

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:03 p.m. on July 17, 2018 in the Director's Office of the Main Library.

Present: Matt Casillas, Craig Cooper, Tom Engelmann, Steve Imming, Judie Lance, Naghme Motto (12:07), Sylvia Roba and Malavika Shrikhande. Absent: Amanda Motto.

Library staff present: Amy Groskopf, Library Director; Michael Priest, Assistant Director; Jennifer Williams, Operations Manager; Tracy Moore, Development Director; Kasey Shipley, recorder.

Guest: Laura Genis, President of the FRIENDS of the Davenport Public Library.

Engelmann motioned to approve the consent agenda. Shrikhande seconded and all approved.

Public with comment: None.

FRIENDS Report: Genis announced the capital campaign now has the second co-chair for the committee. Megan Stopulos and Greg Lundgren are co-chairs. The committee will be holding a conference call this afternoon to meet with the Library Strategies consultant. The FRIENDS have a committee working on their investment policy. At the last meeting they approved to spend \$5000 for an author visit by Jason Reynolds in March 2019. If you know of anyone that would like to join the capital campaign committee, please let Genis know. Groskopf mentioned Library Strategies welcomes a Trustee joining the group as long as they are comfortable asking for donations. Shrikhande inquired if the FRIENDS participate in AmazonSmile since their "Prime Day" is today and if last year's prime day had an impact on the donations made this time of year. Genis will look into it, but knows they are in the Smile program. Groskopf noted the FRIENDS are having a special book sale at Eastern on Saturday, July 21 to clear out overstock while making room for the café.

Finance Committee: Engelmann noted spending for last fiscal year looked good and within the budget. Groskopf reported the funds earmarked to pay for the first few months of Main being open extended hours, before Scott Community College begins paying for staffing, was not needed to cover payroll due to vacant positions through the year.

Personnel Committee: Roba noted the committee will be meeting with Groskopf in the next couple of weeks for clarification of goals.

Director's Report: Groskopf noted the date on her report sent to the board for the Summer Reading trophy presentation to the winning school is incorrect. The presentation will be September 12 in Council Chambers. The meeting begins at 5:30 and all Trustees are welcome to participate in the presentation. The library is pursuing another AmeriCorps position. This one would be to help at Fairmount with homework help. Currently there is a 900-hour position and a summer position working in Outreach. Alderman Clewell requested information on what amount it would take to open the branches in the evenings. Groskopf presented a plan to keep all buildings open until 8 p.m., Monday-Thursday at an estimate of just over \$84,000. The personnel committee requested an update on Groskopf's goals for the year and she presented the following information. For staff engagement of Strategic Plan success, staff is receiving a training session on the Privacy Policy along with a six-month update on the Strategic Plan goals and accomplishments. Other staff engagement includes Groskopf spending approximately one hour with each new staff member in the onboarding process emphasizing the Strategic Plan and mission of the library. Williams meets with new staff three months after hire for feedback. Most have been shy in responses, so questions may be tweaked for future meetings. For Performance Management of Supervisors, Groskopf is working towards the goal of having them better function as a group. Currently there are cross-departmental teams at each building working on a building-specific event led by supervisors. Fairmount's team is creating a new space from the former Garden Room to unveil at the block party in August. Eastern's team is working on a library card sign-up event there in September. Main's team is working on the 50th Anniversary event in October. Another communication means for staff is an anonymous form on our intranet for suggestions or concerns. Responses will be to all staff, as someone else may find value in the answer, and made within seven days. A reminder that Fairmount is hosting a block party on Saturday, August 18. The purpose is to create library awareness and engage the neighborhood.

New Business: Roba motioned to approve a 2% general wage increase for Groskopf. Engelmann seconded the motion. Discussion included Engelmann sharing that this practice came into being years ago when union staff wages were outpacing supervisory staff. All approved the motion. Imming presented the slate of officers vying for election for a two-year term. Imming for President; Engelmann for Vice-President; Roba for Secretary. He made a call for nominees from the floor. There were none. Casillas motioned to approve the slate as presented with a second by Lance. All approved. The memorandum of understanding draft for the food forest was presented. Engelmann motioned to approve subject to city legal's review and approval, along with some language edits where garden had not been changed to food forest. Lance seconded the motion. Discussion included expanding the program after working with the group in this first phase if all goes well. All approved. The current Exhibits Policy was presented for discussion. Groskopf noted that much of the current policy will be removed as it is procedure rather than policy. Discussion included beefing up wording to be sure displays are appropriate for all library users to view, following Intellectual Freedom policy and possibly adding a preference to Davenport Library card holders. Groskopf will make edits to present for approval at August meeting.

Old Business: Groskopf shared the latest update in plans from Legat for the former Creative Arts Academy (CAA) space and changes to original plan. One classroom would remain as a larger meeting room, conference room remains as a smaller meeting room, one classroom is broken up into study rooms. The space where a café was proposed would be a maker space; likely housing the zSpace computers. It would have a moveable door to close when programs are taking place. The vestibule would be lengthened to create a better airlock. A teen area would be created by taking out the wall to the former CAA computer lab opening up to main floor. Curtain walls would replace the solid walls with murals between the elevator lobby and meeting/study room area on first floor. The old sorter wall could be re-purposed to provide a sound barrier between children's area and main floor. Original plan showed a half-wall. To promote ADA compliance, the City's Civil Rights department recommended changing the second floor restrooms to male and female ADA compliant. Legat was instructed to keep the budget at \$1.9 million. Once okay with this conceptual design, they will draw up in detail. There was some discussion of cost of elevator ADA compliance. It would require another shaft to get from first floor to lower level and estimated at \$200,000. Groskopf then updated the board on the Strategic Plan progress. Goal 1, Access & Awareness, had staff looking at importance of three goals and how much staffing resources should be spent on each. Consistent and system-wide hours garnered 20%, marketing expansion at 40% and outreach at 40%. Teams have been formed at each library to engage patrons. Outreach went to a "laundry love" event and did a story time. The trustees are working to increase their community engagement. Goal 2, Main Library, includes a partnership with Scott Community College's Urban Campus. In addition to serving SCC students we have had discussion with SCC about other program partnerships. Since opening more hours, Main's circulation and gate count has increased. LPs & Libations program held at Main was a big hit and many new Special Collections programs have been held. The board approved applying for local and national historic status. Goal 3, Childhood Literacy, has seen an outreach program to teen parents at Mid-City High, Youth Services will be working with homeschoolers in the fall and utilizing the zSpace machines for STEM education. Visits to JB Young food pantry for outreach have been successful. The dashboard update handed out to the board is available to staff on our intranet as well as the full implementation plan. Discussion included the need to find someone to do bilingual story times in Spanish and Vietnamese, along with other languages. Casillas will check with contacts at Jefferson Edison and St Ambrose. Shrikhande suggested the TAG teacher at Central to get student involvement. She also noted she is working on a date for staffing a Riverbend food bank event and sharing library information in those packages. She will send a note when she has a date or other information to share.

Board Training: (1:00-1:10 p.m.) Priest presented Collection HQ to the Trustees. This is a platform that allows the management of the library's collection with insight on what is checked out and where. The "Manage" feature is based on a six-month cycle. The first two months are spent checking the inventory of the collection from reports run of items that have not checked out for a certain period. The third month is checking condition of stock from reports run. Months four and five offer reports noting items that may be better used at other locations. The sixth month is removal of items no longer in demand. The six-month cycle then repeats. In the "Selection" feature, it shows where money should be spent as well as borrowing trends in our libraries. Purchasing trends regionally and nationwide are shown. The "Promote" tells of popular authors, titles, recently added titles and how to monitor the performance of displays. The

annual cost of the subscription is \$15,000. This product should help us where we've struggled in noticing trends and keeping selectors on track with deadlines.

With no further business, Roba motioned to adjourn at 1:10 p.m. with a second by Casillas. All approved.

Respectfully submitted,
Kasey Shipley, recorder