

On Tuesday, May 20, 2014 library board president, Greg Lundgren, called to order the regularly scheduled monthly Library Board of Trustees meeting at noon.

Present: Tom Engelmann, Steve Imming, Judi Lance, Dave Iglehart, Greg Lundgren Sylvia Roba and Tracy Schwind. Absent: Ken Croken

Others present: KennethWayne Thompson, Library Director, Amy Groskopf, Associate Director, Liza Gilbert, Marketing & Programming Supervising Librarian, Ian Russell, FRIENDS board president and Karen Neal, recorder.

1. Consent Agenda
  - A. Roll Call
  - B. Approval of Agenda
  - C. Approval of April 15, 2014 board minutes
  - D. Financial Reports

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

Introductions made for guest, Gilbert.

## 2. REPORTS

### FRIENDS report

- Russell reported that the annual external audit is currently underway. FRIENDS board satisfied with controls that are in place.
- Looking at library projects that they can underwrite.
- Pleased with QC Bank who is handling their investments, albeit part of the growth the past couple years has been the turnaround of the market.
- Always looking for suggestions for engaging new members to bring on board.
- Schnuck's Community card program to be implemented
- Working towards having 4 "asks" per year, creating a consistent calendar of giving to create larger donor base
- New website coming

### COMMITTEE REPORTS

Finance – few questions fielded as a result of reports provided.

Personnel – no report

### Buildings & Grounds –

- Thompson commented that the attorneys for both the city and the school district have drawn up the lease agreement for the Creative Arts Academy and it was sent to district personnel. He also shared the rendering from Greg Gowey, Architect, who drew up the proposed plans. Thompson offered he would retrieve a copy of the proposed lease and email it to board members. Rather than waiting for the June board meeting to approve (since time is of the essence for construction), a special board meeting would likely have to be called to take a vote on the final lease agreement.
- Thompson has had a dialogue with Andy Dibbern, Facilities/Maintenance Manager, regarding the \$500,000 FY15 CIP funds for improvements at the Main Library, specifically upgrades to the HVAC system.
- The re-carpeting of the 2<sup>nd</sup> floor at Main has been pushed back to the end of the year, going out to bid in the fall.

Marketing – no report

Planning – no report

## DIRECTOR'S REPORT

- Gilbert shared a “chance collision” story with the local Spanish population that has morphed into so much more, including a Spanish translation of the library’s “welcome” brochure. It has been a very warm and positive experience for all involved. She also shared an evaluation from one of the senior outreach visits wherein library visits were likened to the visit from the Messiah and the staff should be considered for canonization! Lots of positivity flowing from the Marketing & Programming department. When asked if the Vietnamese community needs to be reached out to in a similar vein, Thompson said he would follow up.
- Thompson reviewed personnel-related items including two newest part time librarians recently hired
- Staff Development training on May 12 wherein the staff received an abbreviated version of ALICE training and the Dubuque Library director lent her ideas on handling behavior issues
- Vacant positions to be filled include the Development Officer and Marketing & Programming Coordinator as well as the Reference Supervisor
- Staff recognitions went to Pat Richardson for 45 years of service, Val Farrar for 25 years and Rob Negus, Lynn Gates and Marilyn Olsen for 10 years of service each
- Congratulations to Christie Seagren for finishing her MLS degree
- May 30<sup>th</sup> City of Davenport Employee Appreciation Night at River Bandits game
- Overview of changes due to the book sale area discontinued at Main
- Over \$950 from book sale last weekend at Main @ 25 cents each
- Staff reviewing Customer Service Standards

3. Old Business – n/a

4. New Business

Having gone out for bid for security guard services for the Main Library, Library staff recommended Per Mar for the award. Lundgren had a chance to review the bids prior to the meeting and agreed with the recommendation. For just under \$20,000 a year, 5 days a week, 6 hours a day, the position would add more muscle to the front line staff in deterring and dealing with problematic behaviors. Engelmann made a motion to approve Per Mar’s proposal at \$14.69/hour with an overtime rate of \$22.03, if ever applicable, with a second from Schwind. Motion passed with all ayes.

“Circulation” Policy

Thompson provided an overview of the changes being recommended to the Circulation Policy. Mostly, he commented, he felt the existing policy was too wordy and redundant. When asked by Iglehart, Thompson confirmed that it is correct that the Davenport Public Library accepts any public library card in the country. He said that sets this library apart as it is a very unique offering. Engelmann made a motion to approve the Circulation Policy as amended by staff. Imming seconded the motion. Motion passed with all ayes.

“Request for Reconsideration of Materials” Policy

After much discussion, Thompson was asked to refer this policy to city legal department regarding the appeal process if ever the library was challenged by a patron about an item. The policy will be brought back to the board in June for its approval.

As an aside to the policies’ discussion, Imming suggested a standard format for the library’s policies be crafted – as it relates to their presence on the website.

Lundgren offered that the Executive Committee (Lundgren, Schwind and Croken) has secured the slate of officers that will be voted on at the July board meeting, per the Bylaws. Thanks to their willingness to serve, they are President, Steve Imming; Vice-President, Tom Engelmann and Secretary, Sylvia Roba. This same committee has been steadfastly working on finding new members to replace those going off the board at the end of June. Lundgren shared three individuals names who have agreed to serve on the board but, of course, the mayor has the final say in approving them. Because there are 2 years remaining on a fourth seat, the committee is also considering a couple people to finish Marie Christian's term and that person would be eligible for another 6 year term.

5. Being no further business, Engelmann made a motion to adjourn the meeting at 1:13 with a second from Imming. Meeting adjourned.

Respectfully submitted,

Karen Neal, recorder