



LIBRARY BOARD OF TRUSTEES  
MINUTES  
MARCH 18, 2025

**Roll call and introduction of attendees**

The Davenport Public Library Board of Trustees monthly meeting was called to order at 12:00 p.m. by Tom Engelmann on Tuesday, March 18, 2025. The meeting was held in the Brooke Room at the Fairmount Library. Board members present: Joe Heinrichs, Michael Hustedde, Malavika Shrikhande, Jerry Skalak, and Tom Engelmann. Absent: Honey Bedell, Bob Davis, Shelley Klaas, and Amanda Motto. Library staff present: Jeff Collins, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, HR Operations Manager; Tracy Moore, Development Officer; Joseph Holcomb, Facility Services Supervisor; and Kasey Shipley, Office and Facilities Manager & Recorder. Guests: Marion Meginnis, City Council Liaison; Steve Imming, Ex-officio/Immediate Past President; and Hilary Tanner, President of the FRIENDS. An unidentified guest from the public arrived at 12:10 p.m. during the Director's Report and exited before the meeting ended at 1:10 p.m.

**Consent Agenda**

Shrikhande motioned to approve the consent agenda with a second by Hustedde. Heinrichs, Hustedde, Shrikhande, Skalak, and Engelmann all approved.

**Public with Comment**

No one present for comment.

**Reports and Communications**

FRIENDS Report

Tanner had no major updates to share at this time.

Finance

Heinrichs reported the budget is in line for spending to date. He noted that Skalak, Engelmann, and he met with City officials last week on leftover levy funding that would be available for spending since the levy no longer exists. Engelmann noted it was a productive meeting with the new City Administrator and new City Chief Finance Officer. Many questions were answered and he feels all are now on the same page.

Personnel

Nothing to report, per Hustedde, as the committee has not met.

Advocacy

Shrikhande reminded Trustees of National Library Week, April 6-12. On National Library Worker's Day, April 8, the Trustees will bring donuts to staff along with greeting cards Shrikhande passed around for



signing. More details will be shared through email. She will email a link to nominate a stellar library worker on the National Library Worker's Day page. She thanked Collins and Engelmann for seeking the National Library Week proclamation at City Council that will be presented next week. An IDEA (Inclusion, Diversity, Equity & Accessibility) team meeting was held recently and she serves as the Board representative on it. She will share information or links with other Trustees which staff has on a LibGuides page for staff.

#### Director's Report

Collins "Stat of the Month" was the employee turnover rate for Calendar Year 2024 of 7.7%, based on the percentage of employees who left and were replaced by new employees. A "healthy" turnover rate averages 10% dependent on the type of business. He noted fast food may have turnover of 80%, while a Fortune 500 company with appealing benefits and wages may have a turnover rate of 3-5%. Higher turnover at The Library tends to occur in part-time positions. Fresh perspectives and new ideas are a benefit but losing too much institutional knowledge could alter the balance. The Library promotes personal growth but the current structure is employees and supervisors with a big jump between so there isn't much opportunity for promotion. Hustedde inquired if The Library tries to promote from within the ranks when a supervisor retires or resigns. Collins replied the supervisory positions require two years of supervisory experience so that isn't always possible. Williams added that it depends on the interest from staff in the position and qualifications needed for that supervisory position. Collins noted every time there is a vacancy, the position is analyzed to be sure it meets the needs of the organization as is, or if it needs to be changed in any way. Engelmann inquired if the job requirements are periodically reviewed. Collins replied that there was a review of all job descriptions in the last six months to look for any barriers to remove in those documents. The Strategic Planning process continued with focus groups in February, the consultant created an insights report for the committee of 12 that met in early March. Bedell, Hustedde, and Shrikhande represented the Trustees wonderfully, along with Meginnis representing the City, during the two-day process. Collins thanked all for the time taken to attend. The first draft of the plan is being reviewed and should come to the Board in the April/May or May/June cycle for review and approval before going into effect on July 1. The Main Library Renovation Phase II project has also been moving along. A handicap sign was added at the ramp and some furniture was added to the second-floor space. A patron using a walker stopped at the desk and waited in line just to say he was grateful for the ramp in front. Williams worked with City Human Resources the past couple of years to get their service pin program for employees to include part-time Library staff. The Library has more part-time staff than other City departments, that are permanent and not seasonal, that usually stay for five years or more. The City is holding a hearing for the proposed property tax levy on March 26 at 5 p.m. A memorandum of understanding with Tapestry Farms is nearly finalized. It will allow them to provide proof of address for those wishing to get library cards. New stories in the parks with StoryWalks® will be coming soon. The Seed Library kicked off at the Main Library with several dozen people getting seeds that day and attending a program. There is a plan to deliver seeds to the branches for interested patrons. The annual Grade Level Outreach Experience (GLOE) trips will begin soon to the first-graders in Davenport Schools.



Youth Services and Community Outreach Services read stories, issue library cards, and check out items from the OWL (Outreach Wheeled Library). Two Trustees plan to attend a stop as part of Board Enrichment. The deposit collection at Stride Autism Center in west Davenport was such a success that the location in east Davenport is getting one. Their leadership likes the program so much they hope to expand it to a center in Omaha, Nebraska. Collins noted he has been sharing proposed legislation, what is currently going on with bills, and the advocacy rules or laws that must be followed depending on the role of an individual in the organization. Collins worked with the Advocacy Committee and Engelmann to request the proclamation for National Library Week that will be presented at City Council meeting on Wednesday, March 26 at 5:30 p.m. It is also a night acknowledging student art in the Davenport Community School District, so seating may be at a premium with kids and families. Meginnis encouraged anyone present to come up for a photo opportunity. Collins mentioned reading through the Library Stories section of his report. If Trustees are interested in attending the annual Staff Development Day at Bettendorf Public Library on April 10, they should reply to the email with their lunch and breakout session selections as applicable to the time they can spend attending. Some programs and events he highlighted included Woman Inventors of the Quad Cities on March 26, Writing Your Business Plan on March 27, Toddler Prom on April 5, QC Made at Fairport Fish Hatchery on April 12, and Mending Monday on April 14. A tour of Fairmount, behind the scenes, for Trustees will be provided by Collins immediately following the meeting today. He shared that the Social Worker, Quinn O'Brian, has resigned. The Library is sad to see her go and thankful for all she has done in this temporary ARPA-funded position. A request has been made to City leadership to have the position funded through the general fund beyond FY2026 so it can be permanent. A response on that will determine the course of filling the position. Shrikhande inquired if a refugee group she'd put in touch with Collins had contacted him, and he stated they have not. She also asked about any future partnership with St. Ambrose University's Master of Social Work program for interns with O'Brian leaving. Collins shared a concern over supervision of interns was a reason that it wasn't pursued earlier. If unable to fill the position, Collins is willing to pursue other opportunities. Imming asked about anything new on contacting legislators on bills that impact libraries. Nothing new to share since last week, per Collins. Shrikhande mentioned the IMLS (Institute of Museum and Library Services) elimination and ways to contact legislators. Collins added that IMLS is the only federal funding that comes to the states to help support libraries. In Iowa it funds resource-sharing, like interlibrary loan, professional development and education, and many other programs. Heinrichs inquired on the dollar amount Davenport receives of IMLS money. Collins stated it is around \$85,000. He also shared more information on resource sharing from a question by Hustedde. Skalak asked about DEI in staffing mentioned earlier in the meeting and the current political climate. Collins shared that we will continue doing as we have until any laws would change and it would need addressed. The Board would be kept up to date on it.

#### Council Liaison

Meginnis announced Party in the Parks dates and locations for this summer. Events will be on June 12 at Cork Hill, June 26 at Goose Creek, July 17 at Fejervary, and August 12 at Credit Island. All run 5-7



p.m. with hot dogs, social services booths, and family-friendly activities for a fun community gathering. Upcoming City projects include the resurfacing of Third Street from Telegraph to Harrison that begins later this month. She is having a ward meeting at Davenport Police Department community room tonight at 6:30 for anyone interested in an update on the project. Fourth Street work will take place next year. It is a nine million-dollar project mostly funded by federal funding. When Third is completed, it will become two-way. Main Street Landing project kick-off is April 3 at 1 p.m. An interactive play field, children's activities, and courts are part of the project funded by Destination Iowa, ARPA, and railroad settlement funding. In late May, the Figge light art installation will be unveiled. Private funding and Destination Iowa funds supported this project. There is a public meeting on April 17 from 2-6 p.m. at the Rock Island Holiday Inn related to the replacement or repair of the Centennial Bridge. Illinois is leading this bridge work. She encouraged anyone interested to attend.

### **Old Business**

Hustedde motioned to approve the Confidentiality and Privacy Policy with a second by Heinrichs. Collins pointed out changes made since the version presented at last month's meeting. Item number six needs to be retained, not removed as previously discussed, to comply with state law. Some other clarifying language was added to numbers seven and eight, and two typographical or grammatical errors were corrected in the document. Skalak, Heinrichs, Shrikhande, Hustedde, and Engelmann all approved.

### **New Business**

The only item of new business was to review the Tobacco and Nicotine Free Environment Policy. Collins shared information from the memo outlining the history of the policy. There is also a City of Davenport Administrative Policy that addresses smoking in City-owned property and includes vehicles which was shared. Language removed includes a list of City locations that don't apply to The Library. Language added includes defining the rolling or preparing of smoking materials for use as prohibited in the policy. Code for the law allows the placement of an ashtray on the perimeter of the grounds and staff is evaluating options on what can be done within the law to encourage smokers to dispose of material properly. Meginnis inquired about smoking pot, and should it be in the policy. Collins noted it is against the law so covered by the Behavior Policy as an illegal act.

### **President's Comments**

Engelmann thanked Meginnis for help with the National Library Week proclamation to be read at March 26 City Council meeting and he plans to attend.

### **Board Training – Facility Services with Joseph Holcomb, Facility Services Supervisor**

Holcomb began the 25-minute Board training at 12:50 p.m. He shared some background on his relevant work experience with Davenport Community School District and that it was his first experience working in a public library. His one-year anniversary happens to be today. Next, he shared the numbers of staff working in specific job classes and how they breakdown at each location. The



Library Clerk's general duties were recapped with Holcomb stating how important the role is to other staff and patrons. Their primary duty is to shelve materials in a timely and accurate fashion so the item is where it should be. Other duties include weekly newspaper pulls, pulling no-so-new books in the New book section and re-shelving into the regular shelving areas once completed, and shelf-reading to be sure books are kept in order on the shelves. Caretaker and Assistant Caretakers are first to arrive at the buildings at 6 a.m. They turn off alarms, check on the HVAC controls to be sure the buildings are a comfortable temperature. Each building has a different controls program. The next step is to get the building ready for the day by cleaning it. Restroom cleaning, trash collecting, vacuuming, and sanitizing tables, countertops, doorknobs, computers, and others surfaces are all tasks completed before opening the building to the public. Other tasks during the day may include responding to accidents or spills, doing minor repairs, or contacting City Facilities Maintenance to help with repairs. They contact vendors to reorder cleaning or paper products and accompany contractors doing repairs to get them where they need to be and assist as they can. Monthly preventative maintenance like checking fire extinguishers, cleaning sorters, or using Murphy's wood soap on Burgeon installation monthly are ongoing. Each caretaker knows their building's fire control system, emergency shut-offs for electrical, gas, and water. They generate building reports when repairs are made or issues arise. Holcomb shared a list of groundskeeping tasks regularly performed by caretaker staff. Picking up trash, trimming bushes and weeds, and clearing a path during a snow are some he noted. Studies show that a clean facility positively influences patron behavior and patrons are more likely to return to a clean facility. Holcomb shared he has had the opportunity to work with some other City departments that have assisted The Library with tasks during his first year. Notably, a construction manager that helped get a Library sign back up on 53<sup>rd</sup> St. which was removed during construction and the City's sign department to have some new signs created or moved for the parking lots. One story shared was a clever creation from one of the caretaker staff that was then recreated at each building. She used the hand sanitizer stand, attached a brochure holder to it, and filled with masks so patrons could use the hand sanitizer and take a mask. Shrikhande said first impressions are lasting and she appreciates all the department does. Hustedde said he knows of a library that outsourced their custodial staff due to budgetary constraints and there was a great decline in cleanliness. He supports keeping it in house if at all possible. Collins added that there are consistently positive reports on how clean the facilities are and that is a testament to Holcomb's staff and the fine job they do. He also shared that Holcomb is the first person in this newly created position that was previously held by professional librarians. It has worked well to have the skills, training, and experience in building management. One other item shared by Holcomb is that there is a partnership with Davenport Community School District's work experience program at each building. Students with special needs come in and help by doing some cleaning. North High goes to Eastern; West High to Fairmount; and Central High to Main on a daily basis. Holcomb demonstrated the Kaivac cleaning machine that can be used to sanitize a restroom with power washing or be used as a wet/dry vac for accidents or spills.

## **Adjourn**



With no further business, Heinrichs motioned to adjourn at 1:18 p.m. with a second by Hustedde. All approved.