

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MAY 18, 2021 MEETING

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:01 p.m. on Tuesday, May 18, 2021. The meeting was held in-person in the Large Meeting Room of the Main Library and partially electronic as a fully in-person meeting is impossible or impractical due to concerns for health and safety of Board members, staff and the public presented by Covid-19, and to follow the Mayor's executive order directing social distancing and placing restrictions on gatherings.

Roll call of Trustees: Craig Cooper, Amanda Motto, Joe Heinrichs, Malavika Shrikhande, Judie Lance, Sylvia Roba, Tom Engelmann and Steve Imming were all present. Naghme Motto was absent.

Imming noted other attendees as Amy Groskopf, Library Director; Jennifer Williams, Operations Manager; Kasey Shipley, Recorder; and Marion Meginnis, City Council Liaison.

Shrikhande motioned to approve the consent agenda. Engelmann seconded and a roll call of Cooper, A. Motto, Heinrichs, Shrikhande, Lance, Roba, Engelmann and Imming all voted affirmatively to carry the motion.

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

FRIENDS Report: Groskopf reported the new president of the FRIENDS, Jerry Skalak, is looking at committee assignments and there are a couple of other potential board members. The board is looking at goals for the year. Roba commended Laura Genis and her service to the FRIENDS Board and Library during her tenure as president and expressed gratitude from the Trustees for her dedication and hard work. She requested a letter be sent to Genis thanking her for her service and Imming agreed that could be done.

Finance Committee: Engelmann noted on the budget recap the fiscal year is 83% complete and expenses are running a bit behind which shows the staff is spending carefully.

Personnel Committee: A. Motto had nothing to report; Cooper noted the Director search firm will be discussed later in the meeting.

Advocacy Committee: Shrikhande reported she will be attending the Diversity, Equity and Inclusion Committee meeting at the Library on Wednesday with staff.

Director's Report: Groskopf reported the City has changed some HR Department job titles and to help avoid confusion, a request was made to change Williams' title to Library HR Operations Manager. This will make it more apparent what her job responsibilities are within the Library. It also will impact changes to the administrative policies to update anywhere her title is mentioned. The second phase of furnishings for the Main Library Renovation was ordered but the expected install date is late August due to supply chain issues. Light fixtures were installed in the second-floor restrooms today and only the entry doors remain. The expected ship date is June 3. Please get in touch with Groskopf regarding your availability for focus groups; there are other options available for attendance if you are unable to attend on May 26. The Library received a small grant for science kits to check out, geared towards 7th grade and lower. Bids for masonry repair at Fairmount are being sought. The City funded the project through

a budget amendment to repair expansion joints and do some tuckpointing and some stone replacement as needed. She noted that Imming referenced the Mayor's mask mandate at the meeting opening and that has changed since the meeting packets were sent last week. There is no longer a mask mandate in City facilities and the Library is changing the signage to highly recommended rather than required for both patrons and staff. We are applying for a grant from the American Recovery Act through the State Library for up to \$5,000 to be used for technology like hot spots or upgrading meeting room equipment for virtual meetings by patrons at the branches. Shrikhande inquired about the in-person focus group at Eastern on how to sign up. Cooper asked if a session would be held at Fairmount. Due to the size of the meeting room, the in-person meeting will be at Eastern, per Groskopf. Imming was glad to see of the interest in the Summer Reading Program from Groskopf's written report.

Council Liaison: Meginnis reported there are big, big things in front of Council right now. The flood study has a lot of info on the City's website sharing options to protect the City along all 10-11 miles of riverfront and cost estimate for those options. The consultant asked for resident input and presented to Council last week. There is a great cost to all the options, and this is a long-range plan. Even fresher news is the guidance received to spend nearly \$42 million in Federal pandemic recovery funding. It can be used for responding to the public health emergency's negative economic impact to residents, compensation for revenue reduction due to Covid, or to support infrastructure project for water, sewer or broadband. Housing, education, worker retraining, outreach and lead water line replacements were a few possible appropriate uses. There is a survey in the Covid section of the City's website seeking resident input. Council will meet on June 8 to discuss. The funding needs to be spent by Dec 31, 2024, so this is not a long-term funding source. There will be very strict reporting criteria that the City is responsible for overseeing. Staff has been working on brainstorming ideas since the funding first was mentioned and can now see if those fit within the guidance issued. Meginnis' passions within the City are the Parks and Libraries, and neighborhoods, of course. Those are the assets she'll bring to the table to fight for use of funding where appropriate. The Dream project is ongoing; the deadline for submissions is May 21. City staff is very helpful in assisting applicants and more info can be found on the City's website. There is a new City Council member being appointed to replace Alderman Peacock who is moving to Illinois.

New Business: The first item of new business is to remove time limits for patrons using the Library. Engelmann motioned to approve with a second by Roba. Cooper inquired what led to the change. Groskopf replied that the buildings just haven't been very busy and there should be plenty of room for social distancing to continue. Also, frustration felt by patrons that need more time, especially on the public computers. The time limit for public computers will be expanded to two hours. Roba asked what staff's thoughts were and Groskopf replied that many have requested we make this change. Roll call vote was held and A Motto, Heinrichs, Shrikhande, Lance, Roba, Engelmann, Cooper and Imming all approved to carry the motion. The second item of business was a motion to approve Section 1 & 2 of the Library administrative policies. Lance motioned to approve and Engelmann seconded. Discussion had Groskopf asking for an amendment to section 2.7 before approving. Item six relates to tattoos. The City's policy is silent on this and she requests the Library's be as well and remove that line. Any specific issues, such as complaints by patrons or other staff that a tattoo is creating a hostile work environment, would be addressed case-by-case. The concern is being the tattoo police as many staff have tattoos of names or quotes that wouldn't be allowed on clothing and consistency would be difficult. Heinrichs motioned to amend the current motion to include removing item #6 from section 2.7 relating to tattoos. Cooper seconded. Discussion included a question about who decides what is appropriate and what is not; how does the City handle that? Groskopf believes there are some City departmental policies, like Fire and Police that address tattoos. Library-related, a complaint of harassment or a hostile

environment would come from staff or patrons regarding a tattoo. Once a complaint is made, it would go through the complaint procedure process and possibly end up at the Trustees for a decision. Roll call on the amendment to the motion: Heinrichs, Shrikhande, Lance, Roba, Engelmann, Cooper, A. Motto and Imming all approved. Imming then sought a motion to approve the Administrative Policies, Section 1 Employment Practices and Section 2, Performance Expectations with the change to section 2.7 and removing #6 as it relates to tattoos. Roll call vote: Shrikhande, Lance, Roba, Engelmann, Cooper, A. Motto, Heinrichs and Imming all approving to carry the motion. The third item of new business was discussion of Administrative Policies, Section 3-6. Groskopf noted the changes in red were from comments made by Trustees. One comment related to the pronouns his/hers/theirs so all wording was changed to theirs to make it more inclusive and not have to repeat his/hers/theirs throughout the policies. If the Board prefers using the three, it can certainly be done. Policy 3.3 will have additional changes sent out prior to the June approval to narrow scope to non-bargaining rather than all since bargaining is still in the contract that begins in July. Step 3 will be removed from 3.3 as arbitration would only be done for bargaining staff. Policy 4.5 had a question regarding when a holiday falls on a Saturday. Since the Library is normally open and has staff scheduled to work on Saturday, all staff would be paid for the holiday but those working the other workdays would get a day off to make up for the Saturday. That day off would be scheduled by their supervisor as staffing allows since we can't have everyone off on the same day. On a Sunday holiday, the Library is not open. Thus, the Library would be closed on Monday to recognize the holiday. Policy 4.6, Leave of Absence, under Military Leave, there was a lot of outdated information so it was simplified to note it would comply with Federal and State laws. Bereavement was updated to reflect language from the City Policy and there is a typo that should say 3 work days, not 30. The City's policies refer to Department Director which means something different at the Library. The leave for voting is the same from the contract that was approved to begin July 1. It really hasn't been an issue that there are less than three consecutive hours outside scheduled work hours to vote, but if a change in voting laws has polls closing earlier, it may become an issue. Policy 5.1 has been moved to a policy from the contract as recruitment and selection will no longer be based solely on seniority. Hiring the best person for the job will be the change with the goal to hire the best person for the job. One Trustee inquiry was how staff knows which groups are underserved populations. Staff receives reports from the affirmative action officer with the City so we know who is underrepresented in current staff. One possibility is to expand recruitment through outreach. Many people don't think about the Library as a place they could get a job. Roba asked about LGBTQ not being addressed and that sex and gender or gender identity are the same. Williams will do some research on the preferred terminology for sexual identity, orientation or preference. Meginnis recommended checking with the City HR department. Policy 5.3 addresses the change to promote the best person for the job and not the one with the most seniority. It is no longer an allowable topic for bargaining. Policy 5.4. Layoff and Recall, is still in the contract so the language was duplicated to cover all employees. The Recall paragraph would have been clear had there been a second paragraph since it is referring to two different things; the five-day response and the 12-month period for recall. Policy 6.2 Remote Work had a question about which departments may perform remote work. "Applicable" was used since it may not only be department by department, but person by person, depending on tasks or job responsibilities that can be done remotely. Only employees assigned a Library device can access the Library's network for the sake of digital security. Heinrichs asked if attorney advice had been sought in reviewing the policies. Groskopf shared that much of this was in previous policies or contract language. The City Attorney has provided opinions on some questions; one being the nepotism policy that was updated a few years ago. The changes discussed will be made and Sections three through six will be up for approval at the June meeting. They will need to be approved before July 1 when the new AFSCME contract goes into effect. The fourth item of new business is to approve contracting with a search firm to hire a new director. Heinrichs motioned to approve and Roba seconded. Imming reported the

executive committee met and they recommend hiring a firm as it is a lot of work and professional assistance is needed in the process. Discussion included the desire for a local firm, or at least a Midwest firm, be preferred. The City has indicated they will pay for the search firm to do the work. A roll call vote had Lance, Roba, Engelmann, Cooper, A. Motto, Heinrichs, Shrikhande and Imming all voting yes. The last item of new business is a motion to authorize the Executive Committee to act for the Board in matters regarding the Director search when a meeting of the full board is impractical or time is a factor. Heinrichs moved and Shrikhande seconded. Imming noted the Executive Committee has this power in an emergency but wanted to request this for urgent or time-sensitive matters relating to the Director search. A roll call vote had Roba, Engelmann, Cooper, A. Motto, Heinrichs, Shrikhande, Lance and Imming all voting yes. Imming thanked the Trustees for all of their work on these items and all of the extra reading. Things will be very busy going forward with the Director search.

Engelmann motioned to adjourn at 1:19 p.m. with a second by Cooper with all ayes.

Respectfully submitted,
Kasey Shipley, recorder