

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE APRIL 21, 2020 MEETING

Board President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:02 p.m. on Tuesday, April 21, 2020. Physical meeting space was available at the Main Library in the Small Meeting Room; many attended remotely due to the order in place by the governor to limit meetings to under 10 attendees with social distancing in place.

Present: Tom Engelmann in person. Matt Casillas, Craig Cooper, Steve Imming, Judie Lance, Amanda Motto, Naghme Motto and Sylvia Roba via GoToMeeting. Absent: Malavika Shrikhande.

Guests: Marion Meginnis, city council liaison and Laura Genis, FRIENDS of the Davenport Public Library president both via GoToMeeting.

Library Staff: Amy Groskopf, Library Director and Kasey Shipley, recorder, in person. Lexie Reiling, Assistant Director and Jennifer Williams, Operations Manager, via GoToMeeting.

Imming verified Trustee attendance through a roll call: Roba, Lance, Cooper, Engelmann, A. Motto, N. Motto, Casillas and himself. Roba motioned to approve the consent agenda with a second by N. Motto. A roll call vote was taken with all approving the consent agenda.

**Public with Comment:** Engelmann noted that no one from the public was present at the meeting site.

**FRIENDS Report:** Genis reported the annual meeting date has been suspended due to the pandemic. The event committee postponed the fundraiser that was to be April 30. For good news, word was received last week of an additional \$5,000 grant from Wells Fargo to the capital campaign. For great news, yesterday the Carver Trust sent notice of a \$100,000 donation to the capital campaign.

**Finance Committee:** Engelmann noted that spending was down due to library closures.

**Personnel Committee:** A. Motto and Casillas had nothing to report.

**Advocacy Committee:** Shrikhande was not present. Lance and N. Motto had nothing to report.

**Director's Report:** Groskopf added to her report sent to the board ahead of time that 23 Davenport residents applied for a digital card since March 17 closing and 66 have applied online for a full use card. She is looking into all changes needed to re-open including installing barriers between staff and customers at service desks. An online survey has asked patrons what they'd like to see for virtual services. There have been 350 responses so far. You may be reading an article soon in the QC Times or QC Online regarding what Davenport staff is doing while we are closed. Moline Public Library has furloughed much of their staff.

**Council Liaison:** Meginnis reported that census workers have been told the new deadline for submitting census data is October 31. Those results would be delivered to the president by April 30, 2021 and redistricting results to the states by July 31, 2021. The Complete Count Committee continues to meet and have door hanger campaigns and are working with apartment managers in placing at complexes. Response rate data can be found on the Census website. Meginnis is happy to provide information to board members if they'd like to post on social media. As far as other council business, things are slower due to permits and zonings being at a standstill. The status of the upcoming budget year faces some uncertainties depending on sales and hotel/motel tax shortages. City staff continues to monitor and report to the council. Party in the Parks has been delayed to start in June with Lafayette park's party planned for June 11.

**New Business:** In the first item of new business, Engelmann motioned to approve the suspension of Bubble Tea's café lease payments until one month after the library re-opens. Lance seconded the motion. Roll call vote of Roba, Lance, Cooper, Engelmann, A. Motto, N. Motto, Casillas and Imming voting yes passed the motion. The second item for new

business was a report of the emergency actions taken by the Executive Committee since March 17, 2020. In the latest revision of the by-laws, Article IV gives the Executive Committee the power to act on emergency matters before a regularly scheduled board meeting. Imming reported on the approval of the city's emergency administrative policy 5.4 which allows leave related to the Covid-19 pandemic and waiving the April rent for Bubble Tea. The third item of new business was to discuss the Covid-19 impact to the library. Imming noted some staff had contacted alderman and the mayor, a meeting held with AFSCME and library union representative, and a message of support had been sent to all staff from Imming. He also responded to an email from a community member regarding library services during the pandemic. There were no questions or discussion regarding those items by the board. Groskopf reported that full library services would take some time to resume and depend on the governor loosening restrictions. Currently a phased-in approach is being examined with the Fairmount drive-up likely opening first, followed by curbside at Main and potentially Eastern. After that, possibly re-opening for quick visits by the public to pick out items, possibly not allowing public computer use and enforcing social distancing with any interactions. Reiling is now planning the materials budget for FY21. It is likely to include more digital resources, including more than we've purchased for juveniles in the past. Groskopf has contacted the school district to see if they think a subscription to one-on-one tutoring would be better received than it has in the past, the library could look into re-subscribing to that service. The next six months could see the library pivoting to adapt the services needed by our residents during this time. The school district found out that 20% of students' homes did not have internet access or lack devices to utilize. Library staffing this summer may be a challenge as 21 staff members have qualified for the expanded leave due to being quarantined in Illinois or lack of childcare. Imming commented that he'd used the link provided by Groskopf in her report for training provided by the State Library. A recording he viewed had a law library consultant reporting that the Iowa League of Cities encouraged library boards to not differ from their city on a pandemic policy, but be compatible. This saves the board from a liability issue if they create one of their own or one that differs from the city.

With no further business, Imming adjourned the meeting at 12:36 p.m.

Respectfully submitted,  
Kasey Shipley, recorder