

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:05 p.m. on Tuesday, June 21, 2016.

Present: Tom Engelmann, Jimmy Holt, Dave Iglehart, Steve Imming, Judie Lance, Amanda Motto and Sylvia Roba.

Absent: Matt Casillas and Craig Cooper.

Others present: Brandon Wright, City Finance Director; Greg Lundgren, Ex-Officio; Patrick McElyea, President of the FRIENDS of DPL; Amy Groskopf, Library Director; Michael Priest, Assistant Director; Tracy Moore, Development Officer; and Kasey Shipley, Recorder.

Iglehart motioned to approve the consent agenda with a second by Holt. All approved.

Wright attended the meeting to clarify the use of budgeted library funds. The Library is funded by the Library Levy at approximately \$1.2 million per year, the General Fund for operating and the Trust and Agency fund for employee benefits. The library budget totals about \$4.6 million for the current fiscal year. The board is authorized to spend that total within the fiscal year. Anything left at the end goes back to the city as the spending authority has ended. Wright noted as of today, the Levy fund does have a balance of around \$800,000. He recommends that does not go below \$300,000. If the board wanted to spend down the Levy balance on a one-time purchase, he would be happy to work with them on it. It would require board approval and council approval as a budget amendment. A question was raised over the lack of transparency from a few years ago when funds were taken from library accounts to cover flood costs. Wright agreed it should have been brought to the board's attention.

**FRIENDS Report:** Groskopf reported there was not a quorum for last week's meeting. Moore updated the board on Birdies for Charity pledges received to date and they are up slightly from this time last year. The FRIENDS board is discussing the differences of members and donors. Groskopf plans to discuss future spending over and above the normal budgeted items at July meeting.

**Finance Report:** No report from Engelmann.

**Personnel Report:** No report from Iglehart.

**Director's Report:** There are over 2100 registered for Summer Reading and that does not include the 700 from the school district's summer program. Lexie Reiling, DPL's Youth Services supervisor was interviewed yesterday about the Harry Potter program coming up on Saturday. Davenport READS presentation to city council will be July 13. The core competencies presentations will be public meetings this year. Groskopf will have a draft of the presentation for the July meeting. She plans to highlight Programming and Outreach (outward facing services), Materials and Resources (inside buildings) and Special Collections (genealogy and local history). With the flooding issues at Bettendorf Public Library it was discovered that many Davenport residents that use Bettendorf did not realize the Eastern Avenue Branch existed. Seeing the need for a better marketing plan Groskopf reached out to former Trustee Tracy Schwind. Schwind believes a firm can be found for a reasonable amount if the FRIENDS can fund the plan. Engelmann and Iglehart thanked the staff for their willingness to help Bettendorf Public Library and their library users while they were closed. Groskopf noted that Eastern's use jumped and has remained at that higher level since. She will be sure to pass on board thanks to staff.

**Old Business:** The mayor will appoint Malavika Shrikhande to the board to replace Iglehart. She is a cataloger at St Ambrose and is originally from Mumbai, India. Groskopf said Mayor Klipsch will be in touch soon with Engelmann and Holt about their re-appointments. These will be on the July 13 City Council agenda.

**New Business:** Work continues in the lower level meeting room A/V so the approval to pay retainage to Hodge will be presented at July meeting. The draft document of the Creative Arts Academy lease was presented. Imming noted the lease for the coming year includes use of the large and small meeting rooms with provisions, installation of cabling to meeting rooms as part of first rent payment and that expenses will not be tracked like this year as rent should allow for a profit. Groskopf pointed out that this money can be transferred from the rent account and spent, per Mallory Merritt, city Budget Analyst. Imming noted three items that he'd like revised; the third "whereas" statement should say "use"

instead of "sure"; under "1) Premises" the new wording has "room" and should be "rooms"; under "3) Rent", note the information regarding for payment of cable installation as part of first rent payment. Iglehart moved to approve with edits as noted. Holt seconded the motion and all approved. Roba thanked Iglehart for his time on the board and especially the personnel committee. Imming thanked Lundgren for his time as well as his term as ex-officio ends.

At 1 p.m. the board members that remained and staff reconvened the meeting with Legat Architects to discuss any changes to the conceptual design. Legat will take back the information shared and create a consensus design with square foot cost estimate to share at a meeting with date to be determined. Groskopf would like to share plans with other staff and interested parties. Legat left behind a flash drive that can be shown with the free version of Sketch-up program.

The meeting was adjourned by Imming at 2:16 p.m. following the continuation of Legat presentation.

Respectfully submitted,  
Kasey Shipley, Recorder