

DAVENPORT LIBRARY BOARD OF TRUSTEES
MINUTES OF THE OCTOBER 16, 2018 MEETING

President Steve Imming called the monthly meeting of the Davenport Public Library Board of Trustees to order at 12:07 p.m. on Tuesday, October 16, 2018 in the Large Meeting Room of the Main Library.

Present: Matt Casillas, Craig Cooper, Tom Engelmann, Steve Imming, Judie Lance, Amanda Motto, Naghme Motto, Sylvia Roba and Malavika Shrikhande.

Guests: Marc Rohde, Legat Architects; Marion Meginnis, City Council liaison; FRIENDS Board members Nancy Goldsmith (12:25), Jerry Skalak (12:27), Laura Genis (12:30), Kassie Hoyt (12:36)

Library staff present: Amy Groskopf, Library Director; Jennifer Williams, Operations Manager; Tracy Moore, Development Officer; Kasey Shipley, recorder.

Engelmann motioned to approve the consent agenda. Lance seconded the motion and all approved.

Public with Comment: None.

FRIENDS Report: Groskopf reported that the capital campaign committee will have former Trustees Dave Iglehart and Ken Croken joining them and speaking with one other prospect. The annual fund letters will go out after election day to avoid campaign mailing competition. Support will go to supplies for the Outreach Mobile. This campaign will tie to Giving Tuesday held after Thanksgiving.

Finance Committee: Engelmann reviewed the budget recap and the first quarter expenditures look on track.

Personnel Committee: Roba reported the committee met with Groskopf and Williams regarding the organization chart that will be presented later in the meeting. She thanked Lance for her six-year tenure on the committee. Related to committees, Imming reported the following assignments for the current term: Personnel will have Casillas and A. Motto as co-chairs, Cooper and Roba. An ad hoc committee for advocacy will have Shrikhande as chair with Lance and N. Motto serving. Finance committee will have Engelmann as chair and Imming.

Director's Report: Groskopf reported that Marion Meginnis will be joining the monthly board meetings as City Council Liaison. It is the intention to open up communication between the board and council. Groskopf thanked all that supported the library in celebrating the 50th anniversary of the building. Something that may be coming to the board in the next month or two is related to the RiverShare library consortium. The group wants to reduce barriers to use of library resources and believe one way is to make juvenile items fine free. The RiverShare by-laws give the choice of fines to the individual library. Engelmann asked about the impact to revenue. Groskopf reported fines on juvenile materials last year totaled \$11,000. Those funds go the city's general fund. Imming asked about the start of the Halloween parade. Groskopf will share that with the board as well as the theme in a follow-up email.

New Business: The supervisor level organizational chart was shared with the board. Shrikhande motioned to approve with a second by Roba. In discussion, Roba asked what we are accomplishing with this change. Groskopf noted the Strategic Plan goals of outreach and increased marketing/public relations needs a department or person with oversight. With the current supervisory vacancies it is a good time to make these changes. If board approves, the next steps are to discuss the plan options for changes to non-supervisory staff positions with supervisors to find the best one, meet with City Human Resources to be sure all union issues are covered, take to union, then to staff that would impacted by the change. All approved the supervisory level organizational chart as presented. The next order of business was to approve the CIP budget request summaries for FY2020-2025. Engelmann motioned to approve with a second by N. Motto. Engelmann asked for clarification for FY2024 Enhance self-service for library users in the amount of \$60,000. Groskopf reported this is to update the self-checks with a fine/fee payment system and printing all in one. She noted that these requests are not funded until council approves the budget for the upcoming fiscal year. Groskopf will share dates of the general fund budget meetings. All approved the CIP budget requests for FY2020-2025.

Old Business: Marc Rohde from Legat Architects presented an update to the Master Plan for the Main Library that was originally created in 2016. Information was refreshed to add changes and include a written program. Current expected budget with proposed changes, that does not include changing shelving, comes in at \$2,048,000. The cost goes up by around 4% each year, so this cost could be \$2.5 million in 5 years which is something to keep in mind for fundraising. Groskopf has PDF files from Rohde and can share via DropBox. As the drawings were presented in Revit, he asked the Capital Campaign committee to decide on which shots would be best to expand on for fundraising casebook. He suggested the front desk, study rooms, maker and computer space, teens and children's areas. Groskopf asked Rohde to include cost for exterior lighting on all three sides of the building. Original porch lighting had lights in the top of front columns. Rohde will send to a colleague in the lighting business for cost estimate. Turnaround for the creation of photo-realistic renderings for the casebook would be around 3 weeks as they work with another company in making those.

Other: Imming noted that while preparing his remarks for the 50th anniversary party, he discovered the architect Edward Durrell Stone also designed the Kennedy Center, the Metropolitan Museum of Art, Radio City Music Hall, embassies and other buildings around the world. He was engaged by C.D. Waterman, the board president at the time, to design the Main Library.

With no further business, Cooper motioned to adjourn at 1:32 p.m. Engelmann seconded and all approved.

Respectfully submitted,
Kasey Shipley, recorder