

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE JUNE 16, 2020 MEETING

Board President Steve Imming called the monthly meeting to order for the Davenport Public Library Board of Trustees at 12:02 p.m. on Tuesday, June 16, 2020. The meeting was held at the Fairmount Branch in the Brooke Room and is partially electronic due to the fact that an in-person meeting is impossible or impractical due to concerns for the health and safety of board members, staff and the public presented by COVID-19, and to follow the Governor's proclamation directing social distancing.

Roll call of Trustees: Matt Casillas, Amanda Motto, Judie Lance and Malavika Shrikhande, all via Go To Meeting; Tom Engelmann (in person); Maggie Motto via Go To Meeting; Steve Imming (in person). Absent: Craig Cooper and Sylvia Roba.

Library staff: Amy Groskopf, Library Director; Lexie Reiling, Assistant Director (via Go To Meeting); Jennifer Williams, Operations Manager (via Go To Meeting); Tracy Moore, Development Director (via Go To Meeting); Kasey Shipley, recorder.

Guests: Joe Heinrichs, Board appointee beginning his term in July.

A. Motto motioned to approve the consent agenda with a second by Lance. Roll Call vote: Casillas, A. Motto, Lance, Shrikhande, Engelmann, M. Motto and Imming all voted to approve; motion carried.

Public with Comment: No one was present from the public that wished to comment.

FRIENDS Report: Groskopf reported the FRIENDS plan to meet on their regular date beginning in July. They still need to get their annual meeting scheduled.

Finance Committee: Engelmann reported the budget recap shows spending is close to where it should be but on the conservative side.

Personnel Committee: A. Motto and Casillas had nothing to report.

Advocacy Committee: Shrikhande had no report.

Director's Report: Groskopf noted that Bubble Tea arrived at Eastern yesterday to reopen from noon to 5 this week to test the response from customers. This may determine if they can reopen permanently at Eastern. The libraries opened last week for the first time since closing on March 17. A total of 5,299 items were checked out. That is less than normal but not bad with the restrictions we have in place, she reported. The FRIENDS' bookstore volunteers are very interested in being able to sell books again, according to a call Groskopf had with volunteer coordinator Ann Franke. They have a plan in place to keep their volunteers safe, but did say that many volunteers will not be coming back due to health concerns. If there are days when they cannot staff the Fairmount store, they will just have it closed. The goal date to reopen at Fairmount is July 1. Groskopf plans to check with the city attorney's office to be sure there is no liability on the city if a volunteer would contract COVID-19 while volunteering. When Bubble Tea is open at Eastern, that store is open since there isn't a way to separate the two. The new three-year strategic plan creation was on the to-do list for this year. Since planning ahead weeks, let alone years, is impossible right now, she suggested the board look at a one-year extension of the current plan with updated goals relating to the pandemic. More to come at the July or August meeting on the next steps for this process.

Council Liaison: No report; Alderman Meginnis was not present.

New Business. The first item of new business was to present the change suggestions to the Materials Selection Policy. Reiling outlined the changes she made to the document. The first is to add language that it follows the principles of the the Library Bill of Rights, the Freedom to Read statement, the Freedom to View statement, and the Statement on

Labeling and Rating Systems of the American Library Association. The Freedom to Read statement is required to be in the policy for the state accreditation and was previously a link in the document to the statement. Adding the other statements is being done by other libraries. The labeling statement relates to how we label things when cataloged as not all labels are neutral. Some language was added on page two regarding the limit of getting materials from designated vendors, electronic materials and sites selection that fall under the same criteria and noting an item doesn't need to meet all criteria to be acceptable. Donated materials become property of the library, which can be added to the collection or disposed of if not needed. The Special Collections selection policy will become a document of its own and that will be forthcoming. There was some board discussion on how to suggest an item or materials be purchased and if a link could be added to that online request form in the document. Reiling will make that edit. Engelmann thanked Reiling for including the principles at the top of the document. Imming encouraged the Trustees to look up the cited documents on the American Library Association website (ala.org) as they relate to challenges the board may hear from patrons. Board training on the documents will be held at a future meeting. The second item of new business was to approve to revise the Library Covid-19 Pandemic Policy, item #4 to read, "With the exception of patrons using computers, and at the discretion of the library director, patron time limits may be increased to 30 minutes." This is an addition to the behavior policy. Shrikhande motioned to approve. A. Motto seconded. With no discussion, a roll call vote was held. A. Motto, Lance, Shrikhande, Engelmann, M. Motto, Casillas and Imming all approved and the motion to revise that item passed. The last item of new business was to approve the revision of item #5 of the Covid-19 Pandemic Policy to read, "To allow effective social distancing, the number of patrons allowed past the security gates at each building will be limited at the library director's discretion. This number would not include patrons in the bookstores, lobby or leased space. Social distancing must still be maintained between both patrons and library staff." Lance motioned to approve with a second by Engelmann. With no discussion, a roll call vote was held with Lance, Shrikhande, Engelmann, M. Motto, Casillas, A. Motto and Imming all voting yes to carry the motion. Groskopf noted the plan is to increase the limit to 20 browsers, not counting the computer users, to see how it goes. Beyond that, the goal would be to lift the number limit of patrons but keep the time limit as to not encourage library users to stay all day. Computers with 15-minute usage limits are in demand, so that service will likely be added.

Old Business: Groskopf updated the board on the status of the capital campaign and her concerns on any future asks in the current environment with funders likely to fund Covid-19 related projects. Part of the budget, \$275,000, was to purchase furniture that would make the library an inviting place to sit and stay. Since that is not what we want library users to do at this time due to the pandemic, her suggestion is to remove part of that purchase from the budget. With an ask of the FRIENDS for a \$100,000 commitment over 3-5 years and requesting the Board invest additional reserve funds from the Library Levy of possibly another \$200,000, those funds would allow the project to go forward and end the capital campaign. Engelmann believes this approach sounds reasonable in seeing what the large funders are doing with pandemic funding of projects and pushing back the purchase of the comfortable furniture to the future.

Imming thanked Casillas for his service to the board before adjourning the meeting at 12:35 p.m.

Respectfully submitted,
Kasey Shipley, recorder