

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE DECEMBER 15, 2020 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, December 15, 2020. The meeting was held partially electronically as a fully in-person meeting is impossible or impractical due to the concerns for the health and safety of Board members, staff and the public presented by Covid-19, and to follow the Governor's proclamation and Mayor's executive order directing social distancing and placing restrictions on gatherings. In person attendance by the general public at any City of Davenport public meeting within its facilities shall be limited to ten persons.

Roll call of Trustees: Tom Engelmann, Sylvia Roba, Craig Cooper, Joe Heinrichs, Judie Lance, Amanda Motto, Maggie Mott, Malavika Shrikhande and Steve Imming were all in attendance either in-person or via Go To Meeting.

Others present either in person or via Go To Meeting: Laura Genis, President of the FRIENDS of the Davenport Public Library; Marion Meginnis, City Council liaison to the Trustees; 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 with a second by Heinrichs. There was no discussion. Engelmann, Roba, Cooper, Heinrichs, Lance, A. Motto, M. Motto, Shrikhande and Imming all approved the vote through roll call.

**Public with Comment:** None.

**FRIENDS Report:** Genis reported the FRIENDS are winding down the year and approved their by-laws. Giving Tuesday received about \$200 in donations. Their board will be setting goals in January to create a work plan for 2021. Cooper noted he read about the FRIENDS being a beneficiary of a trust set up by a former colleague of his at the Quad City Times. Genis thanked Groskopf for her comments in the newspaper article. Shrikhande stated she will be supporting the 1000 Books initiative after receiving the letter in the mail recently.

**Finance:** Engelmann reported the budget recap shows expenses through 41% of the year but noted the Electronic Equipment Replacement is at a higher percentage noting it is a function of timing of the year.

**Personnel:** A. Motto reported the committee will complete Groskopf's evaluation today in closed session by doing goal-setting for next year.

**Advocacy:** Shrikhande met with her neighborhood group on Zoom and was sure to encourage them all to use the Library's website and look at the online programs.

**Director's Report:** Groskopf noted that Union negotiations were held yesterday and wrapped up within two hours which was surprisingly fast from negotiations in the past. The contract will go to Council in January but will need Board approval before then. A brief meeting may be called to get the contract approved by Trustees. Groskopf reminded the Board that many items cannot be in these contracts now due to a law change but a lot will be covered by the Library Personnel Manual or the City's Administrative Policy. The contract goes into effect on July, 2021 so any changes to the Personnel Policy will need Board approval before that date. She did note that the staff at the bargaining table were happy with the half-hour lunch option on those nights when the buildings are open until 8 p.m. Groskopf received her recertification from the State Library and that is necessary for accreditation. Curbside, especially at Eastern, has been very heavily used. More staff are being scheduled there to assist. SORA is a program through OverDrive, a vendor of e-books that the Library uses, and is free of charge to school districts. The Davenport Community School District has passed this through their curriculum committee and it will allow their students to access e-books for free, including the Library's collection and a lot of other material. They still need to download the app to the Chromebooks.

**Council Liaison:** Meginnis let the Trustees know the Council is on break after the new year when the planning cycle begins. She will not be traveling for the holidays so please reach out if you need anything from her.

**New Business:** Engelmann motioned to approve the Volunteer Policy that was discussed at last month's meeting. Shrikhande seconded and through roll call Engelmann, Roba, Cooper, Lance, A. Motto, M. Motto, Shrikhande and Imming all voted to approve. Heinrichs abstained. The second item of new business was to approve the closure of the Main Library for renovations. Heinrichs motioned and Roba seconded. Discussion included the dates Groskopf recommended, from the two proposed by the contractor, of closing Monday, December 28 and re-opening on or before March 15, 2021. This would allow the entire project to be completed all at once. It is possible we will be able to re-open for curbside around February 17. It was determined that demolition taking place while we are open would be too loud for the public and staff. Publicity will be released very soon after approval to alert the public to the dates of closure. Roll call vote showed Roba, Cooper, Heinrichs, Lance, A. Motto, M. Motto, Shrikhande, Engelmann and Imming all approving the motion to carry it. The final item of new business was to approve the lease for Café D'Marie to begin on April 1 in the café space at Eastern. The delay is due to Covid and that they will be painting the space, per Groskopf. It works out well for the Library as we are using that space to run curbside items to patrons due to the increased volume. The lease was approved by roll call with Cooper, Heinrichs, Lance, A. Motto, M. Motto, Shrikhande, Engelmann, Roba and Imming all voting yes.

**Old Business:** None.

Imming noted that at this time of the agenda the Board was scheduled to go into closed session. Due to the number of those attending remotely and only having the capacity for two or three on the conference line, there was a dilemma. A. Motto prefers to push it back to a time when the Board can all actively participate. She will have the Personnel Committee meet with Groskopf, come up with the goals and another closed session will be held with the full board to review the goals set. Engelmann motioned to table the closed session that was scheduled with a second by A. Motto. There is no deadline on this, from discussion. Heinrichs, Lance, A. Motto, M. Motto, Shrikhande, Engelmann, Roba, Cooper and Imming all affirmed the tabling of the motion.

With no further business, Engelmann motioned to adjourn at 12:37 p.m. with a second by Shrikhande. All eyes adjourned the meeting.

Respectfully submitted,  
Kasey Shipley, recorder