

On Tuesday, November 18, 2014 Board President Steve Imming called to order the regular monthly meeting of the Davenport Public Library board of trustees at noon.

Present: Craig Cooper, Dave Iglehart, Steve Imming, Judi Lance, Amanda Motto & Sylvia Roba.

Absent: Matt Casillas, Tom Engelmann & Jimmy Holt.

Others present: KennethWayne Thompson, Library Director; Amy Groskopf, Assistant Director; Sue Anderson, Operations Manager; Jon Warren, Per Mar Security Guard and Karen Neal, recorder.

1. Consent Agenda
  - A. Roll Call
  - B. Approval of agenda
  - C. Approval of October 21, 2014 board minutes
  - D. Financials

Iglehart made a motion to approve the Consent Agenda with a second from Roba. Motion passed with all ayes.

Warren was introduced and welcomed – he is the new Per Mar Guard, having just started yesterday.

## 2. Reports

### A. FRIENDS

On behalf of FRIENDS' board president, Ian Russell, Thompson reported that the FRIENDS are fine-tuning plans for the April 18<sup>th</sup> fundraiser at the Blackhawk Bowl. Staff excitement is building for the holiday party next month at the Blackhawk Bowl for which the FRIENDS are sponsoring, as well.

### B. Committee Reports

Personnel – Iglehart reported that the Personnel Committee is meeting next Tuesday at noon to discuss the framework for executing Thompson's annual performance evaluation. More to come.

### C. Director's Report

Included in today's packet is a layout of the proposed changes to the 1<sup>st</sup> floor that will occur during the 2<sup>nd</sup> floor re-carpeting project. Besides providing a more customer-friendly entry, the 1<sup>st</sup> Impressions Library Team came up with other ideas as listed in his report. As a review, the 1<sup>st</sup> Impressions Team is a group of staff who has been meeting to strategize ideas to provide improve customer service. They also made a site visit to the Cedar Rapids Public Library in September to gather some ideas and brainstorming how some of their best efforts could be duplicated at the Main Library.

Thompson and Anderson visiting the Figge next week to map it out as a potential site for a Staff Development day in 2015. At last month's meeting, it was asked if the Staff Development Day could be held during the re-carpeting project to minimize the amount of days closed to the public. Due to staff vacations already scheduled – and our intent to involve everyone at a Staff Development Day – it would not prove to be as effective as we would like. Additionally, staff is needed at Main, assisting with the carpet project with a contractor on site.

Thompson very pleased to have been able to promote from within for the Marketing & Programming Supervisor position. Lexie Reiling started off as a part time librarian, worked into a full time librarian position and now a supervisor.

Also included in the board packet were the four projects submitted for the CIP (Capital Improvement Projects) Plan for FY16-21. Worth noting is that, having met with the City CIP committee yesterday, Finance Director

Brandon Wright supported increasing Project TBD91, for upgrades to the Main Library for its 50<sup>th</sup> anniversary in 2018, from \$150,000 to \$500,000.

KJWW Engineering has completed and submitted its design work for replacing the Main Chiller next spring. The hope is to have the bid request on the street next month.

### 3. Old Business -

The slate sign that Paul Herrera and Doug Miller presented at last month's meeting goes before the City Design Committee next week. Once approved, Library staff will coordinate with Public Works the installation above the 4<sup>th</sup> Street door at the Main Library.

### Carpeting project

Details mentioned earlier in the meeting but just a reminder that the Main Library will be closed December 8 through the 23<sup>rd</sup>.

### 4. New Business

Volunteer Policy – After a brief discussion, Roba made a motion to approve the Volunteer Policy with the changes recommended by staff; in addition to removing the section, "Attachments" at the end of the Policy since those are not really policy but procedural postscripts. Motto seconded the motion. Motion passed with all ayes.

Bylaws – To jump start the discussion; Imming came with his suggestions for changes to Article III, Section 2, 3, 4, 5 and 6, dealing with Committees. After lengthy discussion and input from all, only two Standing Committees to remain: Finance and Personnel. Iglehart made a motion to approve Article III with changes made to the previous Sections 2, 3, 4 & 5, herein revised. Roba seconded the motion. Motion passed with all ayes.

## ARTICLE III. COMMITTEES

### Section 1.

The President, Vice-President, Secretary and Immediate Past President shall constitute an executive committee whose duties shall be the general supervision of all officers and committees, and they shall exercise such executive powers as may from time to time be assigned them.

### Section 2.

The Board shall operate as a Committee of the Whole. Standing committees shall be established to advise the Board as needed: Finance and Personnel, ~~Planning and Buildings & Grounds.~~ Each committee shall be appointed annually by the President at the regular meeting in July or as soon thereafter as possible, the first named member to be chairman. Such committees shall meet on call of the chairman.

A vacancy in a committee shall be filled by the President at any regular meeting.

~~All committees shall work in conjunction with the Library Director.~~

### Section 3.

The Finance Committee shall ~~be responsible for the budget each year and shall~~ advise the Board on all financial matters.

### Section 4.

The Personnel Committee shall make recommendations to the Board regarding the appointment evaluation of the Library Director and ~~employees' compensation, hours, duties, and~~ other matters dealing with the personnel.

### ~~Section 5.~~

~~The Planning Committee shall be responsible for establishing and maintaining library goals.~~

### ~~Section 6.~~

~~The Buildings & Grounds Committee shall have charge, control, and supervision of the library building(s) and grounds, its appurtenances and fixtures, and shall see to keeping the same in good order.~~

### Section 7.5

The President may appoint special committees from time to time as the need may arise.

Personnel Manual – For purposes of applying for Accreditation (application due to State Library by February 15<sup>th</sup>), the changes being suggested by staff, as reflected on the Personnel Manual, are of minor consequence but will show the State Library that it has been reviewed within the required 3-year parameter. Thompson noted that after negotiations are completed in the spring, the Personnel Manual will, most likely, need to be revised and re-approved by the board again. A few comments today included:

- identify the source of the Freedom to Read (Appendix B) statement and/or does it even belong in the Personnel Manual
- move “appendix” notations to top of pages;
- clean up the formatting,
- comp time still legal?
- how does it tie in with city policies?

Thompson invited everyone to send general comments and additional suggestions to him and he will compile.

#### Strategic Plan

Thompson will provide output measures with anticipated completion dates for the Strategic Plan and forward to board members to review before the December meeting. Board members also interested in developing and including a communication plan with council, community and other networks. The hope is that the Strategic Plan can be approved at the December Board meeting – again, to meet Accreditation requirements.

Because the Main Library will be closed on the date of the next board meeting, board members advised to enter via the Alley door. Neal will send a reminder to all next month in this regard.

#### Statistics

Imming asked that a footnote be added to the Statistics form, referencing the reason that Reference numbers are spiraling downward.

5. Being no further business, Cooper made a motion at 1:08 to adjourn the meeting with a second from Iglehart. Motion passed with all ayes. Amendedd

Respectfully submitted,

Karen Neal, Recorder