

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE JUNE 20, 2023 MEETING

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:02 p.m. on Tuesday, June 20, 2023. The meeting was held at the Fairmount Branch in the Brooke Room.

A roll call of Trustees showed that Malavika Shrikhande, Sylvia Roba, Amanda Motto, Laura Genis, Judie Lance, and Steve Imming were all present. Tom Engelmann arrived at 12:23 p.m. Absent: Craig Cooper and Joe Heinrichs. Others present: Jeff Collins, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, HR Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, recorder; Brittany Peacock, Community Outreach and Marketing Supervisor; Marion Meginnis, Council Liaison.

Lance motioned to approve the consent agenda with a second by Roba. Shrikhande, Roba, Motto, Genis, Lance, and Imming all approved.

**Public with Comment:** None.

**FRIENDS Report:** In the absence of the FRIENDS President, Imming noted that the FRIENDS' Board is working on a Request for Proposals to handle the financial advisement of their investments. They are also seeking additional volunteers for the bookstores and those entail a two hour per week commitment. If you are interested or know someone who is, let the FRIENDS or Collins know.

**Finance:** In the absence of Engelmann and Heinrichs, Imming reported the spending overall for the fiscal year is on track through May.

**Personnel:** Motto had nothing to report.

**Advocacy:** Shrikhande worked with the Scott County Waste Commission on an "I live here" cleanup in the area of the Fairmount Branch Library and they said in front of the Library is always clean. They used the restrooms and water fountains at the Library and were appreciative of what the Library has to offer.

**Director's Report:** Collins noted that the Main Library has been closed since the partial collapse of the building across the street. Staff should be commended on their reaction and resiliency. This heavily impacted Library operations and many staff knew residents of the building that were displaced. Reiling did a great job with leadership while he was away on vacation the first week after the collapse. Just to name a few of the things that were accomplished during those first couple of weeks: staff was reassigned to the Eastern and Fairmount locations and setup in temporary workstations, they worked to get holds transferred for pickup at other libraries, supplies and laptops were transported to the branches, word of the closure was shared on social media, website and through press releases, consortium and sharing partners were notified, programs at Main were either canceled or shifted and hours were increased at the branches to open at 9 a.m. Monday through Saturday. The OWL and Outreach services were deployed to the downtown area twice per day the past three weeks, staff attended the Red Cross Multi-Agency Resource Center (MARC) event at the downtown YMCA to assist displaced residents, the Library allowed first responders and those from Iowa Task Force One use the Main Library for restrooms and cooling. Staff also assisted the City in finding blueprints for buildings in the area of the collapse and some national news reports used blog posts the Library wrote on the Davenport Hotel building. Collins wants to thank the amazing staff at the Library for their resilience during this time and what they did to provide exceptional customer service. The reopening date for Main is fluid; debris removal is expected to take 800 dump truck loads with asbestos precautions in place. Air quality is being tested by DNR and if all is well, the plan is to reopen to the public on Monday, June 26. Imming reiterated that everyone has done a wonderful job with being flexible and resilient. Collins said his thoughts are with the impacted individuals and if Trustees have the means to give financial support, he encouraged them to do so. In other news, four employees were hired for the summer with CDBG funds. They will be doing outreach in the parks. Summer reading is in full swing; he encouraged Trustees to share widely with their networks. The June 3<sup>rd</sup> kickoff with a Touch A Truck event was a big success with nearly 800 participants. The American Library Association President was a guest on the Checked In podcast. Upcoming events include the Joy March, Read to a

Dog, an author visit and a magician, along with the Heart of Architecture tour. Tentatively, the Fairmount Community Center groundbreaking will be on Tuesday, July 11 from 3-4 p.m. with more details to follow. Genis commended Collins and Reiling on the Library's response to the collapse with the added outreach and expanded hours at the branches.

**Council Liaison:** Meginnis said she would have no comments on the building collapse since there is an active investigation. She could say that ARPA (American Rescue Plan Act) funding was mobilized to fund immediate payments to those displaced permanently or temporarily due to the building collapse. There is also funding available through the state, Community Action, in a reimbursement format. Meginnis attended the Red Cross MARC event mentioned by Collins at the Y. There were agencies that supplied driver's license replacements, the Post Office was there along with the courthouse staff providing replacement documents they could supply. The Downtown Davenport Partnership is providing business assistance. At this week's Council meeting, Meginnis will be requesting an amendment to the policy naming directors within Public Works that report to the City Administrator to clarify the exclusion of those City departments that have their own governing bodies. The Party in the Park last week had a nice turnout and all the hotdogs and ice cream were eaten. There is another this week, then two in August.

**New Business:** The first item of new business was to approve the 2% general wage increase for the Library Director. Shrikhande motioned to approve with a second by Engelmann. Engelmann stated this is what the union staff received and Imming added it is approved by the Trustees since the Director reports to the Board. Roba, Motto, Genis, Lance, Engelmann, Shrikhande and Imming all approved. The second item of new business was to approve Legat Architects to provide professional architectural services for the Main Renovation Phase II project. Engelmann motioned to approve with a second by Lance. Collins noted we are in the beginning process of the second phase of the Main Renovation project. The first phase was completed in spring 2021 and \$500,000 of funds previously allocated by the Board to the project remain. Per the City Purchasing guidelines, the architect that worked on the earlier phase may be selected to continue if we wish to do so. Improvements in this phase include work on the exterior and interior of the building. Imming asked if the original exterior lighting would be restored. Exterior lighting was added in the first phase, Collins stated, but Imming said it was the spotlights on the side of the building that Council had asked about. Motto, Genis, Lance, Engelmann, Shrikhande, Roba and Imming all voted to approve working with Legat Architects.

**President's Comments:** Imming reminded all that there will be three new Trustees needed, so please be thinking about those you know in your network that may make a good Trustee. Have them fill out an application form on the City website. There may be new elected officials with elections this fall. There is an Iowa Library Association-sponsored training with League of Cities regarding House File 718 on June 28 from 10-11 a.m. with a question and answer period at 11. This is the legislation that reduces property taxes, per a question from Meginnis. On July 26, there is ILA Advocacy training. Imming submitted a proposal for a topic at the fall ILA conference which was accepted so he will be doing a presentation on the theme of "Thoughts of a retiring Trustee".

**Board Training:** Peacock provided board training on the Community Outreach and Marketing Department from 12:38-1:08. She pointed out that the name has changed to add Marketing from when it was first started as Community Outreach in January 2019 due to the amount of marketing they perform. The creation of the department came from a strategic plan that showed the need for more Library outreach in the community. The Outreach Wheeled Library (OWL) arrived in May 2020 and they focused on having it be a wi-fi hotspot during the onset of the COVID-19 pandemic. There are three employees in the department, plus summer staff the past three years. She introduced the employees with some background on what each person does in the department. For statistics, in fiscal year 2022, there were 354 offsite programs and events held and their department engaged with 11,795 from the community at those outreach stops. Roba inquired about previous statistics to compare. Peacock did not have those numbers handy but can provide them. They have grown exponentially, she knows. Currently, they have 14 monthly stops for Senior Outreach. They curate deposit collections, either personalized by patron or a general collection of what many have shown interest in reading or viewing at certain stops. Large print and DVDs are popular. Luther Crest has a book club. Outreach staff has also provided technical help to some patrons at those stops. Youth Outreach has 8 locations per month with multiple story times at each daycare. Four books are read and coloring sheets sent home with an ad for the 1000 Books Before Kindergarten on them. They also visit Project Renewal, Boys and Girls Club and Stepping Stones. Community Events include the City-Wide Egg Hunt, Fejervary Family Fun Days, Party in the Park, Juneteenth Celebration, Farmer's Market and more. Peacock has the skill of making balloon animal dogs and made them the whole time they were at the Youth

Fest last summer at Fejervary. For the Marketing side of the department, she has updated the Brand Guide & Marketing Plan with the guidance of Collins and Reiling. It is a guide to present a cohesive message and includes how each program is promoted. Facebook seems to be where most people find their information on programs. Web banners and placing info on LCD slides that run on the monitors within the Libraries is also done for many programs. Changes from the 2020 original document include adding Makerspace marketing, new services, our policies and building closures, whether planned holidays or unexpected closures, and just how to relay that information to the public. A project she has been involved in the last few months is a signage audit that began at the Main Library in January. A template was created for posters to present a unified message. For 2023, Library in the Park is back for summer and StoryWalks® will be coming soon thanks to the FRIENDS of the Library and Parks and Recreation. Imming and Shrikhande both complimented Peacock on the work she and her team do with Shrikhande noting Instagram posts she has liked and hearing that Augustana students like to study at the Eastern Ave Branch. She also said if the Library creates a decal, she'd stick it on all her cars! Motto noted that she was at Vander Veer last week with her four-year old for Yoga in the Park and Michelle Frieden from Outreach was plugging Library events at the OWL, checking out to patrons that didn't have their cards with them and doing an amazing job for the Library. Lance encouraged the use of accurate signage in the buildings. Imming added he was impressed that the ALA President was on the podcast and is looking forward to listening to it. Meginnis asked about NextDoor. Peacock said the Library cannot post on that platform, but Shrikhande is sharing Library information on it as a private citizen. Collins added that in addition to being the face of the Library, Peacock is currently serving as the president of the Association of Bookmobile and Outreach Services. She is doing a wonderful job of representing the Library locally and nationally.

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

Respectfully submitted,  
Kasey Shipley, Recorder