

On Tuesday, November 19, 2013 Board Vice-President, Tracy Schwind, called to order the regular monthly meeting of the Davenport Public Library board of trustees at 12:00.

Present: Tom Engelmann (arrived at 12:08), Dave Iglehart, Steve Imming, Greg Lundgren (arrived at 12:09), Judie Lance, Sylvia Roba & Tracy Schwind. Absent: Ken Croken

Others present: KennethWayne Thompson, Library Director, Amy Groskopf, Associate Director of Library Resources, Stephanie Schulte, Associate Director of Customer Services, Sue Anderson, Operations Manager, Steve Redmond, IT Supervisor and Karen Neal, recorder.

1. Consent Agenda

- A. Roll Call
- B. Approval of Agenda
- C. Approval of October 15, 2013 board minutes
- D. Financial Reports

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

2. Reports

FRIENDS – FRIENDS board president, Ian Russell, had a last minute conflict but sent a report via email.

Thomson shared: the Friends have officially amended their bylaws to shrink the minimum number of board members to make us better able to fill the board. We have also switched to three year terms from four year terms in an effort to make the commitment seem less daunting.

We are in the initial stages of planning some fundraising events. Some ideas include a baconfest or a “read at home gala” where people will donate money to buy a ticket to a library gala, but then stay home and read for two hours instead of going to an official gala. It is a low cost way to raise money and generate publicity for the FRIENDS and the Library. Our hope is to have the event in March.

Finance – no report

Personnel – Roba reported that Imming has joined the Personnel Committee with the recent resignation of Marie Christian from the library board. Having compiled the many parts of the evaluation/goal setting review the board, as a whole, is meeting later this afternoon to outline specific goals for Thompson for 2014. All agreed the goal-setting process has been a great exercise. The Personnel Committee will meet with Thompson on December 5th with the results of the comprehensive evaluation and goals. The results from that meeting will be shared with the board in December.

Buildings & Grounds – no report

Marketing – no report

Planning – no report

Director's Report

Personnel-related:

- Thompson introduced Redmond as the new IT Supervisor, having worked in the Library's IT department for the last 6 ½ years. All agreed that it is great to be able to promote from within.
- Schulte has announced her intention to retire, effective March 31, 2014.
- Sandy Pentland recently celebrated her 52nd anniversary with the Library and will be retiring on December 2nd.

Creative Arts Academy – Thompson commented that he expects to know the direction the School District plans to take as it relates to settling on space needed for the Academy by the end of the year. Once that determination is made, making the upgrades to the first floor meeting space can begin to get fleshed out.

Davenport READS – The Library received an \$8000 RDA award to support the Davenport READS program. The funds will support website creation (by the Augustana Web Guild) and other marketing expenses, for instance.

Safety – The City's Risk Management department is working with Public Works in establishing solid electrical-handling procedures in the workplace. Inasmuch, the City's Facilities/Maintenance crew (which supports the efforts of the libraries) is undergoing extensive electrical hazard safety training. A work order will need to be sent to Facilities/Maintenance for all electrical work needed at the library buildings.

CIP meetings – City Finance is meeting with department heads over the course of several meetings to edit the CIP requests' list that has grown over the years and needed some critical attention. For instance, at the first meeting, over \$1 million was collectively removed from the list, either because of re-prioritizing projects or because the project was completed and the unused money was still on the spreadsheet. The carpeting project for the 2nd floor at the Main Library was pulled but Thompson hopes to convince the FRIENDS to support that endeavor with leftover capital funds. The priority CIP project for the Library is addressing several pieces of equipment at the Main Library. Lundgren asked that Thompson also investigate the lighting of the exterior front columns. It was his understanding that the former director had begun the process to figure out how much it would cost to relight the columns.

Labor Management Meeting

The November 6th Labor Management Meeting was held in response to a patron fight at Main on November 1 and to discuss staff safety concerns. The AFSCME Union Representative attended as well. Staff was commended for handling the incident properly by calling 911 and documenting the incident immediately. While staff has had training on how to handle inappropriate behaviors at the library on several occasions and over the course of several years, board members agreed that regular and repeated training is good.

Library Survey – the library survey is nearly complete. As soon as the results are available, it will be emailed to everyone.

3. Old Business

Sponsorship/Gift Policy – This policy was approved by the board in September but surfaced last month when staff proposed sponsorship of Charging Stations at the library. Lengthy discussion ensued on how this policy is a departure from the Library's previous position and how it relates to the existing policy on "posting" on boards at the library. There was consensus that the phrase, "reciprocal value" be removed from the Sponsorship definition within the policy. Based on the discussion at the meeting, Lundgren asked Thompson to look over the policy again and bring back responses and/or clarifications as raised by the board - to the board meeting in December.

4. New Business

Roba commented that she's had, on three recent occasions, received glowing accolades from patrons for assistance provided by staff in Special Collections. Thompson also shared a letter received from someone who, when not being able to find the resources for his search from anywhere else, was so grateful when Special Collections staff were able to assist him. To that end, he sent a \$50 donation to the Library.

New Board Member

A very lengthy discussion resulted on replacing the vacant seat on the board. Lundgren offered that, while a mayoral-appointed position, board and library staff/board has, in the past, recommended names to the mayor. City boards are important and in order to remain strong and get even stronger, needed skill sets are important to be identified...also a consideration of geographical parity and gender equality. Lundgren asked that all board members send him 1 or 2 names in the next 2 weeks that would be good candidates for the board to not only maintain its health but propel it forward. With those names, Lundgren and Roba, will plan to meet with the mayor to address the needs of the board for his subsequent appointment.

Access to Library Services

In light of continuing budget constraints everywhere and facing probable financial issues in the future, yet another very lengthy discussion took place on how to make sure everyone in the region has access to library services. How can we all better serve at a lesser cost, possibly pooling resources, all the while expanding services, too? A motion was made by Imming and seconded by Engelmann to authorize Lundgren, Schwind and Thompson (and anyone else wanting to attend) to sit down and have a conversation with Scott County library leaders to explore alternatives to provide unified services throughout the county and possibly surrounding counties. Motion passed with all ayes.

With no further business, the meeting was adjourned at 1:10 pm.

Respectively submitted,

Karen Neal, recorder