

DAVENPORT PUBLIC LIBRARY BOARD OF TRUSTEES  
MINUTES OF THE FEBRUARY 15, 2022 MEETING

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:02 p.m. The meeting was held in the Small Meeting Room of the Main Library on Tuesday, February 15, 2022.

A roll call of Trustees was held with Malavika Shrikhande, Naghme Motto, Amanda Motto, Judie Lance, Joe Heinrichs, Tom Engelmann and Steve Imming were all present either in-person or via Go To Meeting. Craig Cooper and Sylvia Roba were absent.

Others present in-person or via Go To Meeting included Lexie Reiling, Interim Library Director; Jennifer Williams, HR Operations Manager; Tracy Moore, Development Officer; and Kasey Shipley, Recorder.

Engelmann motioned to approve the consent agenda with a second by Shrikhande. With no discussion, a roll call vote was held that had Shrikhande, A. Motto, N. Motto, Lance, Heinrichs, Engelmann and Imming all approving to carry the motion.

**Public with Comment:** None.

**FRIENDS Report:** Imming had attended the very short meeting last week so reported on a couple of things. The Treasurer noted that the tax return 990 was submitted. If anyone is interested in viewing, Imming can forward an electronic copy. New members were voted in. He added later in the meeting that if you aren't a member of the FRIENDS already, please consider joining. Contact Moore if interested.

**Finance Committee:** Engelmann reported the spending is at 57% for the fiscal year with the year being 58% complete, per the Budget Recap, so right on the mark.

**Personnel Committee:** A. Motto shared the plan for a series of evaluations to be held for the first year of the new director. The Personnel Committee and Imming will meet with Jeff Collins to review his personal goals and objectives. At three months he would present a progress report to the Board. Every quarter the first year, Collins will report to the Board on progress of those goals that coincide with the Board meetings. There will be a six-month evaluation using the standard survey the Board has used for annual evaluation of the Director with input from the Board and supervisory staff. There will be a one-year evaluation using responses from the standard survey with Board and staff responses.

**Advocacy Committee:** Shrikhande mailed a welcome card on behalf of the Trustees to Collins at the Main Library. The QC Chamber also sent a welcome packet to the family. Shrikhande wanted to share that the archives department has put together a Color Our Collections book of materials in the collection where users can color it in themselves. Another flyer she saw in the Library was for a library payment plan to help make it easier for those with larger amounts due to the Library. Warm up Wednesday is a program where the community can meet up with the Library Social Worker. Shrikhande shared some hot cocoa packets with the staff doing the program. She will be revisiting the vehicle registration plates idea that was sidelined with the pandemic. More information to come in the spring or summer. Shrikhande is a member of the Downtown Davenport Partnership (DDP) Welcoming and Inclusive taskforce is a group she is working with through Quad Cities Chamber of Commerce and they have

grants for signage the Library may qualify to apply for, and she shared that with the Library DEI (diversity, equity & inclusion) team.

**Director's Report:** Reiling reported there was good feedback from participants of the Winter Reading Program and using the Bean Stack app to track their reading progress. The first meeting with the architects for the Fairmount Community Center is next week where discussion will determine how to get community input of what is needed in that building. Auto-renewals began in January. The State Library does not let those count as a circulation like a renewal made by a patron, so all auto-renewals will not be on the statistics. It has caused a dip in the circulation report beginning with January. The accreditation has been submitted to the State Library. Once it is approved, it will be good for another three years. Regarding the Warm Up Wednesday program mentioned by Shrikhande, it goes through February at least. Not a part of the written report, Reiling wanted to mention a bill that was introduced to the Iowa House, house file 2176, that addresses school and public libraries could have criminal penalties charged for the dissemination of obscene materials to minors. Something to keep a watch on as bills move through the house.

**Council Liaison:** No report; Marion Meginnis not in attendance.

**New Business:** Imming noted that he normally likes to have discussion at one meeting with approval the next to not rush the consideration. In some situations, as the first item to discuss and approve updates to the Library Administrative Policy 4.5 Holidays which includes Juneteenth, the City has already updated and approved their administrative policy. Shrikhande motioned to approve the updates to the policy. Engelmann seconded. During discussion, it was noted that the bottom of the page that is initialed would hold Reiling's name. The draft was done before Collins' start date was delayed. Reiling pointed out that on the second page, language from the City's administrative policy was borrowed to include adding any paid federal or state holiday to the Library policy. The roll call vote had A. Motto, N. Motto, Lance, Heinrichs, Engelmann, Shrikhande and Imming all voting yes to carry the motion. The second item of new business was to discuss and approve an amendment to the By-Laws, Article VII. Imming presented two options to the Board, but noted a third would be to table the motion if more consideration is needed. The By-Laws need to be updated to clarify the terms either way. Engelmann motioned to approve the option noting that a Board member who has been appointed to complete a vacated term is eligible to serve two, consecutive 6-year terms upon completion of the vacated term. Shrikhande seconded. During discussion, Imming noted that one option could have a person eligible to serve on the Library Board for just under 18 years if a newly appointed member vacated their position just after being approved. In the other option, it could be the other extreme if filling a vacated seat with a month or two remaining, then only being eligible for one six-year term after completing it. As far as indicating your wish to be reappointed for another term, a form on the City's website must be completed. The Mayor also requests contacting him to share your desire of reappointment. Imming added that he'd like to be made aware of the decision, as well, so if you would choose to not request reappointment, consideration could be given to the credentials needed to fill the opening before your term ends. A roll call vote showed N. Motto, Lance, Heinrichs, Engelmann, Shrikhande, A. Motto and Imming all voting yes. The third item of new business was discussion of the Tobacco and Smokeless Tobacco Policy. Reiling noted that it had been three years since it was last reviewed. She reported the only change staff suggested was to change the title to Tobacco/Nicotine Free Environment for succinctness and have the same title as the City's administrative policy. Engelmann wanted to say he was glad the City and the Library have this policy in place. The policy will be on the March meeting agenda for approval.

Imming wanted to take a moment to thank the administrative team of Reiling, Williams and Shipley for their extra efforts while the Library was between directors. Imming thanked the Trustees for their bios that he sent along to Collins. Collins believes those will be helpful in getting to know the Trustees. A training opportunity for Trustees takes place on Wednesday, February 23 from 6-7 p.m. in the form of a webinar titled Ten Habits of Highly Effective Library Board Members. Imming may see if he can set up a watch party. Watch your email for Monday Morning Eye Opener and others from the State Library as they often contain training information. Shrikhande said the Library should present at the Iowa Library Association conference in October on becoming the first library in Iowa to have a social worker.

With no further business, Engelmann motioned to adjourn at 12:35 p.m. with a second by Heinrichs. N. Motto, Lance, Heinrichs, Engelmann, Shrikhande, A. Motto and Imming all approved.

Respectfully submitted,  
Kasey Shipley