

President Steve Imming called the Davenport Public Library Board of Trustees monthly meeting to order at 12:04 p.m. on Tuesday, November 15, 2016.

Present: Craig Cooper, Tom Engelmann, Steve Imming, Judie Lance, Sylvia Roba and Malavika Shrikhande. Absent: Matt Casillas, Jimmy Holt and Amanda Motto.

Library staff: Amy Groskopf, Library Director; Michael Priest, Assistant Director; Tracy Moore, Development Officer; Kasey Shipley, Recorder.

Engelmann motioned to approve the consent agenda with a second by Roba. All approved the motion.

**FRIENDS Report:** Groskopf reported the FRIENDS will have their financial advisor at the December meeting as a post-election check-up on their accounts.

**Finance Committee:** Engelmann pointed out the budget recap of General Fund for Supplies/Services is nearly spent out. Levy for same account is 1% spent. Groskopf noted staff often spend the accounts in General first, then Levy and not concerned at this point in time of overspending.

**Personnel Committee:** Roba would like to format Groskopf's annual review, due June 1, with a staff survey and focus group. All library supervisors receive peer reviews annually, Groskopf said, so those would be available for the committee to read as well.

**Director's Report:** DMW Design plans to have the brand promise to share on November 23 with a first look at the logo design on December 1. They hope to have the final design submitted by December 31, 2016. The quote from Amperage Fundraising Advisors for a feasibility study was received in the amount of \$22,500. Groskopf will have to go back to the FRIENDS to see if they wish to proceed. The original amount set aside for this was \$15,000. Without a feasibility study, many major contributors won't consider supporting a project. The FY18 Budget CIP request for materials was submitted for \$425,000 but only \$400,000 will be funded if approved by council. A grant request to United Way through the FRIENDS to purchase a vehicle for outreach and pay for staffing will be submitted. The Davenport School District is on board as a supporter to provide a place to park and to track student scores of those that utilize the service. Groskopf is working on options with city Finance Director to fund the re-lighting project at the Main Library. We have \$62,000 from a MidAmerican rebate received from Eastern Avenue construction for the project estimated at \$136,000. She should know results for December meeting.

**New Business:** Engelmann motioned to approve the closing of the libraries on Thursday, March 16, 2017 for staff development day. Shrikhande seconded the motion and all approved.

**Old Business:** Groskopf included an updated timeline for the Main Library's 50<sup>th</sup> anniversary renovation project. She will take the priorities the board voted on at October meeting and see if a realistic amount can be applied to each to present at December meeting.

**Other Business:** Imming noted the results from the branding survey presented at November 1 meeting by DMW Design may be helpful in strategic planning as well. Discussion of those results and participation by staff and boards followed. The Non-Discrimination and Harassment Policy will be up for review at December meeting and was included with this meeting's packet. Before December, it was requested by Trustees to check the Code of Iowa chapter noted and include a link in document if

possible. Also, make sure employee handbook is consistent with the policy. Imming also pointed out the list of meeting dates for 2017 was included in packet and there will be one held at Eastern in March and Fairmount in September. Shrikhande shared that the Smithsonian traveling exhibit of African American art posters will be at the Main Library January through March of 2017. Partners include the Civil Rights Commission, Affirmative Action and St. Ambrose University. Creative Arts Academy will allow us to borrow their displays. There will be a presentation on Wednesday, January 18, 2017 at 6:30 p.m. and a speaker on the history of the Iowa Civil Rights law. The Main Library will also hold an after-hours Third Thursday event on February 16, 2017 that will include African American culture and programs.

With no further business, Engelmann motioned to adjourn at 1:42 p.m. Lance seconded and all approved.

Respectfully submitted,  
Kasey Shipley, Recorder