

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE MARCH 17, 2020 MEETING

Board President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:00 p.m. on Tuesday, March 17, 2020 in the Small Meeting Room at the Main Library.

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

Guest: Marion Meginnis, city council liaison, via GoToMeeting.

Library Staff: Amy Groskopf, Library Director; Lexie Reiling, Assistant Director; Jennifer Williams, Operations Manager; Tracy Moore, Development Director; Kasey Shipley, Recorder.

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

**Public with Comment:** None.

**FRIENDS Report:** Groskopf noted the status of the annual meeting set for April 14 is unknown. More to follow, and that will depend on restrictions due to the pandemic. It is possible it will be held virtually to elect officers and conduct necessary business. The April 30<sup>th</sup> fundraiser for the capital campaign has been cancelled. The capital campaign committee is exploring the possibility of a virtual public fundraising campaign using social media.

**Finance Committee:** Engelmann reported the budget recap shows the fiscal year two-thirds through the period. Some accounts are running a little behind showing prudent use of funds.

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

**Advocacy Committee:** Shrikhande reported that Riverbend Food Bank is having a backpack packing event on Saturday, April 8. Times available are 8-10, 10:30-12:30, 1-3. She will share requirements they have in place due to the COVID-19 virus by email. She has been speaking with the Department of Transportation regarding the library special license plates. She is now being told she needs to go through a legislator, so that will be explored at a later time.

**Director's Report:** Much has changed since Groskopf wrote her report last week. The libraries are now closed for two weeks or until circumstances change. Staff that choose not to work can use any accrued time off they have which includes sick, holiday or vacation leave. Staff who choose not to work and who do not have accrued leave will be off without pay. Besides staffing the Fairmount drive-up window, staff is looking at other ways we can safely serve those in the community. This may impact the scheduling patterns. As we've notified patrons with pickups at Main, many have said moving them to Fairmount wouldn't work since they do not have transportation to get there. A modified curbside pickup at Main may be something to explore. Social media will be used to share services we have available. One example being a video on how to sign-up for Acorn TV. The Mobius link will come off of the catalog for the time being since many of those libraries are closed. Open Access funds in the amount of \$15,000 will be used to increase the number of e-books available. The RiverShare consortium is meeting by conference call this afternoon to make group decisions on extending due dates consistently. A short discussion was held on the sudden closing of the library without the board's permission. A Quad City-wide group came together to deliver the same unified message during this confusing time. Imming stated a future action may be to grant the director the authority to close the library in an emergency to cover events like this. Engelmann would like to see on the next agenda to retroactively approve this event. Engelmann asked about the union and this situation. Groskopf noted the city met with the unions this morning but library management has not heard back on the outcome of the side letter approval that will allow members of city bargaining units to perform work at any location or any assignment during the duration of this emergency. The message from the city is if employees are to be paid, they will be working or taking accrued leave to be off. Accrued sick leave usage is the big modification they are allowing during this emergency without officially being sick. The next trustee meeting is likely to be held virtually but have a place for the public to attend. The Personnel Committee had asked to

survey staff for communication and other information. A 96% return rate was achieved with no open-ended questions. Results will be shared with the board at a later date. A pizza reward from Groskopf helped with the great response. A. Motto thanked her for doing that survey. The library outreach vehicle is in the garage at Matthews Specialty Vehicles in North Carolina as work begins on the van.

**Council Liaison Report:** Meginnis attended a call with the Scott and Rock Island County team addressing the COVID-19 pandemic. Sarah Ott is the Public Information Officer for the city and the plan is to push out reports to the public regularly as a group. The governor has limited meetings to no more than 10 as of this morning, as well as limiting restaurants to drive up and carry-out. City council meetings will continue virtually if not in person. She thanked the library staff for the work on the parade that was cancelled. She is also working with the census group and is hopeful of good return with people home, even though many outreach events to encourage participation are on hold. Commissions have been asked to only address urgent matters; others can wait. More virtual meetings will be held with those groups. The city will be backing off non-critical items. It is a time of transition. She is not worrying about Party in the Parks planning at this time. The census committee is meeting Monday virtually to brainstorm ideas. Meginnis did have a question about expired library cards and using digital resources. Groskopf reported they are looking at extending expirations and encouraging the digital card through social media that the city can share as well. Related to digital use, Imming asked about the Skype for business expense on the February list of expenses. Groskopf reported it is license for Linc used with the library intranet. The name is changing to Skype for Business. It is not for patron use; they would need their own Skype account to utilize the Skype.

**New Business:** Imming noted the first item of business is the Library Circulation Policy. Groskopf reported there were no changes recommended by staff or board when discussed last month. Engelmann motioned to approve and A. Motto seconded. With no discussion, all approved. The second item of new business is to approve extending the branch evening hours. Engelmann approved the motion to approve changing the hours at Eastern and Fairmount to be open until 8 p.m. on Monday through Thursday evenings beginning June 1, 2020. Shrikhande seconded. Engelmann asked for clarification on hours; if all locations will be the same. The branches will still be closed two mornings per week but open in the evening four nights. Groskopf noted due to the unknown status of reopening the libraries, the motion may want to be edited to say "as soon as practical" rather than the June 1 start date to leave that flexibility. Engelmann amended his motion to say "as soon as practical" for the start date and Shrikhande seconded. All approved. Discussion of the Capital Campaign status was the third item on new business. Groskopf recapped the funds committed to date, likely gift from the FRIENDS, noted possible funding sources with other grants and other FRIENDS' funds. Fundraising calls continue to be made by the committee. There are also some library gift accounts to pull from with Trustee approval. Engelmann questioned if the levy account could be used as a challenge to match another grant source. Imming looked back at the Levy ballot information. There is no end date and it is open-ended, no restrictions of funds as long as they are library related. The last item on the new business was asking the board to approve a motion to follow the recommendations of the QC COVID-19 Coalition. Groskopf said it could cover our current closing and possible future recommendations as the pandemic unfolds. Engelmann motioned to approve the board following recommendations made by the QC COVID-19 Coalition. Shrikhande seconded the motion. All ayes.

**Old/Other Business:** Shrikhande asked if a physical card held by a Davenport resident can be used to access digital resources. Groskopf replied affirmatively.

With no further business, Engelmann motioned to adjourn at 12:40 p.m. Roba seconded and all approved.

Respectfully submitted,  
Kasey Shipley, recorder