

Board President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:05 p.m. on Tuesday, March 20, 2018 at the Eastern Avenue Branch Library in Meeting Room B.

Present: Craig Cooper (12:12), Tom Engelmann, Steve Imming, Judie Lance, Amanda Motto and Sylvia Roba (departed 12:55).

Absent: Matt Casillas, Naghme Motto and Malavika Shrikhande.

Library staff: Amy Groskopf, Library Director; Tracy Moore, Development Director; Kasey Shipley, recorder.

Engelmann motioned to approve the consent agenda. Lance seconded and all approved.

Public with Comment: None.

FRIENDS Report: Groskopf reported the FRIENDS engaged Library Strategies on a monthly retainer for the capital campaign. Start date to be determined and they hope to announce the campaign chairperson soon. Pub Crawl plans are in place for event on Thursday, April 12. They voted in a new member, Tonia Rogers, a chiropractor in Davenport. Imming noted the FRIENDS had their financial advisor in at the last meeting and have formed a committee to review their investment policy.

Finance Committee: Engelmann reported the budget recap shows that spending is on track for this fiscal year.

Personnel Committee: Roba and the committee met with Groskopf today to discuss her goals. Team development of supervisors, aligning goals and working on engagement of staff were discussed. Groskopf will report back to the committee by June on next steps.

Director's Report: Groskopf noted the expanded hours at Main began two weeks ago. Comparing the same two weeks from last year, circulation statistics are up by 200 items. No advertising of hours has been done; that will begin in April. She is working with Legat Architects to update conceptual drawings and costs and will present their contract proposal later in the meeting. She is meeting with Civil Rights tomorrow to discuss any ADA compliance issues foreseen in renovations. The grant to Bechtel Trust has been submitted, as well as one to Arconic. Groskopf presented to the SCRA board recently and that grant is due at the end of March. Someone phoned with an interest in learning more about the Eastern café space. Since it has not been deconstructed, Groskopf is meeting with them this week. Personnel related, a different staffing plan is being explored at the branches for security guard/custodian position. Staff is working with city finance to see if it is feasible to change two of the part-time guard positions into one part-time assistant caretaker. Banners at Main are not up yet; the gray in the sample banner looks green in sunlight so working with vendor on that issue. Groskopf spoke more on her work goals outlined by the personnel committee. They include engagement of staff and the success of the strategic plan; performance management and communication between supervisors; and, connecting staff with the strategic plan. For engaging staff, a free jeans day was held on the first day of expanded hours. As Mobius membership begins next month, there are promotional items Mobius provided for handout to staff.

New Business: Groskopf presented the Materials Selection Policy for review. Board members submitted input for changes and Groskopf will present revised document at the April meeting for approval. Changes to include removing "gifts" section as it is covered under Gift Policy. The Board would like to keep Selection Criteria and Maintenance of Collection wording that includes weeding information. A group called Prairie Rose Collective is interested in beginning a Food Forest at Fairmount and prepared a five-page proposal with many different components. Groskopf noted the best place to start with their proposal is the Forest Commons section that involves the planting of trees, shrubs and perennial crops. The board would like more information from Public Works & Forestry on any concerns they have with the plan. It is important the group maintain the plantings and surrounding areas, not adding to the city's cost for grounds maintenance. Any agreement with them would take a memorandum of understanding spelling out all expectations. With information from the City, a small committee from the board will meet with the group to negotiate. One other partnership the library has been working on is the long-term loan of the archival collection from the Bix Museum. These include items they do not have room to store at the River Music Experience location. The collection would be housed

and managed in the Special Collections closed stacks with any archival supplies paid for by the museum. One caveat in the agreement is the library keeps the collection if the museum dissolves. Engelmann motioned to approve the agreement when city legal has approved. Cooper seconded. With discussion, it was noticed that “deed of gift” was wording that needed to be removed and Groskopf will do that before it is signed. The library has drafted a new policy for the personnel manual entitled “Nepotism Policy”. This would replace the current section felt to be too restrictive by city legal that notes specific relationships barring the hiring of relatives. Engelmann motioned to approve the change in the personnel manual with a second by Lance. All approved.

Old Business: Groskopf presented the new contract with Legat to update plans and put into a different electronic format to create renderings for fundraising. The contract includes a meeting with the Board for show, tell and answers, as well as a final presentation. Work would be completed by July with funds coming from Open Access. Engelmann motioned to approve. A. Motto seconded and all present approved.

Other: Imming reported that he, Lance and Roba are all seeking re-appointment from the mayor when their terms expire on June 30, 2018. Groskopf noted the mayor will be at the zSpace ribbon cutting on April 9 as well as a representative from the Community Foundation.

Engelmann motioned to adjourn at 1:07 p.m. with a second by A. Motto. All approved.

Respectfully submitted,

Kasey Shipley, recorder