

President Steve Imming called the November 21, 2017 meeting of the Davenport Public Library Board of Trustees to order at 12:03 p.m. in the Director's office at the Main Library.

Present: Matt Casillas, Craig Cooper, Tom Engelmann, Steve Imming, Judie Lance, Amanda Motto, Naghme Motto and Sylvia Roba. Absent: Malavika Shrikhande.

Library staff present: Amy Groskopf, Library Director; Jennifer Williams, Operations Manager; Kathryn Kuntz, Special Collections Supervisor; Tracy Moore, Development Officer; Kasey Shipley, recorder.

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

Public Comment: None

FRIENDS Report: Groskopf reported the FRIENDS have raised \$2,115 in Annual Fund donations since letter was sent out with a \$7,000 goal a few weeks ago. Giving Tuesday will be a social media effort to solicit donations for a "maker cart" to be used at Main. The estate book sale held at Eastern this past Friday and Saturday earned \$8,000 in sales. Carol Wagner, the volunteer heading it up, estimates another \$5,000-7,000 could be earned through auction or Amazon sales of the items. The FRIENDS submitted an application to the contributor's council needed to request over \$100,000 from SCRA. There is a meeting in early December with their consultant. The Community Foundation of the Great River Bend awarded the FRIENDS a grant to fund the virtual reality stations in the amount of \$15,000. At the December meeting, pledge forms will be given to the Trustees and FRIENDS boards to solidify the verbal commitments made to support the Main Renovation project.

Finance Committee: Engelmann noted that expenses are slightly below the percentage of fiscal year time that has passed. Groskopf noted the library strives to spend all allocated funds; sometimes staff vacancies lead to salary funds unspent.

Personnel Committee: Roba thanked A. Motto, Casillas and Lance for their work in completing Groskopf's review. They will be meeting after this board meeting to discuss 2018 goals with Groskopf and create a plan on how she will report progress on goals to the board throughout the year.

Director's Report: Groskopf introduced Kathryn Kuntz as the new Special Collections Supervisor. She is in her third week with the Davenport Public Library. Groskopf reported that funds set aside from Levy reserve for the re-lamping project will not be needed as rebates from Eastern building project and one earned from the first phase at Main will cover all costs. Williams and Groskopf met with AmeriCorps coordinator and will post the job for the Outreach Mobile program. The contract is for 900 hours and is renewable. One provision is the AmeriCorps worker cannot do a program already done by staff so this will work well as it is a new initiative. The library is contemplating joining Mobius Consortium with a full membership that would open up access to 9 million more items through our catalog for easy sharing through the delivery service we already have with them. Des Moines Public Library is also considering membership. The December agenda will include the approval of the hours change at Main to begin in March. Eastern Iowa Community College District agreement goes into effect in July but we have funds from another EICC grant that can be used to cover salaries March through June. Their adult education department is interested in reserving Main meeting rooms for evening classes when we are open more nights. A staff team is being formed to look at library hours as a whole and what we can do to serve the community better.

New Business: Groskopf presented six draft pages of the library's city budget for FY19 that note objective, core services and goals along with an overall budget summary and budget breakdown for Administration and Library Services. Those have been consolidated into two divisions rather than the previous three to better fit the current organization. Groskopf believes all the goals in the budget can align with those in the strategic plan draft. Overall the budget is flat, as it was last year, with only increases for cost-of-living, negotiated raises and rising cost of health benefits. The capital improvement budget includes \$400,000 for materials, \$110,000 in electronic equipment replacement, \$250,000 for Main renovation and \$100,000 for a Mobile Library. Other projects set for future years, like carpet and roof for Fairmount, have been moved out another year or two due to the number of projects on the capital list. As previously

discussed during Director's Report, the funds that were moved to be spent on re-lamping from the Levy reserve are no longer needed. Engelmann motioned to return the \$73,591 to the levy reserve fund. Lance seconded the motion and all approved. For the FY19 Capital Improvement Program, the project for the mobile library was cut to \$100,000 funded. Engelmann motioned to move an amount not-to-exceed \$55,000 to put towards the project after the \$100,000 expended by the city. N. Motto seconded and all approved.

Old Business: The strategic plan draft was presented to the board for their thoughts. This document was created by Library Strategies, amended by library administration and further edited by the committee of Imming, Shrikhande, Melissa Osen, Jerry Skalak and Bill Roba. The next step is the implementation plan that Library Strategies will create with staff at a meeting on December 11. The revised draft would come to the board for approval at December or January meeting. Much discussion ensued regarding amount of information needed in the plan. Consensus of board seemed to be to include the tactics with each strategy. Possibly reduce the number of strategies as we don't have the staff to do everything in three years, and break down by yearly goals. Roba also requested to have the wall chart notes from retreat. Please email any other suggestions to Groskopf. The revisions to the Trustee's By-Laws were moved by Engelmann with a second by Cooper. Imming noted these were updated due to accreditation standards by the State Library setting agenda items and a certain number of meetings per year. All ayes passed the updates to the by-laws.

Other: Before adjourning, Imming noted that he and another trustee with the Iowa City Public Library are exploring re-activating the dormant Trustee subdivision of the Iowa Library Association. The division has 44 members, 8 of which are from Davenport Public. He also mentioned there are some webinars for Trustees that may be good to get a group together to view for further training.

With no further business, Engelmann motioned to adjourn at 1:07 p.m. with a second by Imming. All present approved.

Respectfully submitted,
Kasey Shipley, recorder