

On Tuesday, August 19, 2014, Board President Steve Imming, called to order the regular monthly meeting of the Davenport Public Library board of trustees at noon.

Present: Matt Casillas, Craig Cooper, Tom Engelmann, Jimmy Holt, Dave Iglehart, Steve Imming, Judie Lance and Amanda Motto & Sylvia Roba

Others present: KennethWayne Thompson, Library Director; Amy Groskopf, Associate Director; Sue Anderson, Operations Manager and Karen Neal, recorder.

1. Consent Agenda

- A. Roll Call
- B. Approval of Agenda
- C. Approval of July 15, 2014 board minutes
- D. Financial Reports

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

2. Reports

A. FRIENDS

On behalf of the FRIENDS, Thompson reported that the FRIENDS tabled a discussion at this month's meeting about whether or not to continue with an annual outside audit. This audit was required as part of the Branching Out Development Agreement drawn up in 2005. From the city's perspective, Brandon Wright, City Finance Director, does not see a reason that the audit must continue since the pledges have all been satisfied.

B. Committee Reports

Committee assignments were distributed to everyone. Imming commented that one of the things he would like to address in coming months is the need (or not) for certain committees. For instance, an Ad Hoc committee was established some time back for Marketing. A Marketing Committee is not delineated in the ByLaws – the latter document also needs to be reviewed in the next several months for the Accreditation Report due in February. Also brought up is whether some of these committees are really a board function as opposed to a library management function: specifically, Buildings & Grounds and Marketing. Rather than have all the existing committees as Standing Committees, is it better to set up Ad Hoc committees, as needed? Additional discussions to come at a later date.

C. Director's Report

Thompson highlighted some items on the report that was emailed last week.

- Creative Arts Academy is moving along. Some of the contractors worked last Saturday. Still on track for completion on Friday, August 29th with a school start date at the Library of Tuesday, September 2. A weekly meeting is held with general contractor, architect, school district and library staff on Wednesdays. Trustees welcome to attend. Imming reported that he signed the amended contract that included a \$10,000 contingency from the school district.
- Thompson has a meeting with the City's Facilities/Maintenance Manager tomorrow about setting in motion HVAC repairs in the coming year at the Main Library.
- Interviewing someone for the part time Development Officer on Friday; Cataloging Librarian, Lynn Gates, leaving the end of September for a promotional opportunity in another state; applicant that had accepted the Reference Supervising Librarian position decided to accept the Library Director position in Clinton instead.
- Staff Training – Anderson does a great job with training opportunities for the staff. At staff's request, an officer from the Police Department will visit all library buildings in October for Active Shooter training.
- FRIENDS – Thompson asked trustees to note on the report wherein the FRIENDS will receive revenue from eligible purchases from AmazonSmile and Schnucks. The FRIENDS had a few visitors at last week's meeting – interest in possibly becoming board members. Also had one recent resignation from the FRIENDS board.

3. Old Business – Strategic Plan

Discussion ensued on the revisions made to the existing Strategic Plan. Thompson noted that he utilized the very library-popular book, “Planning for Results”, that borne this Plan. When asked, he said that once the Plan is tweaked to its final stages, he will solicit for specific objectives and quantifiable results (achievable goals). He relied heavily on Liza Gilbert, Marketing & Programming Coordinator on what the public is looking and asking for when developing the Plan since she is in constant contact with the public at the many programs the library sponsors. The document will go to the supervisors, then to staff for further input, then will be returned to the board for final approval. He will seek some ideas from the staff’s Marketing & Planning group for jazzing the document up a bit, too. Thompson invited board members to send him comments before September’s board meeting. Board members also asked how the final document is shared with staff and how it is kept in front of the public. Ideas were brainstormed. Discussion also ensued on the two surveys that were shared from last fall. All agreed that parking obstacles are a common thread in the two surveys regarding Main. Question was raised as to whether or not the parking lot at 4th & Brady is clearly identified to our patrons as an alternative to on-street parking? Is it possible to incorporate better signage or advertising for the lot and re-energize the notion of “walking”?

4. New Business

Privacy Policy -

After much discussion and requested clarification of some of the reasoning behind the confidentiality statements as it pertained to minors, Iglehart made a motion to approve the Privacy Policy after removing the word “may” in Item 4, under Personally Identifiable Information. Roba seconded the motion. Motion passed with all ayes.

Personnel Changes/Updates –

- Thompson, recognizing the critical need for more personnel, sat down with the City Finance Director and, all factors considered, uncovered a great opportunity to hire 2 part time librarians and a part time customer service desk clerk. While the budget cannot be increased, we can move money within our budgeted allocation, reducing other lines to increase personnel. The levy budget for the two branches was, at the onset, estimated high. Based on reviewing several years of spending at the branches, we can reduce some of the branches’ operating costs. Board members appreciated the information and agreed that it is the Director’s prerogative to best use the budgeted funds and did not need to approve this by formal vote.
- At the time that Associate Director, Stephanie Schulte retired this spring, both she and Groskopf shared that title. Having decided to not fill Schulte’s position, Groskopf has assumed more responsibilities and oversight. Thompson is recommending a 5% increase and a title change to Assistant Director. The 5% will be absorbed easily into the budget as a result of attrition, vacant positions and/or resignations. Again, board members did not feel the need to vote on this recommendation as it is within the Library Director’s duties to manage personnel for the best interest of the library.
- Lastly, Thompson is recommending a one-time \$1000 bonus to Library Caretaker, Rob Negus. His title is insufficient as he is the pulse of all equipment at Main, has a guard presence, assists at the other buildings if needed, works hand-in-hand with the Public Works Facilities/Maintenance crew who supports our efforts, was quite instrumental in getting the space ready for the Creative Arts Academy – just does a “stellar” job he does! Thompson wants to convey to him that his efforts are noticed. He is at the top of his salary so, while he receives cost of living increases, he no longer receives annual step increases. Board members appreciate staff recognition and support Thompson’s recommendation. As an aside, they asked if the Organizational Chart and job descriptions could be sent to them.

Other –

Engelmann shared a request from someone, requesting a partnership for a film festival at the Library. Thompson will follow up.

5. Being no further business, Engelmann made a motion to adjourn the meeting at 1:03 pm. Iglehart seconded the motion. Motion passed with all ayes.

Respectfully submitted,
Karen Neal, Recorder