

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE MARCH 16, 2021 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, March 16, 2021. The meeting was held in-person in the Large Meeting Room of the Main Library and partially electronic as a fully in-person meeting is impossible or impractical due to the concerns for the health and safety of Board members, staff and the public presented by Covid-19, and to follow the mayor's executive order directing social distancing and placing restrictions on gatherings. In person attendance by the general public at any City of Davenport public meeting within its facilities is limited to 20 persons.

Roll call of Trustees: Malavika Shrikhande, Judie Lance, Tom Engelmann, Joe Heinrichs, Amanda Motto, Sylvia Roba and Steve Imming were all present either in-person or via Go To Meeting. Craig Cooper and Naghme Motto were absent.

Others present either in person or virtually: Amy Groskopf, Library Director; Kasey Shipley, Recorder; Jennifer Williams, Operations Manager; Lexie Reiling, Assistant Library Director; Laura Genis, President of the FRIENDS of the Library Board; Alderwoman Marion Meginnis, Council Liaison. Tracy Moore, Development Director, joined the meeting later via Go To Meeting.

Engelmann motioned to approve the consent agenda with a second by Shrikhande. With no discussion, a roll call vote was held. Shrikhande, Lance, Engelmann, Heinrichs, A. Motto, Roba and Imming all voted yes to approve the motion.

Public with Comment: No one was present from the public.

FRIENDS Report: Genis reported the FRIENDS plan to finalize their annual work plan at the April meeting. There was a \$50,000 donation by a family recently to the capital campaign; she will be writing a personal thank you in addition to the one sent by Moore from the FRIENDS. The Board was given a tour of the renovations after their meeting and it was appreciated by the members to see how the fundraising efforts have come to fruition in the construction.

Finance Committee: Engelmann commented the fiscal year is two-thirds into the period and spending is not quite at that level citing good management of the funds during the pandemic.

Personnel Committee: No report per A. Motto.

Advocacy Committee: Shrikhande reported that three staff are retiring. She picked up cards for the Board members to sign and a box of chocolates for each from Lagomarcino's.

Director's Report: Groskopf added that the three staff retiring have a combined estimate of 100 years of library experience going away with them. They will be missed. Renovations are coming along and those on the board attending in-person will get a tour of the progress after the meeting. There was a meeting with the architect and contractor this morning. We are on track to open on March 22 as planned. All things will be done except for the restrooms on second floor. With late donations and cost savings, after the bills are paid there will be funding left to do some other things like landscaping along 4th St, a new bike rack and adding some interior items that were pulled out since we thought we'd be over budget. One surprise is Groskopf thought all exterior lighting had been removed since it was

estimated at \$160,000 to do all three sides of the building. The front of the building was kept in the project. Coming up for the Board, due to changes in Iowa's public employee bargaining law that removed some items from the contract, will be administrative policies to cover those items that need Board approval. Please watch for an email in the coming weeks of the policies drafted from the existing personnel manual and incorporating items from the contract being pulled out to review. Sections will be up for approval at the April, May and June meetings to go into effect July 1. Williams worked on this change that should make it easier for the Trustees to update and for staff to find information. Another project coming up is the strategic plan. The last plan covered 2017-2020 and was extended through calendar year 2021. By the end of this year, we should have a three to five-year plan in place. Groskopf would like Board input on the process taken for creating this next plan. It has been done a number of ways in the past; by hired consultants, State Library of Iowa consultant or by the Library itself. If a hired consultant is the way the Board would want to go, she recommends seeking a local firm. Library Strategies, the firm used for the current plan, was not local and it was costly. Feedback on ideas from experiences you've had with other non-profits creating a plan, who they used or how they did it would be appreciated. A challenge may be getting public input as we not only want library-user's opinions, but non-user's thoughts on what we could do to get them to be a library user, if anything. Please contact Groskopf with any input. Heinrichs asked how many from the Trustees have been through this process and Groskopf replied that he was probably the only one who had not. He also asked if we partner with the City on surveys like this. Groskopf noted the City would likely share a survey link through their social media to expand the reach. His final question was about budget and Groskopf stated the State Library grant money spent on a strategic plan is an allowable use of those funds. Shrikhande suggested using her own contacts through Next Door or her neighborhood watch group.

Council Liaison: Meginnis noted the flood impact from the National Weather Service as of last week was zero due to snow pack. The City has just learned of \$41 million coming to Davenport as part of the latest Covid-relief bill passed last week. Look for more updates on that in the near future. The budget approval process is coming along.

New Business: The first item of new business is to approve the policy for Request of Reconsideration of Library Materials. Shrikhande motioned to approve and Engelmann seconded. Groskopf pointed out that the job titles were cleaned up and information was added on how requests would be responded to; if made electronically, the response would be made that way. Shrikhande asked about the mention of the RiverShare platform. Groskopf replied that if the request would be made regarding one of those titles, it would follow the RiverShare Consortium policy. With no further discussion, a roll call vote had Lance, Engelmann, Heinrichs, A. Motto, Roba, Shrikhande and Imming all affirming the vote to carry the motion. The second item of business was to approve the Library Electronic Resources Use Policy. Lance moved with a second by Engelmann. Groskopf noted a change made stating where the computer areas are in the children and teen areas, but the library relies on parents to monitor the use of computers by their children. The IT supervisor suggested adding a line regarding the damage of computers or peripherals through misuse or mistreatment as a violation of the policy. With no further discussion, a roll call vote was held. Engelmann, Heinrichs, A. Motto, Roba, Shrikhande, Lance and Imming all voted to approve and carry the motion. The third item of new business was to approve spending up to \$8,000 of the Eastern Iowa Community College District Personnel Restricted Gift account to hire part-time, temporary Outreach staff for Summer Outreach programming. Heinrichs motioned to approve with a second by Shrikhande. Groskopf said the Outreach department is planning to do a lot of outdoor programming at four parks in underserved areas on a weekly basis to promote literacy strengthening due to impact of Covid-19 to learning. The goal of the Davenport School District is to have every student sign up for the Summer Reading Program. The parks programs will take place 11 a.m.-1 p.m., Monday

through Thursday, and those locations will likely be meal sites as well. Friday will be a planning day with staff hired working four-hour days, five days per week for six weeks. Shrikhande offered to speak to students or parents about the Summer Reading Program via Zoom or recorded for parents to view. With the short summer break planned this year, returning reading logs at school when the new year begins may be an option. A roll call vote had Heinrichs, A. Motto, Roba, Shrikhande, Lance, Engelmann and Imming all voting yes to approve and carry the motion. The last item under new business was to approve the naming of a study room at Main the Xenia and James Patten Study Room. Engelmann motioned to approve with a second by Shrikhande. Discussion included information on how the family contacted the library and worked with Moore on finding the right naming opportunity available for the gift. A roll call vote was held with A. Motto, Roba, Shrikhande, Lance, Engelmann, Heinrichs and Imming all voting yes to carry the motion.

Imming reminded the Trustees to share any suggestions with Groskopf on strategic plan facilitators or reaching non-users. The State Library's email newsletter mentioned April is School Library month. Imming asked Groskopf about the article in the paper recently about the Food Forest and inquired if there were any issues with it at Fairmount. The Library used some grant money to plant more trees and some had one piece of fruit each last year. We are maintaining those and it hasn't been a problem. Shrikhande asked those not present in person if their names could be added to the cards for staff. Roba was fine with it and A. Motto had left the meeting.

With no further business, Engelmann motioned to adjourn at 12:42 p.m. Shrikhande seconded. Roll call had Roba, Shrikhande, Lance, Engelmann, Heinrichs and Imming voting yes.

Respectfully submitted,
Kasey Shipley, recorder