

On Tuesday, August 18, 2015, President Steve Imming called the monthly meeting of the Library Board of Trustees to order at 12:03 p.m.

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

Others present: Greg Lundgren, Immediate Past President/Ex-officio; Amy Groskopf, Library Director; Sue Anderson, Library Operations Manager; Tracy Moore, Development Officer; Amanda Augsburger, Reference Supervisor; Michael Priest, Fairmount Branch Supervisor; Kasey Shipley, recorder.

Imming moved to change the order of the agenda, placing the item under new business entitled, "Discussion of process for probationary evaluation of new director" under Committee Reports, Personnel. Engelmann motioned to approve this with the consent agenda. Motto seconded and all present approved.

Groskopf introduced the two newest supervisors. Amanda Augsburger comes to us from Moline Public Library. She had worked part-time as a reference librarian at Davenport for a short time before going to Moline about eighteen months ago. Michael Priest is the Fairmount Branch Supervisor and new to the community, just finishing a move last week. He is a New Zealand native. The board went around the table and introduced themselves to Augsburger and Priest.

**FRIENDS Report:** In McElyea's absence, Groskopf reported on items discussed at last week's meeting. The tax return was discussed and approved. There is concern of gaining public financial support as 33 1/3% of their income must come from current fundraising to retain their non-profit status. The last year of the capital campaign has just fallen off the back of the five year average used for this number. Grants applied for under the FRIENDS may assist in bringing this number up to a more comfortable level. Online payment is now live on their website, so memberships and donations will now go through a new processor. FRIENDS Board members Vicki Gray and Julie Schendel will be working with staff on planning the 10<sup>th</sup> anniversary for Fairmount, raising awareness of the FRIENDS and what they do to support the library.

**Finance Committee:** No report from Engelmann, but he notes that the budget comparison is on track the first month of the fiscal year. Groskopf noted that two of the accounts with higher percentages spent were for a bulk postage renewal and the annual delivery services payment.

**Personnel:** Iglehart brought forth the need for Groskopf's performance review which was determined to be three months after her permanent appointment in May. After much discussion, it was decided to have an informal discussion with her with structure at a closed session in the next four to six weeks. Iglehart will communicate with the board members via email to come up with the format. Groskopf noted that goal setting would be an important part of the discussion. Roba added the annual review could be more formal. Groskopf reported the library supervisors will have peer reviews beginning in 2016, so information collected from staff by Anderson could be shared with the board at her annual evaluation.

**Director's Report:** Library staff has been able to do more outreach with users where they can sign up for a library card and check out items they take to the site due to a web-based module and using a mobile hotspot. Senior centers, schools, Farmer's Market and Family Resources are a few places they've been to visit. Imming noted that school libraries are much more reference based now and don't have as much for leisure reading as they once did. Groskopf reported she has a signed copy of the Creative Arts Academy lease in hand and city finance will invoice them for their rent. She hopes to have the Community Foundation in for a meeting on either October 13 or 20. The library has received its accreditation certificate from the State Library. The grievant has decided not to pursue the grievance heard at the July meeting. There is an all staff meeting

tomorrow at 8:30 if anyone from the board would like to attend. A staff member is receiving a 20 year pin for service. Motto and Roba will both try to be there and can come to the 4<sup>th</sup> St door. The alley door is out of commission currently as asbestos tile removal has begun. All of the asbestos tile remaining at Main will be removed for this capital project. Imming asked about the Levy balance. It is noted on the Budget Recap at the bottom as of 6/30/15; \$1,000,530 as of that date. Iglehart inquired about enrollment at the CAA. Groskopf reported it is at capacity with 54 students in each of the sixth and seventh grade classes. Next year they will not have enough space here for three classes, sixth through eighth, but plan to utilize the classroom space as additional media rooms. They have a year-to-year lease with the library.

**Old Business:** Sponsorship Policy. Motto reported on the meeting with Missy Gowey from Genesis Foundation, Cooper, Casillas and herself. She took the current sponsorship policy (highlighted in blue in handout), added the info from Genesis plan (in green) and included any questions (in yellow). Some of it may be more informational to donors rather than policy. The donor naming recognition policy handed out is all Genesis policy with DPL inserted and yellow highlighting on blanks and questions. Suggestions include keep the pieces for governing in the policy, but some info is more for the prospective donor and that would be brochure material we'd need to have available for handout; the two board policies need to be in sync for it to work as the FRIENDS create their own policy; share this info with the FRIENDS before meeting with Community Foundation; Genesis is accustomed to larger amounts and volume of gifts so their policy covers more possibilities; always direct donations to the FRIENDS when possible; having an attractive public summary shows we know how to handle gifts; on website, have the "consumer" document linked to the policy; find out who has the library/FRIENDS in their wills and can recognize in the newsletter/website in hopes to encourage others. Please review before next meeting and Groskopf will share this with the FRIENDS Board. Any staff answers for the questions in yellow would be helpful. Imming thanked the committee for their time and effort put into these documents.

**New Business:** City Council Budget Process. Groskopf shared the finance department has a new process this year in getting ready for the 2017 budget. All department heads that don't report to a board or commission are addressing a committee of council members on the core competencies of their department as selected by city staff and scored by council. Groskopf will address these to the board at the September meeting with three council members sitting in. She shared documents on what the council found most important but would like the board's thoughts on their three top concerns for the library. Engelmann noted, having been on council, that the council's concerns should be addressed. Imming asked about the "order/acquire new materials" ranking with only one vote and Groskopf believes it would be a part of "maintain three library facilities". Other notes include: Lundgren would like to see a position paper from staff on each core competency; the scale in graphics of business plan do not start at zero so any movement looks very dramatic; Groskopf reported that updates were sent to the business plan but not changed for 2016 budget book; have a few board/staff meet with Finance Director Brandon Wright before Saturday budget sessions to see what better information we can provide to the council to help sell the library. Imming, Lundgren and Engelmann would be willing to meet with Wright in late September. Groskopf will cover the top three items selected by board at the September meeting and send information to all of council members. Inviting council candidates to the October board meeting was a suggestion.

With no further business, Engelmann motioned to adjourn the meeting at 1:11 p.m. with a second by Casillas. All present approved.

Respectfully submitted,  
Kasey Shipley, Recorder