

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES
MINUTES OF THE SEPTEMBER 21, 2021 MEETING

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:04 p.m. on Tuesday, September 21, 2021. The meeting was held in the Large Meeting Room at the Main Library.

Roll call of Trustees: Craig Cooper, Joe Heinrichs, Malavika Shrikhande, Judie Lance, Amanda Motto, Naghme Motto and Steve Imming were all present in person or via Go To Meeting. (N. Motto was experiencing technical difficulties via Go To Meeting and joined fully at 12:12 p.m.) Absent: Sylvia Roba and Tom Engelmann.

Imming introduced others present at the meeting. Amy Groskopf, Library Director; Lexie Reiling, Assistant Library Director; Kasey Shipley, recorder; Tracy Moore, Development Officer; Marion Meginnis, City Council Liaison.

Shrikhande motioned to approve the consent agenda with a second by A. Motto. Cooper, Heinrichs, Shrikhande, Lance, A. Motto and Imming all voted in favor to pass the motion.

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

FRIENDS Report: Groskopf noted that Jerry Skalak was unable to attend today. She shared that the FRIENDS Board would be participating in Fairmount Library's Trunk or Treat event next month. At the last meeting, they showed their new stand-up banners and table coverings purchased to use at Library events they attend. Their group will be working on a plan to acknowledge donors in the range of \$5,000-10,000. Possibly benches or something like that. There is a donor who plans to give in that range and Groskopf has been working with her on a naming opportunity for her deceased parents who were longtime volunteers at the Library. Please keep the FRIENDS Board in mind as they look for more members; share with someone you know who may be a good candidate. Groskopf and Skalak would be happy to share more information with them on the opportunity. There are no Davenport residency requirements as there are with the Trustees. Shrikhande attended the FRIENDS meeting to share information on Target's foundation and other fundraising opportunities. Imming shared a story on benches he'd seen photos of at another library that were in the shape of an open book.

Finance Committee: In Engelmann's absence, Imming noted the overall spending looks on track for the percentage of year that has passed.

Personnel Committee: A. Motto reported the committee is working on Groskopf's evaluation which should be ready in October.

Advocacy Committee: Shrikhande said she spoke with the FRIENDS last week to share information presented to her by Target about volunteering and fundraising, as well as a fundraising opportunity from the Iowa Department of Transportation. She asked for the Trustees to share any contacts you have in the non-profit sector that may want to be a part of the Diversity, Equity and Inclusion committee for outreach.

Director's Report: Groskopf reported that interviews are complete for the two temporary positions, offers have been made and she expects them both to start in October. Nearly all of the furnishings for Main are installed and we are now working with Legat on a sign package that incorporates the Library branding. A ramp has been installed in the Fairmount children's garden to allow those in wheelchairs access to that outdoor space. The FRIENDS approved funding for a books-by-mail trial earlier this year and that will be implemented around November 1 as winter weather approaches. The funds will pay for mailers and postage to the patron, but the patron is responsible for returning the loans. There are many free options available with our book drop locations or they may mail back at their own expense. The City's FY23 Budget Kick-off took place last week. There were no warnings of budget cuts; budget entry is due by October 8 along with any new Capital Improvement Program requests. There may be a special board meeting to approve the budget requests. Imming asked if there was any vendor feedback from the Iowa 175th event held last month. Groskopf did not know of any, but did say Chocolate Manor ran out of their samples. She will look into checking

back with the vendors on their thoughts of the event. Cooper asked if the Social Worker was a local applicant. Groskopf was not sure but assumed so since Jennifer Williams had said they would be able to start immediately.

Council Liaison Report: Meginnis said the flood plan is coming to the Council for review. The options are on the City's website if you'd like to review them and she has no idea how it will all be funded. There are a couple of the American Recovery Plan Act (ARPA) projects that relate to downtown sewers. Elections are this fall and there will be at least two new members on City Council due to open seats. The City is making plans for the ARPA projects that were approved to begin on January 1 and she noted she is glad the Library is ahead of it.

New Business: The first item of new business was to approve the revisions to the Behavior Policy discussed last month. Imming reminded the Trustees that some change requests came from the Diversity, Equity and Inclusion committee and others were combined to simplify and reduce the number of rules. It is also now written that all staff are responsible for enforcing the behavior policy. Heinrichs motioned to approve the Library Behavior Policy. Lance seconded. With no discussion, a roll call vote was held. Heinrichs, Shrikhande, Lance, N. Motto, A. Motto, Cooper and Imming all voted yes to carry the motion. The second item of new business was to approve the Unattended Children Policy. Imming stated it was pulled out of the behavior policy and expanded to create the new policy and was first discussed at the August meeting. Shrikhande motioned to approve and A. Motto seconded. A roll call vote was held after Imming checked for any discussion. Shrikhande, Lance, N. Motto, A. Motto, Cooper, Heinrichs and Imming all voted yes to carry the motion. The third item of new business was to discuss the Special Collections Collection Development Policy. Groskopf noted this policy is more detailed than the collection development policy due to the higher stakes of a more permanent collection. A time and labor commitment is made when accepting a donated collection, especially for unique collections. One example given for deaccessioning of items due to deterioration would be the fire hazard posed if the nitrate negatives in the photo collection became unstable. Imming pointed out some typos and grammatical errors. He also suggested putting it into a format similar to the other policies the Board has in place for a consistent appearance, perhaps having a style sheet for the policies. Groskopf suggested aligning with the Library administrative policies appearance. The fourth item of new business was to discuss donor recognition opportunities, particularly the one mentioned during the FRIENDS report. Since the program the FRIENDS are developing for these gifts may take some time, Groskopf is asking the Trustees for their thoughts on ideas appropriate for recognition. Ideas that came up in the discussion included signage, benches, plants or plantings, displays/shelving, adding a separate donor wall for contributions not related to building projects, or possibly tie-in with another City department like Parks at Vander Veer. Groskopf will investigate some ways and report back to the Board on possibilities. If you come up with other ideas, please share with her. The last item of new business was to rescind the Library closure for October 21, 2021 which was to be the staff in-service date. Due to the Covid response in place currently at Scott Community College Urban Campus, the training will be postponed to April 2022. Cooper motioned to approve with a second by A. Motto. There was no discussion. Lance, N. Motto, A. Motto, Cooper, Heinrichs, Shrikhande and Imming all voted yes to carry the motion.

Old Business: The first item of old business was to approve waiving the rent for Café d'Marie until February 2022. Groskopf spoke with the owner on the confusion of the amount of rent already paid and came to the agreement that the goal would be to open the café in November to take full advantage of rent already paid and not have to pay until February rent is billed. Lance motioned to approve and Cooper seconded. There was no discussion. N. Motto, A. Motto, Cooper, Heinrichs, Shrikhande, Lance and Imming all voted yes. The second item of old business was an update and discussion on the Director Search. Imming noted the email he shared with the Trustees from Brian Hare at Bradbury Miller was the last updated he had received. At that time there were five applications. Imming will be sure to share any updates.

Board Training: From 12:55 to 1:10, Reiling shared information on the Diversity, Equity and Inclusion (DEI) audit of the Library's print and e-book collection. The goal is to have the collection represent the diverse community we live in and provide a variety of points of view and experiences for readers. The vendor the Library already works with on our collection development, Collection HQ, designed a tool to assist in analyzing diversity, equity and inclusion based on journals, staff librarians and subject headings. The software identified 12 DEI topics based on categories such as race, ethnicity, religion, sexual identification, social issues, health adversities and addictions. Reiling shared a snapshot of the current collection and how each category breaks down into adult, teen and juvenile fiction and non-fiction. Overall, 13.6% of the titles owned fall into at least one DEI topic. The Young Adult/Teen section has the highest percentage at

29.4%, juvenile items at 16.5% and adult items at 9.9%. The next step is to work towards matching the collection to census data. 30% of items ordered should fit into at least one DEI topic. To do this, she will allocate 30% of material collection funds over the next three fiscal years to purchase diverse books and seek additional funds to bridge the gap sooner. Training for staff will be completed to utilize this tool to identify gaps in the collection, compiling and sharing a list of resources for selecting diverse books and promoting what items are added to the collection. Shrikhande thanked Reiling for the audit.

With no further business, A. Motto motioned to adjourn at 1:10 p.m. with a second by Cooper. All voted in favor and the meeting was adjourned.

Respectfully submitted,
Kasey Shipley, recorder