

On Tuesday, December 15, 2015, President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:08 p.m.

Present: Craig Cooper, Tom Engelmann, Jimmy Holt, Steve Imming, Judie Lance, Amanda Motto & Sylvia Roba.  
Absent: Matt Casillas, Dave Iglehart & Greg Lundgren, ex-officio.

Others present: Frank Klipsch, Mayor-elect; Patrick McElyea, President of the FRIENDS of the Davenport Public Library; Amy Groskopf, Library Director; Sue Anderson, Operations Manager; Tracy Moore, Development Officer; and Kasey Shipley, recorder.

Imming welcomed Mayor-elect Klipsch and introductions were made around the room.

Engelmann motioned to approve the consent agenda with a second by Roba. All present approved.

**New Business:** Groskopf reviewed the staff recommended budget cuts (decrement) to the FY17 library budget. The total amount is \$53,000, or 2.16%, of the library's budget excluding Library Levy money and allocated costs (i.e. utilities) and is across the board in all city departments.

- \$10,000 from Maintenance- Machines & Equipment: Revenue from public printing will be used to pay associated costs for the preventive maintenance agreements/software renewals paid from this account previously.
- \$13,000 from Professional Services: Reduce courier stops at two locations leaving only one at a branch. Items would then be sorted and sent to other two buildings on library van. This will slow delivery of materials by 24-48 hours. (Items are checked in and "in transit" during this time; not on customers account.)
- \$5,000 from full-time salaries: Decrease paygrade of Library Assistant Director at step #1 from \$34.7585/hour to \$32.4529/hour. (Advertising for this vacant position will begin in January. The starting pay is still comparable with local libraries for that job title.)
- \$25,000 from part-time salaries: Eliminate one 25 hour/week Customer services position, currently vacant. A full-time clerk in Technical Services will assist with covering the evening and weekend schedule.

Engelmann motioned to approve the decrement plan. Lance seconded and all present approved.

Groskopf requested permission to close the three libraries on Tuesday, March 29, 2016 for a Staff Development Day to be used for training. Holt motioned to approve with a second by Roba. All present approved. This training day will likely be held at the Main Library.

Mayor-elect Klipsch gave an introduction to his goals for the city. He wants to engage the community as he gets to know city staff and fills key positions of City Administrator, Police Chief and Public Works Director. Collaboration and partnerships are what he knows best having led the YMCA for many years. He is amazed at how many board and commissions the mayor has to appoint and looks forward to working with the library board. He is a big believer in transparency, truth and consensus. Holt would like to work with Klipsch on engaging the neighborhood around Fairmount. Engelmann is pleased with the collaboration with the schools on the Creative Arts Academy. Imming noted the library is different from many city departments as it does have an independent board made up of nine members. Those positions are appointed by the mayor for six year terms. He went through the current strategic plan highlighting the four objectives set by the board and director in 2014. Roba added she'd like the libraries to have more consistent hours so it is easy to know if a location is open and have Sunday hours.

**FRIENDS Report:** McElyea reported the FRIENDS' Board met last week and are helping to plan/host two events for Fairmount Branch's 10<sup>th</sup> anniversary. A family-friendly event will be held on Saturday, January 23 with a more formal after-hours event on Monday, January 25 from 6-8 p.m. Supporters, trustees and FRIENDS board members, elected officials from now and then will be invited. There will be a short program on the impact of the library on that community and an update on the plans for the Main Library's 50<sup>th</sup> anniversary. The FRIENDS have some signed Jan Brett books and an afghan knitted by the Fairmount Fireside Knitters that may be on a silent auction that evening. Imming added that Mrs Van Arnam who lived in a house on the Fairmount Library property and who sold the land to the city has passed away recently. The home now reverts back to the city. The FRIENDS were instrumental in passing the Library Levy and raised 40% of the funds to build the two branches.

**Finance Committee:** Engelmann noted the decrement and that the city would be holding budget meetings in January. Groskopf will send dates of those meetings to the board, noting the ones that would be most beneficial to attend as a library representative.

**Personnel Committee:** No report.

**Director's Report:** The work on the lower level meeting rooms at Main is waiting on a ruling from City Hall to allow a building permit. The issue is the stage and if it must be ADA compliant. Groskopf will update the board on the final decision and any costs associated with it. The grant from the Riverboat Development Authority was received in the amount of \$13,500. With the \$6,500 the FRIENDS have committed, the vendor selection process will begin in January. For architectural and engineering projects, it does not have to go to low bidder. Groskopf is working with city purchasing on the best way to proceed. A request for information to firms interested in the project and narrow down to a few to pitch to board is the most likely path. Groskopf ran her own statistical reports to compare reciprocal borrowing between Davenport libraries and current Illinois RiverShare libraries. Since the numbers were so even in what their users get from our libraries and what our users borrow from theirs, she recommends pursuing individual reciprocal agreements between those libraries and DPL. The board agreed to exploring agreements between the Illinois Q-C libraries.

**Old Business:** Personnel Manual. Anderson provided clarification of three points in the email and print packets for the meeting. The only question raised regarding changes to Personnel Manual was if the most senior person is always first for additional hours/overtime. The answer is yes, per Anderson. Without any other comment, Cooper motioned to approve the Personnel Manual updates. Holt seconded and all present approved.

With no further business, Engelmann motioned to adjourn with a second by Holt. All approved and meeting was adjourned at 1:14 p.m.

Respectfully submitted,  
Kasey Shipley, recorder