

On Tuesday, November 17, 2015, Vice President Tom Engelmann called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:07 p.m.

Present: Matt Casillas, Craig Cooper, Tom Engelmann, Jimmy Holt (at 12:29 p.m.), Dave Iglehart, Judie Lance, Amanda Motto and Sylvia Roba. Absent: Steve Imming and Greg Lundgren, ex-officio.

Others present: Patrick McElyea, President of the FRIENDS of the Davenport Public Library; Amy Groskopf, Library Director; Sue Anderson, Operations Manager; Tracy Moore, Development Officer; and Kasey Shipley, recorder.

Roba motioned to approve the Consent Agenda items with a second by Lance. All present approved.

FRIENDS Report: McElyea deferred to Groskopf as he was not present at the November 10 meeting. Groskopf noted the FRIENDS are going to have committee meetings after the regular monthly meetings, rotating committees through the months, in order to work on needed projects. The annual appeal letter will be going out in the mail soon. Moore has a link ready to go on the website for this specific appeal for online payments. The investment advisor attended the November meeting. With the recent dip in investment accounts, he wanted to check in with the board. The October statements show a rebound for some good news.

Finance Committee: No report from Engelmann.

Personnel Committee: No report from Iglehart.

Director's Report: Groskopf reported the SCRA grant applied for by the FRIENDS to hire a consultant for re-envisioning the public use space at Main was denied. There is a grant from RDA still pending and a commitment from the FRIENDS. Library staff is meeting with city Budget staff on December 2 at 9:30 a.m. to discuss the 2017 operating budget. Finance committee members are welcome to attend if interested. At this point, they project a shortfall of \$750,000 city wide. Capital Improvement Project funding meetings have been taking place. There were two library related projects for FY18 that are now combined into one library project in the amount of \$500,000. One project was through Facilities Maintenance for infrastructure in the amount of \$350,000, the other for the library's 50th anniversary for \$400,000. For that year there was a \$12 million shortfall in money versus projects. There will be a meeting with CIP city staff on December 2 to discuss the equipment bonds that fund the materials budget and electronic replacement budget. The Davenport Reads partnership received a \$500 grant from Bi-State Literacy Council to publish their brochure online with the library performing the updates. United Way will be able to fund public libraries next year; they are one of the Davenport Reads partners. The Davenport Reads library card applications have been tracked since July. There have been a total of 429 users checking out 1000 items since that time. In December, or early in 2016, the board will need to look at circulation policy as it relates to the dissolution of RiverShare and honoring a former RiverShare borrower's card for no fee.

Old Business: Sponsorship Policy. With much discussion, it was determined the committee of Casillas, Cooper and Motto will reconvene to select the value of a major gift and work out a new draft of the sponsorship policy, keeping the procedural issues out of the policy. They will look at what other libraries have for policies to aide in the document creation and hope to have a draft done for December meeting review.

New Business: The board will invite the mayor-elect to the December meeting so he can see how the board conducts business and the board will ask for his input on library topics. The personnel manual was emailed to the board by Anderson last month and will be on the December meeting agenda. Iglehart would like to

know more at the December meeting regarding nepotism, the use of continuing education funds by staff and the topic of abuse of labor practices. Groskopf took the "Director Goals" from the October meeting and attached dates to those goals, handing out in the packet. Iglehart motioned to approve the adoption of these goals with a second by Cooper. All present approved. Iglehart noted they could look at these goals at Groskopf's annual review. She will update the progress quarterly to the board. Due to a staff shortage/FMLA related in the reference department, administration requests that a grant restricted to personnel that was received about ten years ago be utilized to hire a part-time temporary reference librarian. The cost would be around \$28,000 and the balance of the grant would cover that amount. Casillas motioned to approve spending that money for the part-time position in reference. Roba seconded and all present approved.

With no further business, Engelmann asked for a motion to adjourn. Iglehart motioned to adjourn the meeting at 12:54 p.m. with a second by Lance. All present approved.

Respectfully submitted,
Kasey Shipley, recorder