

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE OCTOBER 18, 2022 MEETING

The regular monthly meeting of the Davenport Public Library Board of Trustees was called to order at 12:01 p.m. on Tuesday, October 18, 2022 by President Steve Imming. The meeting was held in Meeting Room C of the Main Library.

Roll call of Trustees showed Malavika Shrikhande, Judie Lance, Joe Heinrichs, Craig Cooper, Steve Imming and Sylvia Roba (left at 12:35) all present either in-person or via Go to Meeting. Tom Engelmann arrived at 12:04, Laura Genis phoned in at 12:24 and Amanda Motto logged in remotely at 12:28. Library staff and guests present: Jeff Collins, Library Director; Lexie Reiling, Assistant Library Director; Jennifer Williams, HR Operations Manager; Tracy Moore, Development Officer; Emily Simpao, Youth Services Supervisor; Jerry Skalak, President of the FRIENDS; Marion Meginnis, City Council Liaison; Kasey Shipley, recorder.

Cooper motioned to approve the consent agenda with a second by Shrikhande. Shrikhande, Roba, Lance, Heinrichs, Cooper and Imming all approved.

Public with Comment: No one was present from the public.

FRIENDS Report: Skalak noted there is a program tomorrow in Main's Meeting Room B at 2 p.m. with author and Pulitzer prize-winning writer Art Cullen. Cullen is also presenting at the Upper Mississippi River Conference put on by River Action. Skalak is working with cost sharing his visit with that group. At the last board meeting of the FRIENDS, they approved \$200,000 for the Enhanced Early Literacy Spaces project. They will have a vehicle at the Fairmount Trunk or Treat next week. The FRIENDS funded the Open House at Main on September 30 which was a success. Skalak is working towards creating an annual budget for the FRIENDS to more accurately project revenue and expenses. Over a six-year period, expenses have been about \$300,000 and revenue of about \$400,000. While some of those funds are restricted, there may be ways to support the larger programs or projects for the Library.

Finance: Engelmann reported that some of the lines on the budget recap are over the 25% of the fiscal year that is reported, but that is due to the timing of invoices; nothing to alarm the Board. He thanked the FRIENDS for providing refreshments at the Open House.

Personnel: Motto had shared information with Imming since she wasn't sure what time she would arrive to the meeting. The Board just completed the 6-month evaluation for Collins but will be doing his annual evaluation in November to get on track. She will send out surveys to the Board on October 31 with a deadline of November 7.

Advocacy: Shrikhande shared an idea from friends that had items auto-renew and received an email from Customer Service that they felt could have the subject line worded in a more positive light. Collins said it would be looked into, but the email may include bad news that some items were not eligible to renew. Shrikhande listened to the City's podcast of Haunted Tales of Davenport featuring the Library's Archivist, Amy Driskill, sharing spooky stories from Davenport's history and recommended to those attending.

Director's Report: Collins selected a few items from his report to expound on. He wanted to publicly acknowledge the great work of Amber Carlson and Quinn O'Brian which garnered them awards at the Iowa Library Association conference last week. Also, commended Brittany Peacock, the Community Outreach and Marketing supervisor, who is the incoming president of the Association of Bookmobile and Outreach Services (ABOS). The open house on the 30th was a success and he is grateful for the support of the FRIENDS. There was a lot of positive feedback from the 50 attendees. He encouraged any Davenport residents to fill out the online survey from the City, share with friends and family, so we can get some good feedback on the Library and the City overall.

Council Liaison: Meginnis reported that the City Council voted to change the one-ways to two-ways on Third and Fourth Streets with the tie-breaker cast by the Mayor. Look for resurfacing to be done before the conversion to two-way streets in 2024. The creation of loading areas and enforcement of those unloading where they shouldn't may occur before the conversion. Collins noted the impact to Main will be the book drop and staff crossing traffic going both ways.

Meginnis encouraged crossing at the intersection. The Federal government's decision on the Canadian Pacific merger is set for January. The City applied for a Destination Iowa grant from the State of Iowa related to economic redevelopment and tourism for the Main Street Landing project. They leveraged ARPA (American Rescue Plan Act) funds and some of the Canadian Pacific pledge with a request for \$6 million for the grant. If not received, the plans for the project would be scaled back. The Figge has an application to include the lighting of their building which was envisioned by the architect when it was designed 20 years ago. They raised half of the funds and requested the match from Destination Iowa. The Halloween Parade is October 30 at 2 p.m. Reiling noted the OWL (Outreach Wheeled Library) will be there.

Other Business: The only item of old business is to approve the Filming and Recording Policy. Imming pointed out there is a change to what was seen at last month's meeting under General Policy to remove "rooms reserved for nursing and child care areas" since we do not have those at our buildings. Collins noted that the City Attorney got back to him yesterday and recommended adding the following under General Policy with added language in bold: "1) compromise a patron's right to privacy, **including, but not limited to, documenting or capturing what book, item or material the patron is engaged with;** 2) harass, intimidate or threaten a patron or staff member **or otherwise interfere with a staff member's ability to perform their duties**". Heinrichs motioned to approve the policy with the changes recommended by staff. Engelmann seconded. Roba, Lance, Heinrichs, Engelmann, Cooper, Genis and Shrikhande all affirmed the motion.

New Business: The first item of new business is a motion to designate bequest funds to the Enhanced Early Literacy Spaces project. Imming said Reiling had presented the project at the last meeting and Collins included a memorandum in the October packet regarding the bequest funds from Rochelle Murray. Engelmann motioned to designate the funds from this bequest to the project with a second by Heinrichs. Collins reiterated that the FRIENDS have generously pledged \$200,000 to the project and adding their bequest from Murray and the Library's would be another \$258,000 to bring the project to nearly a half million dollars funded. There is a substantial grant request to the RDA (Regional Development Authority) that Moore applied for and Reiling presented to their board last week. He said the Library is incredibly grateful to Rochelle Murray, not only for her years of service to the Library and community, but for her to bequest this large amount that can transform the Libraries. A question was asked about naming for Murray and Collins reported there is a plaque at Main in the Children's Area. Other naming opportunities will be based on funding received. A roll call vote showed Genis, Lance, Heinrichs, Engelmann, Cooper, Shrikhande, Roba, Motto and Imming all voting to approve. The second item of new business was to approve closing the Library facilities to the public on April 27, 2023 for the annual staff in-service training. Shrikhande motioned to approve with a second by Engelmann. There was no discussion. Lance, Heinrichs, Engelmann, Cooper, Shrikhande, Roba, Motto, Genis and Imming all voted to approve.

President's Comments: Imming attended the Iowa Library Association conference last week on Thursday and Friday. It was nice to have Quinn O'Brian and Amber Carlson awarded for their work and there were good sessions at the conference. He encountered more Trustees than the last conference; about six to eight, noting one was from Storm Lake, where Art Cullen is based.

Board Training: Emily Simpao began her presentation to the Board at 12:32 p.m. on the Youth Services department, what they do, some things they have coming up and share what they have going on. Their mission is to empower exploration by promoting literacy and learning and engaging the community. The staff of the department consists of one Supervisor, two Librarians, two Library Assistants and one Early Literacy Coordinator. The new coordinator, Isabel Noble, begins soon. Noble is coming from Pleasant Valley Junior High where she is a Family Consumer Sciences teacher and has experience and education in early literacy for child development classes. Simpao noted the responsibilities of the department including collection development for most of the children's and young adult areas, display creation in the children's and teen areas, programming for those ages 0-19 and school outreach like teen book clubs, family nights and Summer Reading Program promotion. She then reviewed the program levels of early literacy, grade school, teen and passive. Statistics were presented for 1000 Books Before Kindergarten since its relaunch in 2021, In-House Programs and School Outreach so far this year. She also shared Summer Reading statistics since 2016. Beanstack has had a big impact as well as buy-in from the schools in the increase of participation. The school district used the Library's theme at their summer learning sites. The winner from public schools was Hayes Elementary and private school was Trinity Lutheran. They received trophies and \$1000 in library books for their school library. Current projects the

department is working on includes students receiving a Davenport Public Library card when they register for school in the Davenport Community School District (DCSD). The recent email outage in the school district has delayed the start. They are working with Monroe Elementary to have the teacher librarian promote our programs and offer complementary programming to the theme of DPL's. If this pilot program goes well, it may be expanded to all of the schools in the district. The planning is in the works for the 2023 first grade outreach experience trips for DCSD students. Rather than coming to the Library, staff will go to the schools with the Outreach Wheeled Library (OWL) so students can check out items and Library staff will do a story time and craft with them at the school. Skalak noted the FRIENDS top priority is funding early literacy, offering financial assistance if needed. Collins added that Simpao's connections with the school district has built on the foundation that was laid by Reiling in the nearly four years Simpao has been with the Library. He also complimented her attention to detail citing a spreadsheet she created to help identify school boundaries, access to libraries and public transportation. She then ranked the 27 Davenport schools from highest percentage of students at or below poverty line to the lowest. This is why Monroe was selected as the pilot school; they had one of the lowest participation rates in the Summer Reading Program this year and are not near any of the Davenport Library locations. The training session ended at 1:03.

Heinrichs mentioned the Catfish Jazz Society and Mississippi Valley Blues Society, of which he is a member of both, are having a show at the Viking Club on November 6 at 2 p.m. if you like jazz and blues music. The cost is \$10 per person for a two-hour show.

With no further business, Engelmann motioned to adjourn at 1:04 p.m. with a second by Shrikhande. All ayes carried the motion to adjourn.

Respectfully submitted,
Kasey Shipley, recorder