

On Tuesday, October 15, 2013 Board president, Greg Lundgren, called to order the regular monthly meeting of the Davenport Public Library board of trustees at 12:00.

Present: Marie Christian, Dave Iglehart, Steve Imming, Greg Lundgren, Judie Lance & Sylvia Roba & Tracy Schwind. Absent: Ken Croken & Tom Engelmann

Others present: KennethWayne Thompson, Library Director, Amy Groskopf, Associate Director of Library Resources, Stephanie Schulte, Associate Director of Customer Services, Sue Anderson, Operations Manager, Ian Russell, FRIENDS board president and Karen Neal, recorder.

## 1. Consent Agenda

- A. Roll Call
- B. Approval of Agenda
- C. Approval of September 17, 2013 board minutes
- D. Approval of bid award to Paragon Commercial Interiors for the purchase and installation of furnishings in the Administration area at Main in the amount of \$17,331.18...City Bid Number 14-27 "Library Admin Furniture". Recommended by Library Director
- E. Financial Reports

Imming made a motion to move the bid award out of the Consent Agenda with a second from Christian. Motion passed with all ayes.

Iglehart made a motion to approve the remainder of the Consent Agenda with a second from Roba. Motion passed with all ayes.

Imming asked for clarification on the particulars of the furnishings bid. Groskopf offered that the current work spaces/desk set-ups are from the original building (1968) and do not lend themselves with the technology-driven equipment, e.g. ergonomically-challenged, very poor cord management, etc. Groskopf noted the number of bid respondents, attendance at the pre-bid, etc. After brief discussion, Imming made the motion to approve the bid award to Paragon Commercial Interiors for the purchase and installation of furnishings in the Administration area at Main in the amount of \$17,331.18. Roba seconded the motion. Motion passed with all ayes.

## 2. Reports

### FRIENDS Report

- Russell reported that their by-laws had been successfully amended to address the number of board members (minimum and maximum) and, additionally, the amended by-laws now provide for a process to remove a board member for failure to attend meetings for a specified range of time.
- Front page newspaper coverage of the FRIENDS-sponsored Mural at the Main Library was great.
- Russell also commended staff for a "remarkably well received" Card Jump Drive at the Eastern Ave. Branch Library on September 21<sup>st</sup>.
- The FRIENDS are brainstorming ideas for their next fundraising drive. When asked about the next book sale, it was reported that there is not one being planned at this time. The book sale held in 2012 was only held because of the massive weeding project done for the RFID/Sorter project. Otherwise, the book stores continue to move the donations and weeded material.
- Lundgren asked Russell to convey to the FRIENDS thanks from the board of trustees for all their work.

## Committee Reports

Finance – no report

Personnel – Roba reported that she has been working with Anderson to create a process for the Library Director's 6-month evaluation. It will be a compilation from four response areas: Library supervisors, the Library administration team, an all staff survey and board members. She reported that she had already met with the supervisors and the admin team. Board members were invited to fill out their surveys either via email or snail mail. The anonymous survey is being sent to all staff next week.

Schwind suggested that the board of trustees can do a better job at establishing the Library Director's goals. After much discussion, a recommendation was made to have a separate meeting with the one topic of fleshing out goals. All agreed that setting goals is one of the board's most important functions. Roba will coordinate a date and time and make arrangements for a facilitator. Her suggestion was to set goals for the next year as opposed to a longer term. Russell will be invited as well. While this special meeting will be held without Thompson, once the goals are clearly identified, the board would then meet with Thompson.

Buildings/Grounds – no report

Marketing – no report

Planning – no report

## Director's Report

- As mentioned by Russell, the Library Card Jump event at the Eastern Ave. Branch on September 21<sup>st</sup> was a good time.
- Freegal use (free downloads of music) is trending upward since its introduction to patrons in May, 2013.
- We have promoted from within for the new IT Supervisor. Will now be advertising (in-house first) for a full time computer tech to fill that vacated position.
- Beginning in 2014, the library newsletter will be published quarterly instead of bi-monthly. This will save both printing costs and staff time.
- Library staff will be participating in the Halloween Parade. The red library van will be accompanied by staff walking alongside, handing out of treats.
- Charging Stations – Library staff is proposing the installation of “charging stations” for patrons to use for their electronic devices. EBSCO, one of the library vendors, approached staff and would find local sponsors (approved by the Library) so that the “stations” would not cost the library anything. Discussion ensued on use of sponsored names on equipment. Lundgren commented that the board of trustees has had a long history of not allowing commercial advertising in the buildings. While the passage of the Sponsorship/Gift policy last month addresses sponsors, Lundgren's recall of the longstanding “Posting” Policy poses a quandary and asked the proposal be put on hold for further clarification of the existing board policies. What is a sponsorship as opposed to advertising, for instance?

### 3. Old Business

Labor/Management meeting – the key topic at the September 25<sup>th</sup> meeting was the newly established collaborative working relationship/training between the customer service and reference staff. Ty Cutkomp, AFSCME Union Representative, was present at the meeting along with staff from both service areas and administration. The assertion from staff was that they were being asked to work out of class. Having put the staff concerns on the table at the meeting, Thompson clarified the new direction – the goal, simply, to offer great customer service. The meeting ended on a positive note with the better explanation of the intent of the collaborative efforts. Since the meeting, the supervisors of the two areas sent an email to all the front line staff, fully endorsing the cross efforts and the purpose.

Durant Public Library follow-up – Durant Public Library board members approached Thompson about a partnership wherein the Davenport Public Library would provide library services to their community; this, instead of contracting with the Scott County Library System headquarters in Eldridge. Subsequently, he and Schulte met on October 1<sup>st</sup> with the Durant Library Board, Mayor and Operations Manager to explore with them about joining forces to strengthen services to their community. Since that meeting, County Administrator, Dee Bruemmer, convened a meeting with related parties to discuss Durant’s concerns. Having worked up the costs to bring Durant on board with Davenport, it was found to be cost prohibitive. Lundgren thanked Thompson and Schulte for reaching out to them, though.

### 4. New Business

Upon review of the “Loitering” and “Tobacco/Smokeless Tobacco…” policies – Schwind made a motion to approve the policies with the recommended changes. Iglehart seconded the motion. Motion passed with all ayes.

Roba added that she wanted to give a “shout out to Anderson for her assistance” for pulling together the new process for the Director’s evaluation. “She has been awesome and pleasant to work with”.

Being no further business, the meeting was adjourned at 12:56 pm.

Respectfully submitted,

Marie Christian, Secretary