Moore was introduced – she is the part time Development Officer who started on September 29. She provided a bit of background on her qualifications. She noted that she is excited to be on board to assist with fundraising activities.

2. FRIENDS – on behalf of FRIENDS' board president, Ian Russell, Thompson reported that the FRIENDS agreed to sponsor the staff holiday party at Blackhawk Bowl on December 19th. They are also in the very early planning stages for a fundraiser to be held April 18, 2015.

3. Presentation of proposed exterior sign for the Creative Arts Academy. Miller introduced himself and commented that he was interested in further featuring the Creative Arts Academy's presence with a sign outside that would complement the slate sign out front on Main Street. He was also sensitive to the Edward Durrell Stone building already being a piece of art. As such, he contacted Herrera who represents the Art Legacy League. The sign created by Herrera is 14x17, 32 lbs. with 24K gold leaf inscription, on (coincidentally) a chalkboard and covered with several layers of enamel so that it will weather well on the exterior. The School District has already paid for it and, at KennethWayne's recommendation if the board approved the sign, would be mounted by City Public Works with Herrera's oversight. When asked, Herrera commented that putting an aluminum frame around it would further protect the edges/corners for years and years of good service. Board members applauded Herrera for a tasteful and distinguished marker. Lundgren suggested the sign be presented to the City's Design Review Board for its stamp of approval.

4. Committee Reports

Personnel – Iglehart reported that upon Roba's return from vacation, and having spoken already with Thompson, the process for the annual Library Director's performance evaluation will proceed. More information to follow.

5. Director's Report

Thompson inquired if any of the Trustees wanted to take advantage of the grant available to attend the ALA annual conference in San Francisco in June. He sent the details late September, via email to everyone.

Thompson has been in touch with Holt regarding some landscaping ideas for the Main Library. He will follow up with information as it becomes available.

The "First Impressions" staff committee has come up with several ideas to spruce up the Main Library. Several staff members visited Cedar Rapids Public Library last month. That building is looked upon as a model building for customer service.

Work is in progress to coordinate a full day for staff development in 2015 at the Figge as well as a Supervisor's Retreat at an offsite location sometime next year.

Dave's Floor Trends was low bidder for the carpeting project at \$109,828. To do this work, the Main Library will be closed December 8-23 and reopen on Friday, December 26. Thompson said the closure will be advertised everywhere, including social media sites. Brief discussion ensued on whether or not it would be advantageous to lengthen the hours at the branches during this time and/or anything else the library might be able to do to mitigate the length of the closure. Could the Staff Development day, for instance, be held during this time? Thompson noted that staff will be needed to work alongside the contractor, removing books from the shelves and then returning the books once an area has been carpeted. In other words, the usual staffing compliment will be maintained at Main during the closure.

Marketing & Programming Supervisor, Liza Gilbert, resigned from her position on October 1st. Thompson is managing the department until her successor is named.

Thompson was eager to share a picture of staff growth. As noted in his Director's Report, Christie Seagren is transferring from a part time to full time librarian position next week. Seagren started her library employment here as a part time customer service clerk; while working in that position, attained her Master's Degree in Library Science and then moved into a part time librarian position; and now moving into a Marketing & Programming full time librarian position. It is gratifying to have watched her grow and, even more importantly, to have a full time librarian position available here for her.

Officer Hank Jacobson has made the full circuit to all the libraries to conduct armed intruder training with all staff. It was enlightening and options identified to deal with such a situation.

City budget workshops started yesterday and will, likely, continue into the first of the year. Emphasis is on streets, sewers and public safety. Thompson will keep board members apprised of the budget meetings should anyone be available to lobby for increased funding for library services. He will forward the FY16 CIP requests after this meeting.

6. Old Business – Imming asked about the status of the Strategic Plan. Thompson has added the target dates to the Plan and will email it to board members after the meeting for review.

7. New Business –

- After brief discussion, Iglehart made a motion to approve the changes made to the Exhibits and Posting policies. Lance seconded the motion. Motion passed with all ayes.
- Bylaws –
Article II, Section 4. Secretary as an officer. Discussion ensued on the need for a Secretary as an officer of the board. Iglehart commented that it is common practice, universally, that a staff person takes the notes of meetings. After back and forth, and since the wording says “responsible” for keeping the records, board members agreed no change was needed.
- Standing Committees - Board members seemed to come to consensus that the Personnel Committee should remain as a Standing Committee but matters with Finance, Planning and Buildings & Grounds are really managed by library staff. More specifically relating to the wording for the Personnel Committee (Article III, Section 4.) it should read “The Personnel Committee shall make recommendations to the Board regarding the appointment and evaluation of the Library Director and other matters dealing with the personnel”. Article III, Section 7 should remain, “The President may appoint special committees from time to time as the need may arise”. In other words, as needed, an Ad Hoc committee will be appointed for a special project for the duration of the project. Neal will make sure that Standing Committees are not a requirement for Accreditation and will apprise the board later this week.

The board will continue the Bylaws review at November’s board meeting.

Due to the lateness of the hour, the Lynda.com demonstration will be tabled till the November meeting.

Being no further business, the meeting was adjourned at 1:04 pm.

Respectfully submitted,

Karen Neal, recorder