

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE APRIL 18, 2023 MEETING

President Steve Imming called the Davenport Public Library's Board of Trustee monthly meeting to order at 12:03 p.m. on Tuesday, April 18, 2023. The meeting was held in Meeting Room C of the Main Library.

A roll call showed that Sylvia Roba, Amanda Motto, Judie Lance, Joe Heinrichs, Tom Engelmann and Steve Imming were present. Laura Genis arrived at 12:05 p.m. Engelmann exited at 12:38 p.m. Absent: Craig Cooper and Malavika Shrikhande. Others present: Jeff Collins, Library Director; Lexie Reiling, Assistant Library Director; Jennifer Williams, HR Operations Manager; Tracy Moore, Development Officer; Merideth Willett, Technical Services Supervisor; Kasey Shipley, recorder; Marion Meginnis, City Council liaison.

Roba motioned to approve the consent agenda with a second by Engelmann. Roba, Motto, Lance, Heinrichs, Engelmann and Imming approved.

**Public with Comment:** None.

**FRIENDS:** Imming attended last week's meeting and noted the FRIENDS actually had two meetings. One as the annual Board meeting and the second as their regular monthly meeting. They elected officers and the new president is Heidi Lubben as Jerry Skalak's term expired. He will stay on as past president for one year. Imming shared that Moore reported on fundraising progress over the past year. They have retained 61% of donors and 26% were first-time donors. They recaptured 13% of lapsed donors that came back after not giving for over one year. They had two funding proposal requests on their agenda, one which asked for the FRIENDS to pay more of the Development Officer's salary. They currently pay for part of it and will revisit the proposal at the May meeting. The FRIENDS' had their 40<sup>th</sup> anniversary on April 15 from the date they formed in 1983. Collins noted there was a social media post on Saturday observing the milestone. Imming thanked them for the big financial help they give to the Library.

**Finance:** Engelmann noted the budget recap shows 75% of the fiscal year's spending. The overall spending in Levy and City Appropriation are on the mark. Collins had sent a note regarding the addition at the bottom of the Budget Recap to Main Renovation Phase 2 and that amount that was already obligated by the Trustees from the Levy to the first phase and was unused.

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

**Advocacy:** No report.

**Director's Report:** Collins reminded Trustees that tomorrow is the City Council meeting where a proclamation for National Library Week will be read by Meginnis. That meeting begins at 5:30 p.m. The public phase of fundraising for the Children's Area project is active; please share with your networks. July 1 is the goal to complete fundraising and is currently at 58% funding with some pending grants. He has added a new section of the report to include upcoming events to assist Trustees in the Strategic Plan goal of advocating or sharing information with their networks on Library events. Meginnis inquired about any news on the Iowa Senate bill but Collins had no new information. She also noted the proclamation she'll be reading is right at the start of the program.

**Council Liaison:** Meginnis noted the City doesn't know exactly what will happen in Des Moines with tax proposals. The FY24 budget that was approved uses reserves to cover what was lost in the tax calculation error at the State. Flood preparations are in full swing with water expected over flood-stage next week. At this time nothing like the 22-foot level experienced in 2019 is expected. Party in the Park dates are known by Library staff to plan for those, but Meginnis didn't have them handy to report. If anyone wants to contest their property assessment, contact the City Assessor by April 30. The Assessor's office expects the rollback percentage of what is paid on values will be a lower number than the current that is in the low 50s which will lower the tax burden.

**Old Business:** The first item of old business was to approve changes to the Gift Acceptance Policy. Engelmann motioned to do so with a second by Roba. Imming noted that much of the change was clean-up of the document. Motto, Genis, Lance, Heinrichs, Engelmann, Roba and Imming all approved to carry the motion. The second item of new business was to discuss progress made by Trustees on objective 1.1 of the Strategic Plan, sharing library information with their networks to improve marketing. Engelmann reported he had shared information with the Scott County Democratic Central Committee about the Board establishing internal policies in relation to political activity like book banning. Roba said she speaks to others about how the Library is a place for social good, a cornerstone of democracy and you don't need any money to come in. She has also shared information on the Code of Ethics the Trustees created. She has been asked how the Trustees handle book banning and if people come to the meetings or harass Trustees. She markets the Library as "the coolest place in town". Heinrichs reported he made a point when he got the microphone at the Catfish Jazz Society meeting to do a "don't forget to use your public library" public service announcement. Imming has shared information about the Death Café to some in his network and is intending on going to a future monthly meeting to find out just what it entails. Others around the table said it is a national group and end of life issues are discussed. Imming also said he's shared information about investment publications that are available online, the Book-a-Librarian service and Read to a Dog. A good source for upcoming programs can be found at the end of the monthly Director's Report. He stated knowledge about the Library is shared by staff as part of the Board Training sessions at many meetings and may be something that can be shared by Trustees with the public.

**New Business:** The only item of new business was to discuss changes to the Circulation Policy. Collins noted it is a foundational policy for public libraries, spelling out who is eligible to obtain a library card to borrow materials. It is one of four required policies for state accreditation at Tier 1 status. There are minor style changes. Section A and B are consolidated into one section and the list is simplified. A clean copy of revisions is included in the packet along with the original. In essence it is the same policy, just written differently. With no questions or comments for Collins, the item will be on the May agenda for approval.

**President's Comments:** Imming reminded the Trustees that next week is National Library Week. He is coordinating with Shrikhande to provide and distribute donuts to staff on National Library Worker's Day which is Tuesday, April 25. The Library is closed on Thursday, April 27 for staff in-service. Trustees are welcome to attend for any part of the day. Just let Shipley know if you are coming.

**Board Training, 12:35-1:00 p.m.:** Willett introduced herself and shared that she'd been at Davenport Public Library for nearly 13 years. She provided Trustees with an overview of the Technical Services Department which she supervises. The department orders, catalogs and processes materials purchased by or donated to the Library and added to the collection. They sort and check-in incoming mail, answer

the Library switchboard from 9 a.m. to 5 p.m., Monday through Friday. There are special projects, clean-up of the online catalog and they help out in other departments as needed. She shared the job titles of the eight employees in the department and general job duties of all. Her job tasks, outside of supervising the employees in the department, includes original and copy cataloging. Copy cataloging is taking a bibliographic record that another library has entered and adding our holdings. Original cataloging involves creating a bibliographic record in the national OCLC database and importing to the library catalog. Once that is done, other libraries can find it in OCLC or the local catalog and use the record for their holdings. Willett is on the RiverShare ILS admin committee and can assist in addressing help desk tickets from member libraries and enter help desk tickets to the ILS provider, Innovative. She is chair of the Technical Services committee in RiverShare and sets meetings, the agenda and runs the meeting. If any libraries are non-compliant in the policies and procedures set by the committee, she is charged with reaching out for a resolution. There is a database subcommittee on which she serves. They are responsible for cleaning up any typographical errors or other mistakes within the catalog's bibliographic records. Davenport has "buddy" libraries of LeClaire and Scott Community College, two smaller participants in RiverShare, that staff helps with cataloging issues or questions they may have. Willett shared information on the many avenues the two acquisition clerks use to attain library materials and that they enter requisitions into the City's accounting software to pay invoices, or use a City credit card and reconcile those when statements arrive. These clerks also do some copy cataloging, serials subscriptions and database clean-ups. One is also a notary for the Library. The part-time cataloging librarian works 24 hours per week. Not only does she do original and copy cataloging, she is responsible for batch loads to update holdings in OCLC and to the State Library's database of holdings called SILO that enables other Iowa libraries to know what we have and request to borrow. The three part-time technical services clerks process all the physical materials that are added to the collection. Willett brought a board game to the meeting to pass around so Trustees can see that some items are quite involved for the amount of processing they require. Other tasks include mending books and checking and cleaning AV items to keep them in circulation longer. They also do the physical discarding of library materials and contact the FRIENDS to see if they want for the bookstores. If not, they pack up what Better World Books will take to prepare for shipping. This staff also covers the majority of the switchboard time and they each are scheduled one day per week of incoming mail and newspaper processing. The library clerk works 24 hours per week and shelves all returned items, shelf-reads the collection and helps with special projects. Shelf-reading was clarified later in the meeting as confirming materials are in order on the shelf. All staff in the department programs RFID tags to pair with a barcode. Collins explained how the radio frequency ID tags allow patrons to check out easily at the self-checks by merely placing the items on the pad and not scanning a barcode. The automated return system in the sorter rooms also utilize the same technology to check in the item and route it to the appropriate bin to ease sorting for staff. She shared statistics on items added and deleted from last fiscal year and where they are in this fiscal year. Imming asked what defines an "item". Willett stated that in those statistics it would mean one copy of a book, one copy of a DVD, one board game. Books, audio-visual and other are the categories. Serials like newspapers and magazines would not count in these as they don't stay in circulation as long. Imming is impressed by the number of committees Library staff serve upon that he has learned about through these Board training sessions. It shows good leadership and the qualities it takes to be involved in such things. Willett explained a term she used earlier in the training of "encumbered". Many items are ordered ahead of the publication date so the funds become encumbered, or set aside, for that item at the time of ordering. It prevents the selector from seeing funds that are not truly available for them to spend. Collins shared that we often purchase items ahead of the date materials are released for public sale so we can have them cataloged, processed and ready to go on the official release date. Libraries also in RiverShare are Bettendorf, Scott County, Scott Community College, Clinton, Clinton Community College, Musser, Muscatine Community College,

and LeClaire. Collins added that Willett is also a membership of the Library Leadership team and since Davenport is the largest library in the consortium, much of the work falls to Davenport staff as it relates to the catalog.

Imming shared a final comment on the great displays put up at the Libraries, noting “Don’t turn your back to me” shows covers of books all showing the backs of people. Reiling noted that librarians take turns for the month-long displays.

With no further business, Heinrichs motioned to adjourn at 1:01 p.m. with a second by Roba. All present approved with ayes.

Respectfully submitted,  
Kasey Shipley